

**St Francis Catholic Primary School**  
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**Executive Headteacher: Mr D. Copley**  
**Head of School: Mrs A. Haines**



**Together we are exploring our special gifts; Together we are growing towards God**

27th August 2020

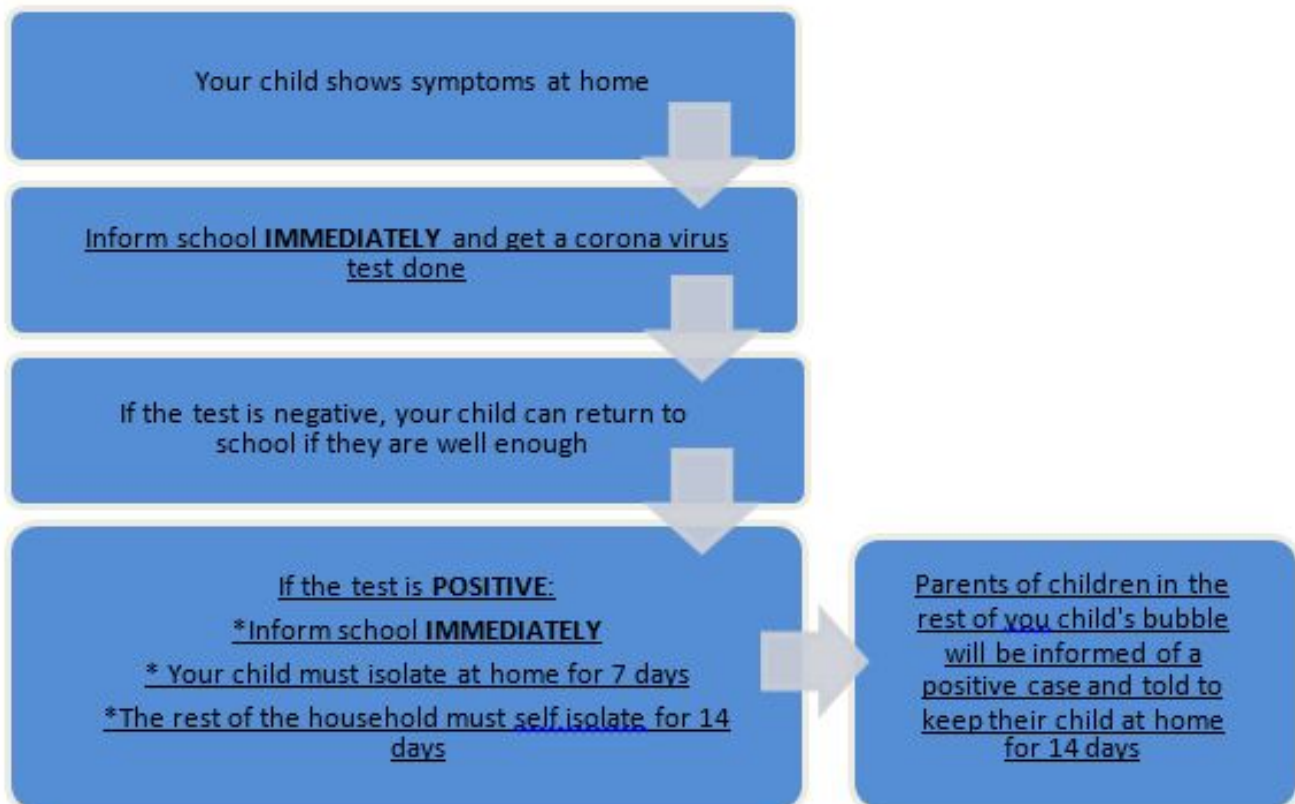
Dear Parents and Carers of Grove House Primary School,

I hope you are all enjoying quality time with your children and families during this holiday period. I am delighted to inform you that our After School Club will reopen on Thursday 3rd September and your child(en) are invited to attend. We are really looking forward to welcoming back children from Grove House who have attended in the past and of course any new children who wish to start attending.

As I am sure you understand, there are some changes that we have had to make to our provision to ensure we meet the government's expectations in their most up to date guidance dated 20th August 2020. We have been working through this guidance over the last few days and putting plans in place to ensure that your children return to/join our After School Club in September in the safest way possible. We hope this information covers as much information possible, however, if you have any questions, please do not hesitate to email the office on the email address above.

#### Keeping children and staff safe

Health and safety is absolutely paramount at this time. Please follow this guidance, should your child develop symptoms:



The same procedures will take place at After School Club and you will be informed, should a staff member at the club show symptoms or test positive.

**We feel it extremely important to make clear that if at any point After School Club is not safe enough for a particular child, bubble or indeed the whole club, then we will take immediate action. This may mean that you will be informed not to bring your child back for a period of time.**

### Bubbles

Children attending from Grove House will form their own 'bubble', with St Francis children organised into key stage bubbles. Wherever possible we will try to keep children within their own bubbles with the same set of staff. However, due to the nature of the clubs and the fact that not always the same children attend each day, this cannot be guaranteed and parents should be aware that children are likely to mix with a limited number of children outside their 'bubble'. We have made the decision that this was justifiable given that the alternative is no provision at all for working parents. The children will sanitise their hands regularly and additional cleaning measures will be in place.

### How to book

Our After School Club runs Monday-Friday from 3:15pm-6pm at a cost of £7 per session and includes a light tea. Our ASC Leader is Miss White and we have two Play Leaders - Mrs Read and Mrs Heppleston. In the past, parents/carers have always had to book their children into this club by either ringing the school office or filling out a paper form. However this will now be through an electronic form rather than a paper form through our school website:

[www.stfrancis.bradford.sch.uk](http://www.stfrancis.bradford.sch.uk)

Below sets out how this booking system will work:

- Wednesday morning – booking form released on the After School Club page of the school website
- 5pm Friday afternoon – booking form closes
- Children not booked on will not be permitted to attend the club the following week
- If you require consistent days every week, there will be an option on the form for you to select this and you will then not need to book on every week.
- If you wish for your child to join our ASC as a new member, please email our school office on the address above to register him/her

### Behaviour

An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and this remains in place. It can be found on our website under 'policies'. In the addendum we have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously. From September, we will operate a 'no touch' policy in KS2 and a **zero tolerance** approach to purposeful touch, especially that which involves any kind of contact which may hurt others. Our St Francis values and ethos remain unchanged, and children, including those from Grove House, are expected to aim to uphold them.

We ask you to bear with us and work with us during these very complex and unprecedented times for everyone. We continue to be as thorough and careful in our planning as we possibly can be, however, if we have overlooked anything, we are very keen and more than willing to listen to feedback and act as quickly and appropriately as we can.

Please take care and stay safe and we look forward to welcoming your child(ren) to St Francis in September.

Yours sincerely

A. K. Haines

Mrs Haines  
(Head of School)

