

## Endon Hall Primary & Nursery School

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**Date:** 5.3.2021

Dear Parent/Carer,

We hope this correspondence finds you safe and well.

As you are aware, all Phoenix Club booking requests for sessions from 8<sup>th</sup> March onwards were to be submitted by Wednesday 3<sup>rd</sup> March 2021. Thank you for completing and returning the form as requested, to book your child's place. **This letter confirms that your child has a place, for the sessions you requested.** We now wish to inform you further of the operational plan for Phoenix Club. We continue to use Government guidance to inform our practice.

- Children will be split into two Phoenix Club bubbles:
  - Phoenix Bubble 1 will consist of Nursery, Reception, Year 1 and Year 2 children
  - Phoenix Bubble 2 will consist of Year 3, Year 4, Year 5 and Year 6 children
- The places allocated within these Phoenix bubbles cannot be changed until guidance changes, except in exceptional circumstances. We are unable to accommodate 'add ons', unless children already have a place in the bubble.
- Within each Phoenix bubble the children will be grouped with other children from their own year group, for activities. This is to support as little mixing of class bubbles as possible. The correct ratio of staff to children will be in place, with regular cleaning and good hygiene in place.
- Phoenix Club will be based in the mobile classrooms, where each Phoenix bubble will be in a separate room and have access to separate undercover areas, whatever the weather. As many activities as possible will take place outdoors. Therefore, it is vital that your child/ren come to school prepared for any weather.
- Toilets will need to be accessed by both Phoenix bubbles, but staff will ensure as far as possible that use is as separate as possible for each Phoenix bubble (by monitoring and prompting turn taking) and the toilet/sink areas will be cleaned regularly during Phoenix sessions.
- The classroom doors and windows will be open to ensure rooms are well ventilated and the rooms will be cleaned between the end of the day when the residing class leaves and before Phoenix Club enter.
- A set of limited resources will be allocated for use by each Phoenix bubble. This equipment will be sanitised after use.
- Sensitive soap (in pump dispenser bottles, not bars of soap) will be used for regular handwashing. The pump dispensers themselves will be cleaned regularly, as they are touch points. Hand sanitiser gel will be available if required.

~ Learning together and having fun ~



- Cleaning of touch points, surfaces, toilets and furniture will take place regularly throughout each session, using a cleaning product that is anti-bacterial and anti-viral.
- Breakfast will be served between **7:30am and 8:00am** (please note new temporary end time). Children will wash their hands on arrival and after they've eaten. During this time, we will be offering cereal and yogurts only, with the options of water (from the child's own named, water bottle), juice or milk to drink. Once children have eaten and washed their hands, they will be able to participate in the activity for that day (outdoors where possible). The classrooms will be sanitised after breakfast club, before EYFS children arrive.
- After school, children will wash their hands on arrival, ready for their after school snack, which will be very much the same as they have had previously - cheese strings, Frubes, Crackers, Bananas, Oranges, Croissants (or something similar). Snacks will be individually wrapped to minimise contact and to avoid the spread of infection. Please remember as usual - this is only a snack; it isn't a replacement for your child's 'tea'. Once children have eaten, they will wash their hands and go to the activity which is planned for their year group within their Phoenix bubble. Please be reminded that activities won't be as 'free' as they have been in the past. We will have use of the school field and, as above, as much outdoor time as possible. The activities requiring physical resources will be limited to allow sufficient cleaning in between uses, as well as during each session, to minimise contact and to avoid the spread of infection.
- Food and drink will be served on disposable tableware to minimise contact and to avoid the spread of infection.
- As with the arrangements in place for the normal school day, parents/carers will not be permitted to enter the school grounds during the extended school day either and **will need to phone the Phoenix Club phone (07954 872724) to inform Phoenix staff of their arrival.** There won't be any office staff to answer the intercom so it is important that you store this number in your phone and have your phone with you at drop off and collection. A member of staff will bring your child/ren to you. Any queuing at drop off/collection times must observe 2m distancing guidelines.
- Only one adult/parent/carer is permitted to drop off/collect a child. If a child is being collected by an adult who doesn't usually collect them, parents/carers must notify the school office before 3pm on the day, including sharing passwords where necessary, as part of our Safeguarding procedures.
- Parents/carers must park legally, safely and away from the immediate vicinity of the school. No parking on the staff car park is permitted at any time and you should not pull into the school drive under any circumstances. People emerging from parked cars when others are walking past/queuing would obviously affect social distancing and cause unnecessary complications to an already difficult task.

The Government guidance will be adhered to within Phoenix Club in the same way as it is for the rest of the school, on full reopening. Our outline plan for this has already been issued to parents/carers. We will be ensuring thorough cleaning, and promoting regular handwashing and good hygiene, whilst making your child's extended day as enjoyable and smooth as possible.

We look forward to welcoming your child to Phoenix Club and thank you for your continued support.

Yours Sincerely,

*V. C. Lewis*

Miss V Lewis  
Headteacher