

# Bisley Base Ltd

News letter 15<sup>th</sup> May 2021

Dear Parents and Carers,

I hope all our families are all well and starting to return to normality.

We have weathered the storm and although a little battered and bruised are well and truly back in the game.

I would like to thank everyone who has sent us messages of support over the last months.

**After School and Breakfast Club** We will be sending out forms to confirm your spaces for September these will be the same as you have booked currently, if you require a change of days these can only be confirmed once everyone has replied, there will be a reply by date so I cant stress the importance of returning these promptly as I have already received booking for September from new families and spaces are already limited due to only 2 year 6's leaving from Holy Trinity and 3 from Bisley.

**Pre School** has now been open for nearly 8 months and has exceeded all expectations, some of our mornings are full and we are taking bookings for September. None of this could have happened without the dedication of our staff and a big thank you to them and a huge shout out to Melanie who goes above and beyond everyday to make the children's time fun and exciting.

**Holy Trinity** Parking has been a real challenge this half term, we have had to deliver the bus late morning and drive up in a separate car ready for us to collect the children. We will continue to do this until the scaffolding is down and staff can park back in school. The actual collection has been going fine, all the children come to the bus or we collect from their given gate. I have just issued next half terms invoice, as per our T&C's we charge as per Surrey County term dates which are now different from Holy Trinity since they added 6 holiday days to the school year. When HT announced this, we did inform everyone that our T&C's would remain as our staff are employed on a termly basis. I also mention this to new families joining us. Holy Trinity's last day is 16th July 1.30pm we will collect at that time and due to Bisley still being open we will be there until 5.45pm. The following week Bisley is still in school until Wednesday 21<sup>st</sup> and we will collect from their as usual. If you would like to drop down to The BASE on those days, please let me know. Holy Trinity have an inset on Friday 25<sup>th</sup> June we are open as usual if you would like to drop down to us at 3pm please let us know.

**Breakfast Club** Breakfast club is working well using the BASE, drop of is a little easier than school as parking or walking can be easily accessed. The pedestrian gate is now open from 7am-6pm, I know some do not like the exit from our carpark especially if you are turning right as the sight line is not great so if you find it easier you can park in the carpark of Shaftesbury Road and walk through the gate. Most days we have to do 2 runs to school, years 3, 4, 5 and 6 go first leaving the BASE at about 8.25 and back for reception, year 1 and 2 by about 8.40. This has been working well as Ant is there to let us in via the main road gate. As a reminder if all children could be in by 8 it would help them and us. It means they have time for breakfast and then time to play before we have to sort out ready for leaving. All children and staff antibac on arrival and after using toys and moving onto something else. Everything that has been used during breakfast club is either washed or sprayed ready for Holy Trinity for the after school club.

**Bisley** Collection is going well with our new routine and timings are working. Ant is always at Bisley with a member of staff. As a reminder can parents please let us know if your child is either of or going home with a friend. This can cause us a problem if we have to try and search for a missing child. Our collection point for the children is going to continue after half term (on the playground) the back gate will be open and we are talking with Mrs McConnell on the best way to ensure everyone's safety. Bisley has an inset day on 28<sup>th</sup> May and 2<sup>nd</sup> July as per our T&C's we charge for inset days but you are welcome to drop your children down to us, please let me know if you would like to do this.

**Back at BASE** Once back at the BASE and within the building Bisley children and Holy Trinity Children are separate for the time being unless we get any guidance updates. We can achieve this by using the front of the building for Bisley and the rear of the building for Holy Trinity. Each school having access to their own toilets and hand washing facility along with their own entrance and exit points. They will eat their tea in these separate areas or outside if the weather is good, we have created additional covered areas with seating to enable them to keep distance, eat their tea or do an activity. We are asking for children to be collected by 5.45pm if possible as each day we must thoroughly clean and disinfect plus clean any toys the children have used.

### **Keeping children, staff and parents safe.**

To try and keep everyone safe from any transfer of infection we are asking that parents stay outside the building on drop off and collection. Children will be asked to anti bac their hands before entering and wash hands before and after eating. We will have regular times to wash hands and anti bac stations around for children to access when moving about the setting. Staff will adopt the same approach and lead by example.

### **Equipment and toys**

We will only have toys out that can be cleaned easily and limit the quantity, so we know exactly what has been played with ready for cleaning at the end of session. Outdoor and garden equipment will be available and will be sprayed at the end of every day. Craft will be available outside as the craft room will be for Holy Trinity children and not a designated craft area until further notice.

*Thank you for your support and patience please message me with any question you may have.*

**Lynda, Ant and the BASE team**