



*Sacred Heart Catholic Primary  
School and Nursery*  
Windermere Road,  
Southend on Sea, Essex, SS1 2RF  
01702 534546  
[office@sacredheart.southend.sch.uk](mailto:office@sacredheart.southend.sch.uk)



10th September 2020

Dear Parents and Carers,

### **After-School Activity Club from 14<sup>th</sup> September 2020 (Years 1 – 6)**

We are delighted that we will be able to offer an After-School Activity Club, from Monday 14<sup>th</sup> September. Please note a reminder of the arrangements that will be in place below.

Please note that, initially, the club offer will **only be available for pupils in Years 1 – 6**. Pupils from Reception year group cannot be accommodated at the moment – this will be reviewed in due course, once the children from this year group settle into school life. (Pupils from Nursery are not eligible for attendance at Breakfast Club.)

In order to maintain our COVID-19 protective measures, our After-School Activity Club will operate on the following basis:

- The club will run from when each child's individual staggered school time ends until 4.30pm.
- Children must to be collected by an adult **promptly** at 4.30pm at the Junior Building gate (see appropriate gate **highlighted** below). Children will be brought to the gate from the school hall by school staff. Late collections will result in additional charges.



Reception gate

Main school gate  
(Atrium)

**Junior Building gate**



Southend-on-Sea



Silver Quality Mark 2013/14



*Headteacher: Mrs Janet Mullally*  
Part of the Assisi Catholic Trust Ltd,  
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW  
Registered in England. Company No-07696989



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- Children will sit in their year group bubbles, not mixing with other year group bubbles in order to maintain the protective measures in place across the wider school.
- In order to ensure that there is adequate staffing in place, After-School Activity Club places will need to be booked and paid for a week in advance, using our online booking system. Unfortunately, we will not be able to accept children who have not booked a place.
- The charge for this club will be £5.00 per session. (In order to maintain the COVID-19 protective measures, additional staffing will be required for this club provision and this will result in increased charges for parents/carers.)
- Children will be offered a range of activities that keep them occupied and socially distanced from children in the other 'bubbles'.
- If you have made an arrangement for an alternative adult, other than a parent/carer, to collect your child, please notify the school office as per our normal procedures.

Places for this club should continue to be booked via our online booking system a week in advance.

**Please note: if this club becomes over-subscribed, priority will be given to children of key workers.**

**Please note: this club will only continue to run if there is sufficient demand amongst the school community to enable the club to be financially viable.**

Thank you for your ongoing understanding and support.

Kind regards,

Mrs Janet Mullally  
Headteacher



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