



Naunton Park Primary School

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15th July 2020

Before and after school care at Naunton Park Primary School

Dear Parent,

Firstly, thank you for your understanding regarding our wrap around care for children this term. We know that our changes to times and key worker offer has been difficult to manage for many families and we thank you for your patience. Going forwards, we are pleased to once again offer wrap around care to all children who need it from September 2020. There are, however, some necessary changes to this provision to ensure that we guarantee the safety of all children and staff at the club and meet government guidelines.

Name

Our wrap around care, previously "OSCC", will now be known as Naunton Park Kids' Club.

Bubbles and rooms

Although the school will be operating in "year group bubbles" from September 2020 until further notice, we have been advised that wrap around care can operate in slightly different bubbles, but that bubbles should be as small as possible. To this end, we are planning on operating 3 consistent groups for morning and afternoon Kids' Club sessions. These will probably be grouped as YR/1, Y2/3 and Y4/5/6, but will depend on pupil numbers. Bubbles will be based in 3 locations in the school building: the canteen, Pupil Workroom and Woodland Room.

Drop off and collection

The front Kids' Club door (previously "OSCC door" near the school's allotment garden on Churchill Road) will be used once again. In the morning, you will be greeted by a member of Kids' Club staff, who will direct your child to the appropriate room. In the afternoon, please ring the bell on the outside of the building, which Sarah Walter will answer. A member of staff will then accompany your child to the door to meet you. Parents will not be admitted into the school building. Children attending Kids' Club will not be able to bring scooters/bikes until further notice to the logistics of returning them to you at the end of the day.

Times and costs

Session	Times	Drop off/collection	Price	What's included
Morning Session	7:45 – 8:50am	Any time, but must be before 8:20am if breakfast is required.	£4.00	Breakfast for everyone who attends. Children taken to class.
Afternoon Session 1	3:15 – 4:30pm	Any time after 3:15pm but by 4:30pm unless staying for Session 2.	£4.40	Snack. YR/1/2 children collected from class.
Afternoon Session 2	4:30 – 5:45pm	Any time after 4:30pm but by 5:45pm.	£4.40	

Bookings

Kids' Club now needs to be booked online at www.nauntonpark.gloucs.sch.uk/kidsclub. To book for any mornings/afternoons in Term 1, please book by 1st August 2020 to allow us to arrange staffing and bubbles ahead of September. **New Reception parents – please only book your child in for sessions from week commencing Monday 28th September.**



Going forwards, to allow for changing work patterns, bookings can be made up until the day before a session is needed for your child as long as the live system is showing that there is available space. Due to current guidelines, the need for us to operate consistent bubbles of children that are adequately staffed means that bookings will not be accepted on the same day that wrap around care is required.

All bookings made via the school's website must be paid for via ParentPay or childcare vouchers. All vouchers should be paid to 'Naunton Park Out of School Care Club', which can be found on the providers' list on your voucher account, until further notice. **New Reception starter or families new to the school** – you will be given a Parent Pay activation code when your child starts school to enable you to make a payment this way.

To book online:

- Go to www.nauntonpark.gloucs.sch.uk/kidsclub.
- Click on the three session options for more information about times and costs.
- Under "Choose Availability", enter the number then name of child/ren that the booking is for.
- Select "Make Recurring Bookings" if your requirements will remain the same each week (this makes booking quicker as you'll only need to select the day of the week rather than each separate date).
- You'll see three rows of boxes to select: the top row is for morning sessions, the middle row is for Afternoon Session 1 (until 4:30pm) and the bottom row is for Afternoon Session 2 (4:30-5:45pm).
- Click on the sessions you require for each date/day (written at the top of each column).
- You'll see your bookings appear at the bottom along with the total cost. Click "Continue" if these are correct.
- Complete the form with your details and your child's details and press "Continue".
- The final page summarises your booking and allows you to select whether you will pay using Parent Pay or Childcare Vouchers. No payment will be taken at the time of booking; you will need to provide payment following your booking using your preferred method. Payments must be received by the club before your child is due to attend.
- You will be redirected to the school's Home Page. Your booking will have been received and you'll receive a confirmation email to say as such. Please check your Junk Box if you do not receive an email shortly after making your booking.
- When you pay via Parent Pay or Childcare Vouchers, the school will update your booking, when you will then receive an email to confirm that payment has been accepted. Depending on working hours over the summer holiday, you may not receive this email for several days/a week, but this does not mean the payment hasn't gone through. As this part of the system is manual, please be patient with us.

Breakfast and Snacks

Breakfast will now be available to all children who attend the morning session before school. If your child wishes to have breakfast at the club, he/she should arrive before 8:20am. Children do not have to eat breakfast at the club if they'd rather eat at home first, however please note that the price now includes breakfast. All children attending the afternoon session will be offered a snack.

Club activities

The club will continue to offer interesting, interactive and engaging activities for the children. Activities will be appropriate to your child's age and will offer choice to your child. Outdoor spaces continue to be available to the children during their time with us.

Communication

All communication must be made via the online booking page, via the school office (01242513114) or via finance@nauntonpark.gloucs.sch.uk rather than the mobile phone number that some parents may have used before.

If you have any questions about these changes or about the booking process itself, please contact Sarah Walter via the school office or Helen Whitelock, School Business Manager, via finance@nauntonpark.gloucs.sch.uk.



Mrs N. Hill, Headteacher