



Dear Parent/ Carer,

We hope that you are well and we look forward to seeing you all again when Set Your Sights reopens.

We wanted to update you on our opening plans for the coming weeks. The changes made for our reopening in September will remain in place and we have detailed these changes below, along with any further amendments. We will ask that you read through the changes and ensure that you are aware of them.

We have made these changes to ensure that the service stays at the expected high standard, but also that we are able to provide the PPE, additional cleaning materials and alternative resources at no extra cost to parents. We appreciate that this is continues to be an unprecedented time and we are trying to keep changes to a minimum for you.

As the guidelines may change prior to our reopening, we will inform you if there are any additional changes that will be made either prior to opening or once we open.

Reopening Dates

Set Your Sights will reopen our office on Monday 1st March. During this first week, we will be working abnormal hours as we balance homeschooling and working within settings to get ready for reopening. We will respond to all emails as soon as possible and any cancellations will be honoured from the date and time of email receipt.

All of our settings will reopen and welcome back children on Monday 8th March.

Office Hours

Our office hours will remain from 9am - 1pm Monday to Friday, term time. Our before and after school clubs continue to be contactable during club hours on their direct phone lines which can be found in the parent information packs on our website

Email address: office@setyoursights.net

Booking and Cancellation Policy Changes

Our booking policy remains as it was at the end of last term.

- Before School Club - Book by 1pm the day prior to the session
- After School Club - Book by 1pm not he day of session

The before and after school club policy will remain at 6pm two working days prior to the session.

If you do cancel an after school club session outside of the cancellation policy, instead of charging for the session booked there will be a flat £7 charge for a half session.

Our standard cancellation policy will apply in all instances, however charges will be waived for cancellation if the school is closed to your child in cases of class/year group isolation or if your child has been asked to isolate by the Government Track and Trace team. We will ask for a copy of the Track and Trace request in this instance to remove the standard charge.

Bubbles

We will be putting all of the children that attend our before and after school clubs into bubbles for their time with us.

During the school day, children are likely to be kept within their class bubbles, however we do not have the space and staffing to continue this into the before and after school club.

A further letter is attached to this email to confirm the bubbles for your school.

Covid Changes at Set Your Sights

In line with the guidance and to keep everyone as safe as possible we will be doing the following things:

- Increased cleaning throughout the session
- Increased hand washing throughout the session and hand sanitiser available within each bubble
- Tissues will be available for each bubble and use of 'catch it, bin it, kill it' will be practised
- Where possible, staff will remain a social distance
- The children will be split into bubbles and will remain with that group for their time throughout their time at our clubs
- No parents will be allowed into clubs unless an emergency. If anyone wishes to talk to the staff about their children, please send us an email and we can agree a suitable date and time for a meeting. General questions should all come via email please
- We will try and maintain as much of a sense of normality as possible for the children however some toys and games will be removed from the setting as they can not be cleaned

Snack

To enable our staff to focus their costs on cleaning and safety equipment, **there will be no snack served until at least September at after school club.** We encourage parents to pack a healthy snack for their children to have in the afternoon from home. Please ensure

this is allergen free using the school guidelines, including nut free for every school and kiwi free for Avenue Junior School.

Breakfast

Where breakfast is normally served at our before school clubs, we will continue to provide a breakfast provision however this offering will now be cereal, fruit and yoghurt. This will reduce the touching of food and ensure food can be prepared safely within each bubble.

Drop off and collection

To reduce the number of adults at setting, we will ask that only one person is on site during drop off or collection of your child/ren. **We ask that all adults wear a mask while on site to drop or collect their child.**

We will ask that you stay outside of the setting and we will either collect your child from you for drop off or bring your child/ren to you at collection. We appreciate your patience while we get your child ready for you. Once dropped or collected, we will ask that you leave the school grounds quickly, whilst maintaining social distancing.

We will not ask you to sign your child out at this time, we will do so with the time of collection and who collected.

Covid-19 Symptoms

We will ask that you do not send your child into our settings if you or anyone in your household has any of the following symptoms:

- High temperature – this means they feel hot to touch on their chest or back.
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual).
- A loss or change to their sense of smell or taste – this means you've noticed that they cannot smell or taste anything, or things smell or taste different to normal.

If your child or anyone in your household shows any of these symptoms they must have a covid test and must inform Set Your Sights of the result as soon as available. Testing guidance can be found here - [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection](#)

If your child tests negative, they can usually return to the setting and the fellow household members can end their self-isolation subject to confirmation from local health protection professionals.

If your child tests negative but is unwell, they should not return to the setting until they are recovered.

If your child tests positive, NHS Test and Trace will speak directly to those that have been in contact with your child to offer advice. This advice may be that the rest of their class or group

within the setting should be sent home and advised to self-isolate for 10 days. Household members should always self-isolate at home.

In line with guidance, all other pupils within the bubble will continue to come to club until a positive result is received. If this happens we will then have to ask all children and staff within that bubble to isolate for 10 days. We will inform you immediately if this happens and we will work with all relevant health organisations. In the event of severe staff shortages due to self isolation or illness, we may have no alternative but to close our setting to specific bubbles or in the worst case scenario, to all age groups for the self isolation period.

What we ask of you

We ask that all parents agree to the below guidelines:

- If my child or anyone in my household shows symptoms of Covid-19 I will not send them to school. We will self-isolate for 10 days as a family. We will get tested and share the results with Set Your Sights as soon as they are known.
- When dropping off or picking up only one adult will come onto site, wearing a mask.
- My child will not bring any items to setting from home except a snack and water bottle
- I understand that I will not be allowed in the setting and will contact Set Your Sights via email during this time.
- I will ensure my contact details are up to date and will read/respond to all communications with Set Your Sights.
- I will follow social distancing rules whilst on site and will leave quickly after dropping off or collecting.
- I will supervise my child when on site dropping off or collecting and will not allow them to mix with other families.
- I understand that if my child's behaviour is deemed unsafe they will be sent home.

In addition to the above, we are also reviewing all relevant risk assessments and policy documents using the government guidance. These will be published on our website once we reopen on 1st March.

We appreciate that there is a lot of information to take in so if you have any questions, please do not hesitate to contact us.

We look forward to working with you again.

Kind regards

Tom and Laura

Set Your Sights