



Greenway Primary
& Nursery School



Crossways, Berkhamsted, Herts, HP4 3NH
Tel: 01442 866249

Head Teacher: Katharine Ellwood

Friday 3 July 2020

Dear Parents/Carers

Proposed Greenway Summer Camp

Further to the letter sent yesterday we have now had a chance to analyse with staff and governors all responses to the expression of interest questionnaire previously circulated and your further communications.

We are very clear of the demand for childcare provision over the summer holidays from at least a third of Greenway families and are anxious to be able to support you if we possibly can. The decision yesterday as to whether or not to proceed was on a 'knife edge'. The situation has not changed significantly in the last 24 hours.

Whilst we are very conscious of the difficulties faced by everyone at the moment (and particularly where the Government is changing its guidelines around so many areas of life on almost a daily basis) planning for a Greenway Summer Camp (GSC) has been particularly complicated by our need to adhere to certain Government guidelines in place due to the pandemic and by parents reducing provision they had previously indicated they were prepared to commit to.

On balance governors have agreed that we should continue with arrangements for the GSC based upon the numbers of children that have currently committed to it but **only on the following conditions:**

1. We will send out a letter to you via email on Monday 6 July confirming the provision that you have sought for your child/ren acknowledging the days sought by you; the deposit paid by you; and the balance due – this will be your invoice;
2. We will send with this email Terms and Conditions and a form seeking some basic details about your child/ren – whilst you may feel that school already holds this information we would ask that you simply provide it again as this will assist with GSC administration;
3. You will have 24 hours from the time of Monday's email to let us know - admin@greenway.herts.sch.uk - if you have changed your mind about the provision confirmed in your letter;

4. If it transpires that there are a lot of 'negative' changes to the dates requested, please be aware that we are likely to need to make a decision to withdraw the offer of the GSC. If so, we will do this by close of business on Tuesday 7 July 2020;
5. **Should the GSC proceed as planned we will not have the ability to offer any refunds should you choose to cancel the provision sought by you post 7 July 2020 for whatever reason.** (We will reimburse you if we have to cancel the GSC for whatever reason).
6. The balance due will be payable by Friday 17 July 2020 for the first 2 weeks of provision and by Friday 31 July 2020 for the final 2 weeks of provision.
7. The deposit paid by you is non-refundable unless we determine on 7 July that we will not proceed with the GSC.

It is probably just worth highlighting that not only did the Government publish guidance on 1 July for out of school settings who will be providing summer holiday cover for families, but also for parents - <https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>.

We would particularly refer you to the part of the guidance which states: *'As more settings reopen, it is important that we continue to put in place ways to minimise the transmission risks of the virus. This means that you should consider sending your child to the same setting consistently, in order to prevent your child from mixing with multiple different groups of children.'*

The Governing Body is particularly grateful to the Headteacher and all her team (particularly in the office) for supporting the establishment of a summer activities camp for Greenway families and acknowledge that after what has been a really very difficult few months for all, many of the staff will be involved in some way or other in delivering the camp led by Mr Lewis during their own summer break.

We will be in touch further on Monday. Have a good weekend.

Kind regards,

Katharine Ellwood

Headteacher

Elizabeth O'Reilly

Chair of Governors