Dear Families 17th July 2020

**Before and After School Care Arrangements from September 2020**

Further to Mr Olive’s letter dated 13th July and the results from our survey, we can confirm the details for our before and after school care as follows in line with government guidance. These arrangements are based on the number of families who have responded to the survey though we have alternative rooms we can use if numbers grow.

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| --- | --- |
| **Sunlight – Before School Care** | |
| Time of session | * From 7.30am until the start of your child’s pod start time * Sign your child into the hall anytime between 7.30 am - 8.30 am |
| Cost of session | £5 per child, this will include a small breakfast snack |
| **Twilight – After School Care** | |
| Time of session | * From your child’s pod finish time until 5.45 pm * Collect your child between 4.00 pm - 5.45 pm * If you collect later than 5.45 pm the late charge will be applied, which is £15 per child |
| Cost of session | £8 per child, this will include a light snack |

**Sunlight Routine**

All children will need to be signed in at the EXTERNAL HALL DOOR. Please do **NOT** send your child in on their own. Children will need to wash their hands on arrival and then go to their designated area, see below. Please leave as soon as you have signed your child in and be aware of giving space to other families in accordance with social distancing rules.

**Twilight Routine**

All children will need to be signed out and collected from the EXTERNAL HALL DOOR. The normal procedures apply e.g. if it is not a regular person collecting they will need to know the password and you will need to notify the school, by email: [extendedday@st-swithuns.portsmouth.sch.uk](mailto:extendedday@st-swithuns.portsmouth.sch.uk). Please leave as soon as you have collected your child and be aware of giving space to other families in accordance with social distancing rules.

**Sunlight and Twilight Pods**

Sunbeams (Year N), Ladybirds and Bumblebees (Year R) - Early Years Pod

* Based in the hall which will be clearly defined into two areas, with a designated walkway
* Will have separate toys, craft materials, activities
* Key staff will be Mrs HG, who works in Year R and Mrs Hearne who works in Sunbeams
* Pre-School children will be walked over to Sunbeams at the start of their session and collected at the end of their session by Mrs Hearne and Miss Sarah
* Year R will be taken to their classrooms and collected at the end of the day by Mrs HG
* Please note that Year R children will only be able to attend once they are in school full time

Dolphins, Starfish & Seahorses (Years 1 & 2) - KS1 Pod

* Based in the hall which will be clearly defined into two areas, with a designated walkway
* Will have separate toys, craft materials, activities
* Key staff will be Mrs Sabir, who will be with them at lunchtimes.

Gorillas, Kangaroos & Zebras (Years 3 & 4) – LKS2 Pod

* Based in the music room
* Will follow the walkway through the hall into the music room, where they will wash their hands
* Room will be clearly defined into two areas
* Will have equipment and resources for the sole use of their pod
* Key staff will be Mrs Sibanda who works in Year 3/4 and Mrs Carter

Leopards, Panthers & Wolves (Years 5 & 6) – UKS2 Pod

* Based in the music room
* Will follow the walkway through the hall into the music room, where they will wash their hands
* Room will be clearly defined into two areas
* Will have equipment and resources for the sole use of their pod
* Key staff will be Mrs Kirk who works in Yr5/6

Food

Food will be cupboard based items, such as breakfast bars, cereal bars, muffins, rice cakes, brioches, crackers etc. with water to drink.

Booking System

* Booking system will remain in SCOPAY as before
* Each child will be in a POD for booking purposes (see attached screenshot)
* You will need to book for each child separately
* There is only an AM or PM session to book
* If you are a childcare voucher or tax-free childcare payer, please ensure the Office is aware of your provider or UTR **now** so we can set you up before the summer holidays
* If you are a cash payer, you will need credit on your account to make any bookings
* Able to book on SCOPAY from Friday 17th July
* Places are limited and will be on a first come first served basis
* If your child is **not** booked in, we will be unable to accept them
* Please do test the system asap as the office is **closed** from 4 pm Tuesday 21st July until 9 am Thursday 3rd September and will not be able to respond to any queries during this time

We have carefully planned our wraparound care, using your responses to the recent survey to guide us on numbers. The arrangements will be regularly reviewed in light of numbers for each pod, the situation in September and how well they work! We have arrangements prepared should the numbers of children increase. I would like to thank you for your ongoing support and wish you a happy and peaceful summer.

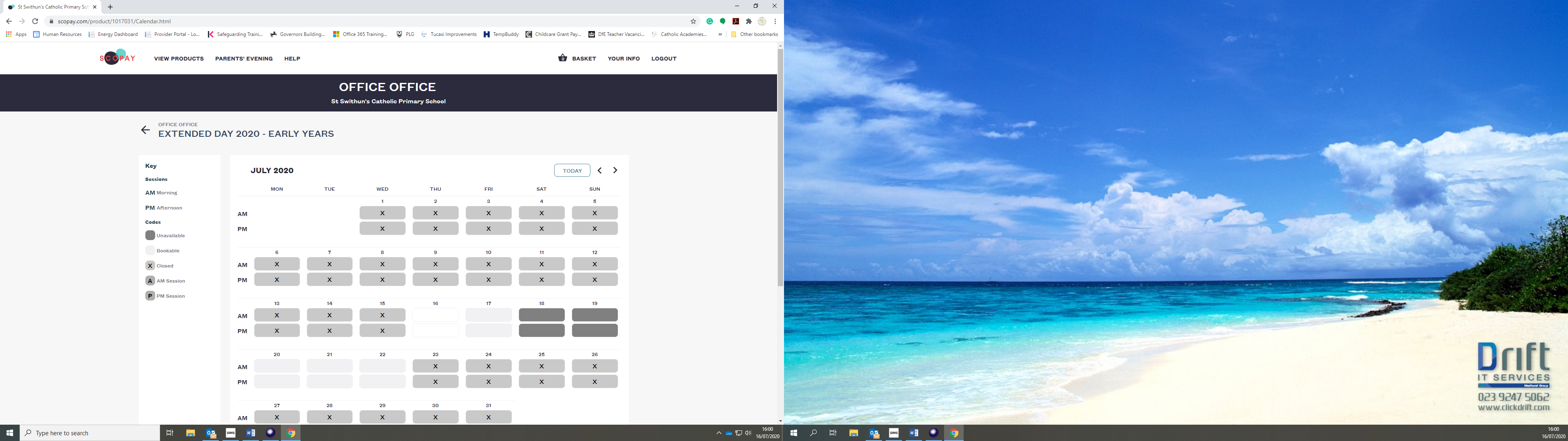
Yours sincerely

Mrs J Verhiest

**Deputy Headteacher**

**HOW TO BOOK BEFORE AND AFTER SCHOOL CARE ONLINE**

**There will be the equivalent of each of these for KS1, LKS2 and UKS2 depending on the year group of your child/ren**



1. Log onto your child’s SCOPAY.COM account via the **website**, bookings are not yet available via the app
2. Ensure you select “**EXTENDED DAY 2020**” and the right **YEAR GROUP**
3. Select your sessions for each day that you need care
4. Please ensure the correct letter code goes in the correct session.
5. You will need to repeat this for every day that you need before and/or after school care
6. Any questions, please email correspondence@st-swithuns.portsmouth.sch.uk