



SCHOOL'S OUT @ Cubbington

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Dear Parent / Guardian

Information regarding COVID-19 / Potential Closure / Easter Club

Following an emergency committee meeting last night, we are writing to you to inform you of the steps we have put in place in relation to the Covid-19 outbreak. School's Out recognises the importance of advanced planning in order to maintain services and limit the spread of Covid-19 within our setting and have adopted a number of procedures to help with this. The attached "Covid-19 Policy" includes information on:

- If your child is taken ill with symptoms of COVID-19 during a session at School's Out
- Staff or children that have Covid-19 symptoms outside of school's out
- Infection control procedures

With regards to any potential closure, I have also attached our "Emergency Shutdown Policy". Whilst School's Out will make every effort to keep the Club open, in exceptional circumstances, we may need to close at short notice. This decision will not be taken lightly and may well have been determined by an external body such as the local authority or government. Other reasons we may need to close are a lack of staff, due to illness, self-isolation or caring for a loved one. We are required to operate within strict staff to child ratios. Should we need to close School's Out, we will make every effort to minimise the inconvenience, to staff, children and parents, and will aim to re-open as soon as is practicable. Things are changing on a daily basis, so we want to set out School's Out position in case of enforced closure due to Covid-19. Full details are in the attached policy but to summarise;

- Any sessions that have been paid for and not used will be credited against future sessions once we reopen
- Parents will NOT be charged for up to 4 weeks of normal term time fees

If the period of closure extends beyond the 4 weeks of no fees, we will have to review these arrangements going forward. We have a number of outgoing costs, including staff wages, but are mindful that you, may also be affected financially by the crisis. However, we do need to ensure that the club is financially viable and that there will be a club to reopen at a future date. Therefore, we will carry out a review of finances at this stage and inform parents of the outcome as soon as possible.

Please note that we have made the decision to suspend this year's Easter Club. Whilst I know that some of you may be disappointed, we feel this is necessary and not a decision we have made lightly.

The current pandemic will affect a large number of people and we are doing our best to help our staff and parents get through in these uncertain times. This is a dynamic situation that is changing daily and further updates will be circulated, if appropriate, at the earliest opportunity. We thank you for your continued support.

Yours faithfully

Amanda Brooks (Committee Chair & Trustee School's Out @ Cubbington)