



Kidmore End CE Primary School

After School Club information for parents – March 2021

Please read the guidance below carefully. Please complete the PMX form that will follow shortly (for regular users) with your regular requirements from Monday 8th March. For ad-hoc bookings please email asc@kidmore-end.co.uk.

We are looking forward to welcoming children back to After School Club from Monday 8th March. Staff have worked hard to prepare and set in place routines, as we take very seriously our duty of care to children and staff, both in preventing the spread of coronavirus and in ensuring after-school care is a secure and nurturing environment.

We have followed closely government guidance <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> in making our plan and risk assessment, which have been approved by Governors and officers from ODST. Further information about the protective measures in place can be found overleaf.

Please note that you should only use After School Club at this time if the provision is reasonably necessary to enable parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group. Thank you for your understanding. We will be limiting attendance to 15 children maximum in each group.

Arrangements for March 2021

After-School Club will run as normal from Monday-Thursday from the end of school until 6pm. A short session finishing at 4.15pm will continue to be offered. Children will arrive from their classes and be signed in, and split into two groups (or three if necessary) with each group no more than 15 children. We may need to limit numbers in each session, in which case first priority will be given to essential workers. A range of activities including play, craft and games will be available, and as much time as practical will be spent outside.

For those children staying for a long session, a hot tea will be served round 4.30pm. Please let us know if your child has specific dietary requirements.

Collection

Children booked into a short session should be collected by 4.15pm.

Children attending a long session should be collected from 5.45-6.00pm as the session finishes at 6.00pm prompt.

If you wish to collect earlier please let staff know, either by email (asc@kidmore-end.co.uk) if you know in advance, or by phone/text message to 07902 512113 (session times only).

Please come to the front door by the office to collect, and your child will be brought to you, and signed out by a member of staff. Parents and carers should not come into the school building and should maintain distance from other adults as far as possible. Face coverings should be worn by adults unless exempt.

All other information can be found in the After School Club brochure, which is on [the Wraparound Care](#) section on the school website. Please note it is essential that you complete a registration form if you have not done so before, in order for your child to attend.

Within the DfE guidance is a **system of controls**: *'the set of actions schools must take...grouped into 'prevention' and 'response to any infection'*. They are laid out overleaf, with examples of appropriate actions in our risk assessment.

Prevention

1) Minimising contact with individuals who are required to self-isolate by ensuring they do not attend school.

At After School Club (ASC): clear guidance for parents not to send children in if they have symptoms or have tested positive; anyone developing symptoms in club will be sent home and asked to arrange a test; ensuring 'stay at home' guidance on isolation is followed; keeping children safe and separate from others while awaiting collection. Routine taking of temperature is not recommended by Public Health England.

2) Ensuring face coverings are used in recommended circumstances.

Adults in ASC will be wearing face coverings where necessary. Parents and carers collecting children are asked to wear face coverings unless exempt.

3) Cleaning hands more often than usual - wash hands thoroughly for 20 seconds or using hand sanitiser.

At ASC: handwashing or use of hand-sanitiser on arrival, on return from outside play, before and after eating and at the end of the session; handwashing protocols taught explicitly and regular reminders from all staff.

4) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

At ASC: plentiful supplies of tissues and paper towels; lidded bins in hall; visual reminders for children.

5) Maintain enhanced cleaning, including cleaning frequently touched surfaces more often than usual;

At ASC: timetabling of activities to allow time for enhanced cleaning in shared spaces; cleaning protocols for high touch surfaces (door handles/light switches) throughout the session; allocated tables/chairs for ASC use only.

6) Minimising contact and mixing by altering, as much as possible, the environment (e.g. layout) and timetables

At ASC: pupils in smaller groups (KS1/KS2 – maximum 15 children), with consistent staff as far as possible; hall space divided and staggered tea time to allow distancing. Maximum use made of outdoor space and activities, activities planned to allow for cleaning or resting of shared materials. Pick up protocols ensure parents maintain distance.

7) Keep occupied spaces well ventilated

At ASC: high level windows open at all times with doors opened regularly to allow through flow of air.

8) Where necessary, wear appropriate personal protective equipment (PPE)

At ASC: PPE available for specific situations; protocols in place for use of PPE including training materials in correct use; individual risk assessments where needed may result in PPE being put in place.

9) Promote and engage in asymptomatic testing, where available

At ASC: Our school is participating in the workforce rapid testing programme. All testing takes place at home and participation is voluntary. Testing is for staff only; primary age pupils are not being tested at present.

Response to any infection:

1) Promote and engage with the NHS Test and Trace process

In our school: contact details for health protection team shared with key staff; ensure parents and staff understand they will need to be ready and willing to [book a test](#) if symptomatic, provide **details of close contacts** if they test positive and **self-isolate** following the government '[stay at home](#)' guidance. **School should be informed immediately of the results of any test.**

2) manage and report confirmed cases of coronavirus (COVID-19) amongst the school community

In our school: immediate contact with DfE health protection team if a pupil or staff member tests positive, in order for risk assessment to be carried out; based on advice people in close contact with the person who has tested positive will be sent home and advised to self-isolate for 14 days; records kept of pupils and staff on each group. We are not expected to request evidence of negative test results before welcoming children back after a period of self-isolation.

3) contain any outbreak by following local health protection team advice

In our school: advice would immediately be sought from the local health protection team and any action informed by them and the local Director of Public Health. Government guidance is that whole school closure will not generally be necessary.