

Headteacher
Ms V Lanham



Chapel Road
Charlwood
Surrey
RH6 0DA
Tel: 01293 862302
www.charlwood.surrey.sch.uk
office@charlwood.surrey.sch.uk

14th October 2020

Dear Parents

I am delighted to tell you that we have successfully recruited a new member of staff to run our Early Birds. This means that this facility will be available from Monday 2nd November. We welcome Mrs Clement to our Charlwood team. **Thank you** for your patience whilst we have not been able to provide this, I know some of you have had to make alternative arrangements.

However, having this club does mean that we will have pupils from different bubbles in the same space. This means that we will be putting in additional measures to minimise the risk of spreading COVID-19.

These measure include:

- Each class bubble will have their own table to work from.
- Pupils will need to wash their hands/sanitise their hands on arrival and then again before they go in to class.
- Parents are to drop their children off at the hall door (at the back of the building), parents will not be able to come in to school.
- Children will need to take their things to their allocated bubble table when they come in.
- We ask parents to only book to use Early Birds if they **absolutely need us for work purposes**, this is to keep pupil numbers to a minimum.
- Resources will be planned for based on numbers of pupils in each bubble, these will be sanitised after use or kept out of reach for 72 hours for quarantining.
- Parents will be asked to pay via Bank Transfer to reduce cash coming into school.

As before parents **must book at least 24 hours in advance**. On the morning bookings will not be taken. The charge remains at £4 per day if dropping off from 8am and £3 per day if dropping off from 8.15am. Pupils will go into class at 8.45am. Parents will need to pay via Bank Transfer.

If you have any questions or concerns please do not hesitate to come and speak to me.

Yours sincerely

V. Lanham

Ms V Lanham
Headteacher

