

Chulmleigh Academy Trust
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3rd September 2020

Dear Parent(s)/Carer(s)

Chulmleigh Out of School Club Update

Following on from Nee Bedford's letter (dated 17th July 2020) I am pleased to inform you that Chulmleigh Academy Trust has taken over the running of Chulmleigh Out of School Club, with effect from 1st September 2020.

The existing staff will remain with the Club and they will be directly employed by the Trust.

There are no planned changes to the opening hours of the Club, which remain 8am to 9am and 3.30pm to 6pm, five days a week.

I am pleased to inform you that the Chulmleigh Out of School Club will reopen on Tuesday 8th September.

How to Book and Pay for Sessions

A key change will be the way you book and pay for sessions. This will now be through the MyEd app, details of which were sent out last week (please see the end of this letter for a reminder of how to download the app).

Within the app, you will be able to use the online payment system by going to 'My Student' and 'Payments' – for all school payments, including booking and paying for Chulmleigh Out of Club sessions. Payments can be made via debit or credit card, PayPal and PayPoint (cash payments). Please note that the Academy schools are no longer able to accept cash payments.

Bookings will be on a first come, first served basis and close 24 hours before the session. There is a maximum number per session, and once a session is fully booked the system will not allow any further bookings.

You will be able to make bookings 4 weeks in advance. There will be no charge for any cancellations, provided one week's notice is given.

If you need to make a last-minute booking, please contact Chulmleigh Primary School on 01769 580535 – you will then be informed if there are any spaces available.

Payments are to be made at the time of booking your sessions. If you pay for the sessions using Childcare Voucher schemes, please e-mail finance@chulmleigh.devon.sch.uk before making any bookings.

Registering your Child for the Chulmleigh Out of School Club

You can register your child to be able to use the club by going to the "My Student" part of the MyEd app and selecting "Payments". Once the online form is complete, you will receive a confirmation email and you will then be able to make bookings.

Risk Assessment

Please find attached the Risk Assessment for the Chulmleigh Out of School Club.

The Risk Assessment covers the way the Club will be organised and carefully follows the Government guidance we have been given.

The Risk Assessment is a live working document and I anticipate that amendments will be made from time to time. We are currently working on standard operating procedures that we will share with staff before the start of term.

Should you wish to give feedback or comment on the Risk Assessment, please email Mr Pullen, Estates Manager, at tpullen@chulmleigh.devon.sch.uk. We will keep the Risk Assessment live on the Academy website and refer you to any major changes.

Should your child become ill with a new and persistent cough, a high temperature or loss of taste or smell, they will be carefully supervised in a closed room, keeping away from others. We will call the parent/carer and the child will be sent home straight away to follow the stay at home guidance, where they should isolate for 10 days and arrange to have a test.

As a reminder, should your child become unwell with any of the above symptoms at home, they must not come to school – they need to isolate for at least 10 days and have a test arranged straight away. There is guidance on the NHS website, as well as the Government website, which provides more details.

I would ask you to discuss all the information with your child and highlight the importance of following the guidance.

Drop off and Picking Up of Children

Parents using the Chulmleigh Out of School Club must drop off and collect at the main entrance by ringing the bell to summon staff. The child will be brought to the front door. Parents must adhere to social distancing of 1m plus.

If you have any queries, please do not hesitate to contact me.

Yours faithfully

Tina Harrison
Academy Business Manager

How to download the MyEd App:

MyEd is a free App for parents which provides you with all the communication, information and access to systems to keep in touch with your school. The App provides direct access to your child's attendance, timetable, absence records, and much more. MyEd will provide a central point for up-to-date information for parents.

The MyEd App is available for both Apple iOS and Android devices and can be found by searching for MyEd in your App Store. It can be downloaded for free or, alternatively, use the links below:

- [Apple iOS App](#)
- [Google Android App](#)

Once you have installed and opened MyEd, search for Chulmleigh Primary School and follow the simple instructions to identify yourself (please only use the e-mail address which you have provided the school with).