



20<sup>th</sup> March 2020

Dear Parents and carers,

Many changes and decisions have been made since we sent out our letter on Tuesday, some of them only being announced today. After the announcement regarding school closures was made by the government on Wednesday, we have had to wait for more guidance to be provided regarding our role as an after school and holiday club. We thank you for your patience and support.

The WOSC committee and managers have spent many hours this week working with the school to understand the government and Department for Education guidelines and as of this evening we can confirm the following:

- Breakfast club and afterschool club will be open only for the children of Key workers who have confirmation from school that they are eligible.
  - These families will be contacted separately by the WOSC manager
- As per earlier notification, we will not be refunding any fees paid for the term time sessions up until 2<sup>nd</sup> April. This has not been an easy decision for us to make, but this money will greatly help us in paying staff wages over the next few weeks. We hope that you support us in this decision: we all want and need WOSC to be there when schools are allowed to reopen.
- WOSC will not open for Easter holiday club for the same reasons that the school have stated: ***Every child who can be safely cared for at home should be.*** We also want to minimise the risks for all children and staff.
  - We will be communicating separately with our key worker families once we and the school have been able to plan for the childcare required in this period.
- Now that we have been able to make this decision, the WOSC committee will review the clubs' finances considering the current information provided by the government. This will enable us to decide what proportion of fees we can refund for those who were booked into holiday club. We will be providing refunds, but we must assess our finances first, so we ask again for your patience whilst we do this. We very much hope that the announcement by the government today regarding payment of wages will be applicable for WOSC. This will be essential in allowing us to pay our staff and efficiently resume our services when appropriate to do so.
- Schools have been asked to close 'indefinitely' so we do not know how long it will be until we are back to normal. We are not sure if we will be open any of the term time period from the end of April through to May half term. At the moment this seems unlikely, given the indications from the government. We are therefore are suspending term time booking for the April -May period until further notice. Any payments already made will be refunded or credited if you have paid by childcare vouchers.

At present it is very hard to plan for more than one week ahead given the rapidly changing situation. Our priority has been to focus on working together with school to provide childcare for those parents whose roles are essential for our community and country to be able to get through this unprecedented time. The committee will be meeting this weekend (virtually) to decide how we can move forward financially. We will communicate with regards to refunds as soon as we can, but we hope you as parents will understand that this may take a few days as we all try to balance our own jobs alongside caring for our children at home.

I would like to take this opportunity to thank WOSC staff, managers and committee for all the effort and time they have put in over the last two weeks: they are a fantastic team.

Thank you for your patience and understanding.

With best regards,

*Steph McFarlane (Chair)*

on behalf of the WOSC committee