



SBCB Breakfast and Tea-time Club at St Cuthbert's

NEW COVID RULES

Please read very carefully before making your booking.

Dear Parent and Carers,

As you can imagine the last six months have taken quite the toll on most of us and I'm looking forward to getting back to a new kind of normality. I'm sure you're all very much aware that it is a very different normality. Because of COVID, and tight guidelines that school and myself have to take to keep our children, staff and ultimately your families safe, we have had to make some quite significant changes to how we operate in this current climate. I hope this is only for the short term and that in time we will be able to get back to a more relaxed way of working. However, until then, we can only operate under the following **strict** guidelines.

- We will be reopening Breakfast and Tea-time Club from Monday 21st September.
- We will be able to accept a **maximum of 15 children** for Breakfast Club and 15 Children for Tea-time Club.
- **Prior booking and payment is essential and must be done by calling Stacey Button on 07946490096. If payment is not received your booking cannot be held.** Please note we can no longer operate an open Breakfast Club service.
- The places in club will be on a first come first served basis and we cannot accept any more children once our quota of 15 is reached. **For the meantime there will be no emergency and last minute drop off and collections.**
- To ensure impartiality, bookings must be made on a week to week basis and must be received by Friday evening for the following week.
- Please come to the pedestrian gate to drop off your child for Breakfast Club between 7.45-8am. **Please follow the social distancing markers and do not use the staff car-park to park in.** A member of our staff will be on the gate to welcome the children into school. The gate will be locked at 08:01 and I'm afraid no admittance will be accepted after this time regardless of prior payment.
- Tea-time Club will be run as two separate sessions.
- First session ends at **16:30** and
- Full Session will now end at **17:30**. The changes for full session end time is to be able to do the full clean required before the closure of school premises.
- 16.30 and 17.30 are now the **only** pick-up times from Tea-time Club.
- A member of our staff will bring the children to the pedestrian gate according to the time (16.30 or 17.30pm) that you have arranged to pick up.
- **Please follow the social distancing markers and do not use the staff car-park to park in.**
- If anyone is late for collection from first session even by a few minutes, full session price will be charged.
If anyone is late for full session, additional charges will be incurred for the delay in closing school premises.
- Any non-attendance of prepaid sessions can no longer be credited or carried forward to future dates. As I'm sure you understand we are already trying to operate on very reduced margins.
- All new registration forms for Breakfast and Teatime Club can be requested from Stacey Button on 07946490096 and either a photo of that form can be text or sent as an email to myself to register.

It has been incredibly difficult for me to have to implement the above changes, we have always tried to accommodate all families and circumstances as much as we possibly could. It's a physical impossibility to do so with the current guidelines we must work to and I would greatly appreciate your full co-operation with these new rules. I do hope it is for the short term and will ensure you are all kept up to date with any future changes.

Any queries or questions please contact me, Stacey Button, on 07946490096 to discuss. We are looking forward to seeing you all soon; Pauline, Emma and I have missed you!

Stacey