



**Wroxton CE Primary School**  
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Tuesday 14<sup>th</sup> July 2020

### **Early Birds and Night Owls**

Dear Parent,

I am writing to you to inform you of the wrap around care provision we will have available for children when we return to school in September.

The government guidance for the reopening of schools to all pupils in September has confirmed that we will be able to start up our breakfast club (Early Birds) and after school club (Night Owls) again.

As I hope you are aware, we endeavour to keep the costs to parents who use the provision as low as possible. We do not aim to make a profit but to cover our running costs i.e. staff, food and resources. I am very pleased to be able to confirm that the cost of the service remains unchanged for the 2020-21 school year; £3 for Early Birds and £7 for Night Owls. This charge is a flat fee whether your child attends part of the session or the whole session.

Our Early Bird club will continue Monday to Friday, in the school hall, doors will open at 8:00am, numbers will have to be limited to 15 children to allow for social distancing. Whilst we will not be able to guarantee children will be able to maintain social distancing during the session we will ensure that the children stay within their assigned class bubble area of the hall. As we have to limit the number of children, you will be able to pre-book your child's place in advance of the session. We will however require you to pay for the session once it has been booked and we will only be able to refund the fee if your child is unable to attend that day due to illness, a class visit or if your child is required to self-isolate at home. We believe that this will accommodate those of you who need the service for the majority of the time, if use is in line with previous years' attendance. A breakfast of cereal, toast, fruit juice or milk will be offered as usual.

Our Night Owls provision will run from 3pm until 6pm Monday to Friday. Places will continue to be limited to a maximum of 10 children. Children will be asked to socially distance as practical and the use of our outdoor space will be used whenever possible. As with our Early Birds club, you will be required to pay for the session once it has been booked unless your child is off school due to illness or self-isolating. If you need to book your child's place on a termly basis, you can choose to pay for the term or at the end of each week. However, you will be charged for the sessions that were originally booked should you wish to cancel during the term. The only exception to this

will be if the session is full and there is a waiting list and we are able to offer the place to another child.

Whilst the school is operating under COVID 19 restrictions, parents will not be able to enter the school to drop off or collect. A member of staff will greet your child at the door in the morning for Early Birds and dismiss at the front door when you collect from Night Owls. There will be no need to sign the attendance register as we have asked you to do previously; the register will be updated by a member of staff.

Payments should be made on SchoolMoney, please contact the office if you need help logging back in.

### **Friday afternoon club**

You will be aware from the letter informing you of our September opening that children will finish school after lunch on Fridays. We are aware that for some parents unable to alter work hours that this is going to be a problem. We are going to be offering a **Friday Afternoon Club running from the end of lunch until 3pm**. Numbers will be limited and children will be supervised by some of our teaching assistants. The cost of this session will be £5; this will only be applicable to sessions your child attends. If you have more than one child needing to attend then a sibling rate of £3 will be charged.

If you need your child to attend Night Owls following the Friday Afternoon club we will charge a single fee of £10 to cover both sessions, 1pm – 6pm. This in effect will only be a charge £3 for the Friday Afternoon Club. We are not able to offer sibling discounts for Early Birds or Night Owls.

If you would like to book your child into any of sessions outlined, Early Birds, Night Owls or the Friday Afternoon club please send an email to [office.3004@wroxton.oxon.sch.uk](mailto:office.3004@wroxton.oxon.sch.uk) and mark the subject **Extended School Booking**. Your email must contain your child's name, the club session you would like to book and the dates required. Your booking will be confirmed by a return of email. Alternatively call the school office to make your booking. Please remember by making a booking for Early Birds or Night Owls you are making a commitment to pay for the session booked unless we can fill the slot with another child.

Thank you for your continued support.

Yours sincerely

Justine Sullivan  
Office Manger