



c/o Lord Scudamore Academy
Friars Street
Hereford
HR4 0AS
Tel: 01432 273951

19th June 2020

Dear Parent/Carer,

In response to the interest shown in attending our Holiday Club, I can now confirm the following details:

- We will open for the 6 weeks during the Summer holidays unless the circumstances surrounding Covid-19 change.
- Chargeable session times will be as follows; however, you are free to collect your child at a time that suits you:

Breakfast Club	Full day
7.45am – 9.00am	9.00am – 5.30pm

- Children will need to bring a packed lunch in a wipe clean plastic lunchbox and a drink.
- Unfortunately, due to current Covid-19 restrictions, we are unable to organise our usual trips, however we have compiled a fun-packed timetable of activities for the children to enjoy.
- Children will be grouped into a maximum of 15 per group and will remain in that group throughout their time at holiday club. Siblings will be grouped together.
- If a case of Covid-19 is suspected in a group, that group will be closed down immediately. It will not be re-opened until all members of the family of the child with symptoms have been tested.
- If the test is positive, the guidelines are that the group will be advised to self-isolate for 14 days. If the test is negative, then the child or staff member can return to school when they are well enough and the group can continue as normal.
- Payment must be received in advance and the account kept in credit at all times. We would prefer on-line payments to be made via SCO Pay in order to eliminate handling cash. If you are not yet registered for on-line payments, please email admin@ls.hmfa.org.uk who can supply you with your log in details.

We would really appreciate it if you could send the booking form in by Friday July 3rd in order for us to plan ahead. Please find attached a booking form which needs to be returned to:

ablackburne@ls.hmfa.org.uk

Kind regards,

Mrs Ally Blackburne
Executive Manager