



Oakdene Primary School
Ashton Avenue
Rainhill
L35 0QQ
01744 678410

email: oakdene@sthelens.org.uk

Headteacher: Mrs. H. Lee

18th September 2020

Revised Out of School Club Launch

Dear Parents,

This letter is to inform you about the reopening of the Out of School Club (OoSC) on a trial basis, from Monday 5th October. We are very pleased to be able to offer a service again, but there is much you need to understand before deciding if this is right for your family. It will be a significantly revised service from the one we have known, to keep us all as safe as possible - especially your children. Please be aware that it will be a very different experience for any children who attended OoSC before the lockdown.

A full set of Terms and Conditions (T&Cs) accompanies this letter so you can see the details of the service. Please read this carefully if you are considering using OoSC. This letter will highlight the key points of the service and some of the reasoning behind the changes.

The club will operate for the three weeks up to the half-term holiday on a trial basis. During week 2 we will assess whether the OoSC can be run successfully and in a Covid-secure manner, and whether the service will continue in the same format after the half-term.

Hours of service

Sadly, it will no longer be an option to drop children off or collect them at your convenience. Like school, there will be specific drop off and pick up times and the adults won't be allowed into the building.

Breakfast Club will admit and register children at 7.55am only, from the OoSC gate. After School Club will admit children at the end of their classes and you will be able to select from 3 pick-up times: 4.30pm, 5pm and 5.30pm. Children will be brought to the gate with all their belongings at their nominated collection time and released to the appropriate adult.

Fees

Our Out of School Club has never run as a profit-making enterprise but a reserve balance has been prudently maintained for emergencies. This has proved invaluable to the survival of the OoSC as only some staff could be furloughed, and there have been significant staffing costs during the closure whilst there has been no income from users. In order to reopen, additional staff will be needed because of the extra cleaning, distancing and escorting children to and from the building. For all these reasons, the fees are slightly higher than before. Breakfast club sessions will be £4.25 and all

After School Club sessions are a flat fee of £7 regardless of the collection time. Payment is still required in advance of the session - please read the T&Cs carefully.

Bookings

All sessions must be booked and paid for in advance. Bookings should be made via our new online payment system. When booking, there will be the option to pay online immediately or just book the place. Those families who are in credit on OoSC will be able to see and use those balances to pay. (If you pay using childcare vouchers, any preexisting credit will be available when you first use the online booking service. After that is exhausted, you will only be able to book the place online and the future voucher credits will then be applied the school office.) It will still be possible to pay by cheque or cash (by dropping a labelled envelope in the white basket on the morning playground), and the payment will then be credited to your online booking where you will be able to see it.

Places in OoSC will be strictly limited. The online booking ensures the places are obtained on a "first come, first served basis". Should you have any issues booking, contact the school office as soon as possible. If it is outside the school day, we recommend emailing oakdene@sthelens.org.uk straight away.

If you do book OoSC sessions, you will need to complete, sign and return the T&Cs and the Data Form (via email or by dropping a labelled envelope in the white basket on the morning playground) before your child can attend. Both of these documents have been made available with this letter.

Snacks

There will be no food preparation at OoSC as there was in the past. Children will be offered snacks such as bread sticks, rice cakes, biscuits and fruit, as well as cordial and water to drink. This also applies at Breakfast Club: fruit and cereal bars will be offered but toast and bowls of cereal are no longer available. The estimates of these food costs are broadly similar to those we had before, so at the moment this has had no impact on the fees.

Spacing

Infant children will be based in the Learning Zone and juniors in the hall. Each year group will have a large table and children will be expected to remain with their classmates at, or around, their table. There will be videos, music, table based activities and some outdoor time when possible. Any toys will be on a rota, with quarantining or cleaning between use. As they would during the school day, adults will aim to socially distance from the children at all times and will be based in one of the two rooms. Those staff who work with school classes, will be based in the appropriate room.

We anticipate opening the 3 weeks of bookings for OoSC next week. **The exact time that the bookings will open, shall be communicated by text at least 24 hours in advance.** Therefore, it is important for you to check you can successfully log on to the online payments system and see your children listed, as soon as you are issued with a password.

If you have any further questions please do contact the school office.

Yours faithfully,

A. Mouldsdale

School Business Manager

