



Honey Bears Out of School Club

Penns Primary School, Berwood Road, Sutton Coldfield B72 1BS

31st July 2020

Dear Parents/Carers,

I hope this letter finds you and your families safe and well.

After a site visit with Ms Jones & Mr Fielder on 21/7, I am pleased to confirm that Honey Bears Out of school service will resume on Monday 7th September.

I have attached our agreed Covid 19 - risk assessment for a safe return. This has been achieved by using the government guidelines : protective measures for out of school settings during coronavirus(Covid-19) outbreak published 1st July 20 & D of E guidance for full opening of schools published 2/7/20 and with discussion with your Head Teacher & Site Management.

Our staff will be preparing the building for your children's return w/c 1st September and are looking forward to returning. We have missed your children very much.

How will we group your children?

During the school day your child will be in their class "bubbles" up to 30 children, however at Honey Bears your child will be able to mix into a group of no more than 15 children. We will achieve this by creating two bubble groups which will be as consistent as possible. We will aim to spend as much time outside as weather permits and have had discussions with the school about installing two covered areas around the club hut to provide shelter so we can safely do so.

The groups will be Group 1: Reception, Years 1, 2 + siblings (Elaine)

Group 2: Years- 3,4,5 & 6 + siblings (Lana/ New member of staff tbc)

Unfortunately Tayla will not be re-joining the Honey Bears Team @ Penns in September .As many of you will be aware she is deployed at our nursery site and we do not feel it is appropriate for her to cross from one setting to another in the same day at the current time. We have been recruiting for a replacement for Jordan to be the third member of our team and will inform you who this will be when we have confirmed our new appointee.

Drop off and collection arrangements

All drop off and collection will take place at the Berwood Road gate. No parents will be allowed on site unless they have a pre-arranged appointment. (please refer to risk assessment)

Morning session (arrival to club)

Please arrive between 7.30am -8am*. Phone staff using the club 's mobile number to alert them to your arrival at the gate. Staff members will be in the playground area near to this gate to enable a quick response time to open gate and handover your child/dren. Children will be asked to sanitise their hands-on arrival and not to touch the gate. The Children & staff will remain in this area until 8am then proceed to club area for breakfast and activities before school handovers at 8.40am/8.45am. Anybody who cannot make it to us by 8am must phone and let us know their arrival time thereafter, immediately so a staff member can be safely sent to meet you.

*Due to the staff having to meet your children at the gate we are trying to minimise the times staff will be called away from them.

Collection Time

Please arrive to collect your child no earlier than 4.45pm* unless they have a medical/dental appointment, or you have written to us separately to inform us of why this is not possible. Please use the club's mobile number to alert staff to your arrival at the Berwood Rd gate.

*This will enable the staff to achieve snack time and any planned activities without interruption and continue safe adult/child ratios. From 4.45pm onwards staff members will be in the playground area with the children, close to the gate area for a speedy handover & collection. The staff will sign your child /dren out. Children will be asked to sanitise their hands before leaving.

Although there are changes and challenges to get through, we hope you can see that these are a necessary part of keeping our children, parents, staff, and school community as safe as possible during this time. I thank you for your continued support for the club and look forward to seeing you all again in September. Your fee letters will be issued by the end of next week for payment at the end of August. If you have not already done so, please return all admission paperwork by 5th August.

Please read and sign the slip on the bottom of the risk assessment document to confirm receipt and acceptance of our Covid-!9 risk assessment.

If you have any queries regarding the above do not hesitate to contact us via email : honeybears@btconnect.com

In the meantime, enjoy your summer and stay safe & well.

Best Regards

Debbie & the Honey Bears @ Penns team