

# St Thomas á Becket Church of England Federation

**Blackboys CE Primary School**  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL



**Framfield CE Primary School**  
The Street  
Framfield  
Uckfield  
East Sussex  
TN22 5NR

**Headteacher: Mr G Sullivan**

**Headteacher: Mrs L Pestell**

11<sup>th</sup> December 2020

Dear Parents and Carers

We are very thankful to Mrs Coshall who has got the wrap around care running very smoothly, offering our working parents the reassurance that their children will be well looked after and the support they need to return to work. The children seem to be very comfortable and settled

Our wrap around care that has been offered to parents in the Autumn Term will continue going forward with some small changes. After school care will now be available every day. Mrs Neale will be joining the after school team, and will be running the after school club on Mondays and Fridays. Mrs Neale has previously worked here at Framfield School and also with the Pre-School and we look forward to welcoming her back. We are very grateful to Mr Coleman who stepped in at short notice to support the school and our parents.

## Breakfast

### Days and Times and Staff

	Time	Staff member
Monday	7.45 to 8.45 am	Mrs Coshall
Tuesday	7.45 to 8.45 am	Mrs Coshall
Wednesday	7.45 to 8.45 am	Mrs Coshall
Thursday	7.45 to 8.45 am	Mrs Coshall
Friday	7.45 to 8.45 am	Mrs Coshall

### Activities

The children will have quiet table top activities.

### Breakfast

Children will be offered items from the following range:

Fruit juice, milk, pain au chocolat, croissants, fruit.

### Costs

£4.00 per day, per child.

## After School Care

### Days and Times and Staff

	Time	Offer	Led By
Monday	3.00 to 4.30 pm	After school club	Mrs Neale
Tuesday	3.00 to 5.30 pm	After school club	Mrs Coshall
Wednesday	3.00 to 5.30 pm	After school club	Mrs Coshall
Thursday	3.00 to 5.30 pm	After school club	Mrs Coshall
Friday	3.00 to 4.30pm	After school club	Mrs Neale

### Activities

Physical Activity (outside wherever possible), daily craft, games, lap top computers (only for a limited time at the end of a session).

### Snacks

Children will be offered a drink of squash and a biscuit. We strongly suggest that children staying for the full session (i.e. until 5.30 pm) bring a more substantial snack of their own (nut free please).

### Costs

3.00 to 4.30 pm (£5.00 per child per session)

4.30 to 5.30 pm (4.00 per child, per session)

### Booking Wrap Around Care

Below, you will find a wraparound care booking form for the whole of Term 3. We would recommend that you complete this for the whole term if possible, so that you guarantee a place for your child/children. This form can be emailed to the email address below or placed in the deliveries box outside the school office.

We appreciate that some of you work shifts and rotas that make this difficult and sometimes, unexpected commitments occur. If this happens, you can contact Mrs Coshall directly to book additional sessions via this email address:

[asc@framfieldcep.e-sussex.sch.uk](mailto:asc@framfieldcep.e-sussex.sch.uk)

**Please note that you must book a place no later than 24 hours before you require a space i.e. 3pm the day before.**

### Paying for Wrap Around Care

Invoices will be sent at the end of each term. In order to help us remove cash and cheques from school we will ask that you use ParentPay for Breakfast/After School club's payments (you can also use Childcare vouchers if applicable).

## **Arrival and Departure**

Children will be left and collected via the main entrance. Please use the buzzer.

## **Covid19**

**You will appreciate how vital it will be that we continue to be vigilant when we extend the school day to protect all of our school community. There will be control measure in place as follows.**

### **Control Measures**

- Children and staff will clean hands regularly, at least before and after eating, after using the toilet, when coming indoors or moving rooms.
- Wherever possible, children will sit, eat and play in key stage bubble i.e. Puffins and Eagles together and Peacocks and Kingfishers together.
- Each key stage will have their own outdoor play equipment.
- Where equipment is shared across key stages, it will be cleaned regularly.
- Any child that exhibits any symptoms of Covid19, will be isolated and sent home.

### **How Can you help?**

- If possible, book for the whole term ahead.
- If you need to make additional bookings, give a minimum of 24 hours' notice.
- Use the correct email address only and no other school email address.
- Collect your child on time.
- Do not send your child to breakfast club if he/she has any symptoms of Covid19 infection.
- If your child is staying until the end of the after school session, please send a substantial snack in for them.
- Pay your invoice quickly and fully via Parent Pay.
- Ensure that your child understands the behaviour expectations and behaves appropriately.

### **Behaviour**

Staff will expect all children to follow the school's behaviour policy. Showing respect towards each other and towards staff will be an absolute priority, particularly as there will be children of all ages being cared for.

We hope that our provision will support families to manage all the while pre-school are unable to offer our children wrap around care.

With Kind Regards

Mrs Pestell

**TERM 3 WRAP AROUND CARE BOOKING FORM**

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Please tick sessions required:

**Breakfast Club**

Mon 4 <sup>th</sup> Jan	Tues 5 <sup>th</sup> Jan	Wed 6 <sup>th</sup> Jan	Thurs 7 <sup>th</sup> Jan	Fri 8 <sup>th</sup> Jan
INSET DAY				
Mon 11 <sup>th</sup> Jan	Tues 12 <sup>th</sup> Jan	Wed 13 <sup>th</sup> Jan	Thurs 14 <sup>th</sup> Jan	Fri 15 <sup>th</sup> Jan
Mon 18 <sup>th</sup> Jan	Tues 19 <sup>th</sup> Jan	Wed 20 <sup>th</sup> Jan	Thurs 21 <sup>st</sup> Jan	Fri 22 <sup>nd</sup> Jan
Mon 25 <sup>th</sup> Jan	Tues 26 <sup>th</sup> Jan	Wed 27 <sup>th</sup> Jan	Thurs 28 <sup>th</sup> Jan	Fri 29 <sup>th</sup> Jan
Mon 1 <sup>st</sup> Feb	Tues 2 <sup>nd</sup> Feb	Wed 3 <sup>rd</sup> Feb	Thurs 4 <sup>th</sup> Feb	Fri 5 <sup>th</sup> Feb
Mon 8 <sup>th</sup> Feb	Tues 9 <sup>th</sup> Feb	Wed 10 <sup>th</sup> Feb	Thurs 11 <sup>th</sup> Feb	Fri 12 <sup>th</sup> Feb

**After School Club**

Mon 4 <sup>th</sup> Jan	Tues 5 <sup>th</sup> Jan	Wed 6 <sup>th</sup> Jan	Thurs 7 <sup>th</sup> Jan	Fri 8 <sup>th</sup> Jan
INSET DAY				
Mon 11 <sup>th</sup> Jan	Tues 12 <sup>th</sup> Jan	Wed 13 <sup>th</sup> Jan	Thurs 14 <sup>th</sup> Jan	Fri 15 <sup>th</sup> Jan
Mon 18 <sup>th</sup> Jan	Tues 19 <sup>th</sup> Jan	Wed 20 <sup>th</sup> Jan	Thurs 21 <sup>st</sup> Jan	Fri 22 <sup>nd</sup> Jan
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Mon 1 <sup>st</sup> Feb	Tues 2 <sup>nd</sup> Feb	Wed 3 <sup>rd</sup> Feb	Thurs 4 <sup>th</sup> Feb	Fri 5 <sup>th</sup> Feb
Mon 8 <sup>th</sup> Feb	Tues 9 <sup>th</sup> Feb	Wed 10 <sup>th</sup> Feb	Thurs 11 <sup>th</sup> Feb	Fri 12 <sup>th</sup> Feb

Please indicate the time your child will be collected (either 4.30 pm or 5.30 pm) in the correct space.

**Finish times for after school club are 4.30pm on Monday and Friday and 5.30pm Tuesday, Wednesday and Thursday**