



Head Teacher: Carole Clemens B.Ed Hons PGDipEd

Tel: 0115 917 9881

Email: office@totonbanksroad.notts.sch.uk

Email: head@totonbanksroad.notts.sch.uk

8<sup>th</sup> September 2020

Dear Parents / Carers

We are delighted to inform you that the Banks Road Holiday club will once again be open this October.

The Holiday Club will take place on:

**Monday 19<sup>th</sup> October – Friday 23<sup>rd</sup> October**

### **Opening hours**

The Holiday Club will be open from 8.30am – 4.30pm each day.

### **Gov.uk guidance (updated 20 August 2020)**

(<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>)

The above guidance, stipulates the protective measures we must follow including a risk assessment in line with the Health and Safety Executive guidance. Decisions on group size for our setting has been based on:

- the current government guidance on social distancing
- the ability of our children in attendance to maintain social distancing and practise hand hygiene
- the age of the children who will be attending
- the nature of our activity or provision
- the size or layout of our premises

The guidance also states that we are to keep children in small groups of no more than 15 children with the same children each time wherever possible. “Where providers have mixed age groups together they will need to, as far as possible, keep all children irrespective of age in small consistent groups of no more than 15 with at least one staff member, or with more staff members to meet relevant ratio requirements”.

### **Who can attend?**

Our holiday club (for this week in October half term) will therefore be available for a small group of no more than 15 children.

Banks Road, Toton, Beeston, Nottingham, NG9 6HE. Web: [www.banksroadschool.co.uk](http://www.banksroadschool.co.uk)

To ensure we have the same consistent group of children, and to avoid mixing children throughout the week, we are offering this provision for the children of Banks Road **ONLY** and children must be booked in for the whole 5 days: we are unable to offer individual days.

### **Prices**

The Holiday club will be £100 for the week (£20 per day), which will be payable by cash, cheque or childcare vouchers and paid in advance, once you have been notified that your child has secured a place.

There are a limited number of places (15 for the week), and these will be allocated on a first come first serve basis. Please complete the attached booking form and send via email to [office@totonbanksroad.notts.sch.uk](mailto:office@totonbanksroad.notts.sch.uk)

### **Who is responsible for the day to day running of the Holiday Club?**

Miss Stacey Hall will be the Holiday club co-ordinator. Holding a level 6 qualification to the post, as well as paediatric first aid and food hygiene certificates. To ensure staff / child ratio, there will be one additional member of school staff assisting with the running of the club, so your child will be surrounded by familiar faces during their time with us.

### **What activities can we offer?**

Throughout the week there will be plenty of activities on offer, to suit all ages and interests. The week will focus on different themes.

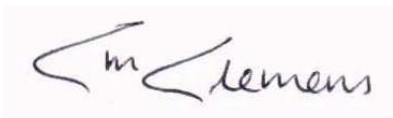
There will also be plenty of time to get outside with sports, outdoor games, and use of the outdoor play equipment available to access throughout the day.

### **Food and drink**

Children will need to bring a packed lunch. No food will be provided during the holiday club, however drinks will be available at all times.

If you would like your child to attend, please complete the attached form. If your child is attending our holiday club for the first time, you will then be sent an application pack which must be completed prior to your child attending. All bookings must be paid for in advance. As previously mentioned, the limited spaces will mean that we will allocate spaces on a first come first serve basis. Please note that if there is insufficient interest in the club we may require to cancel this service.

Yours sincerely

A handwritten signature in black ink that reads "Carole Clemens". The signature is written in a cursive style and is set against a light pink rectangular background.

Carole Clemens  
Head Teacher

# Banks Road Infant and Nursery School Holiday Club Booking Form

## 19<sup>th</sup> October – 23<sup>rd</sup> October

Please indicate with an ‘✓’ that you require childcare and return this form to the school office no later than **Friday 25<sup>th</sup> September**. This is to allow us to secure appropriate levels of staffing and we will not be able to amend any bookings after this date.

We will notify you once a place has been allocated to your child However they will only be guaranteed once payment is received. **Payment to be made as soon as you have been notified of your allocation.**

We **do not** provide refunds.

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

**I would like my child to attend Holiday Club week beginning  
19<sup>th</sup> October – 23<sup>rd</sup> October 2020**

Tick

Please find attached my payment in the sum of £\_\_\_\_\_

Method of Payment (\* please delete as appropriate) \*Cash/Cheque/Childcare Vouchers

**Cheques:** Please make cheques payable to **NCC Banks Road Infant School.**

**Voucher Providers:** Edenred, Computershare, Fideliti, Kiddivouchers, Salaryexchange, Childcareplus, Sodexo, Busybee Benefits

**Office use only:**

Signed by School Office confirming receipt of payment \_\_\_\_\_ (Office Administrator)