

23rd September 2020

Dear parent,

Following the latest pandemic developments and the re-opening of schools, we have made some adjustments to our existing processes. I wanted to update you earlier in the week, but due to the government's planned announcements yesterday, that was postponed in order to assess new information.

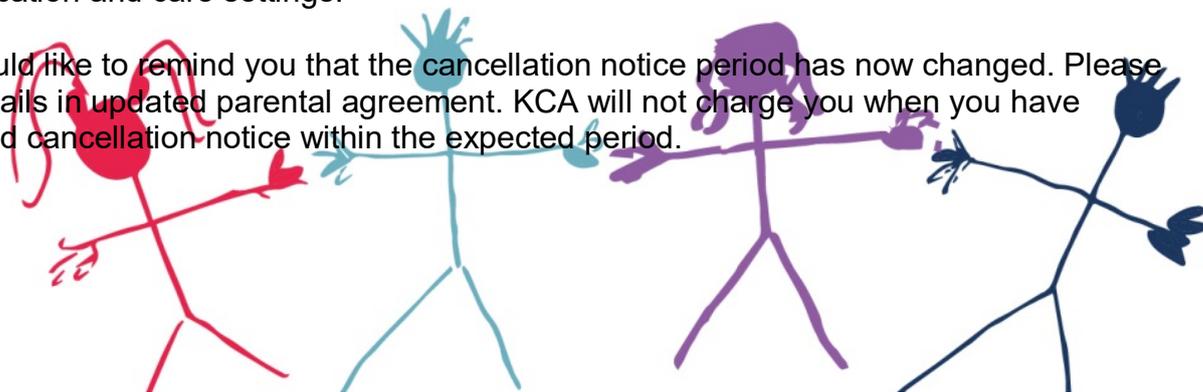
We have now updated our "Let's work together" plan (attached). I would like to thank you all as your commitment in helping us to deliver the plan has been amazing. We are now asking you to continue working with us to maintain a safer environment. Please remember, the first line of defence against Covid19 is for everyone displaying symptoms to remain at home and follow NHS Test and Trace guidelines.

We have also updated the parental agreement to reflect changes to processes we announced at the end of the summer holidays (attached).

Please see below summary of key changes to processes at KCA:

1. Introduction of school bubbles within each daily group across the service. For example, during After School Club, children who attend Woodlands Primary will remain in their school bubble. The bubble will have its own dedicated play zone and play workers.
2. Introduction of face coverings on transport for children and young adults who can safely use them (we will discuss risks with you as this will vary for each individual).
3. Use of face masks at all times by our staff members in the building.
4. We have now introduced a robust Personal Protective Equipment policy to help our staff and provided additional training.
5. We have reviewed and updated our Covid19 risk reduction plan which our staff follow and have updated our covid19 risk assessment.
7. Building lockdown has been extended until October half-term and most likely it will be further extended. This means that unless there is a good reason only children, staff and where necessary contractors can access the building.
6. We are working on inducting our staff on the NHS COVID-19 app which is now available for education and care settings.

We would like to remind you that the cancellation notice period has now changed. Please find details in updated parental agreement. KCA will not charge you when you have provided cancellation notice within the expected period.



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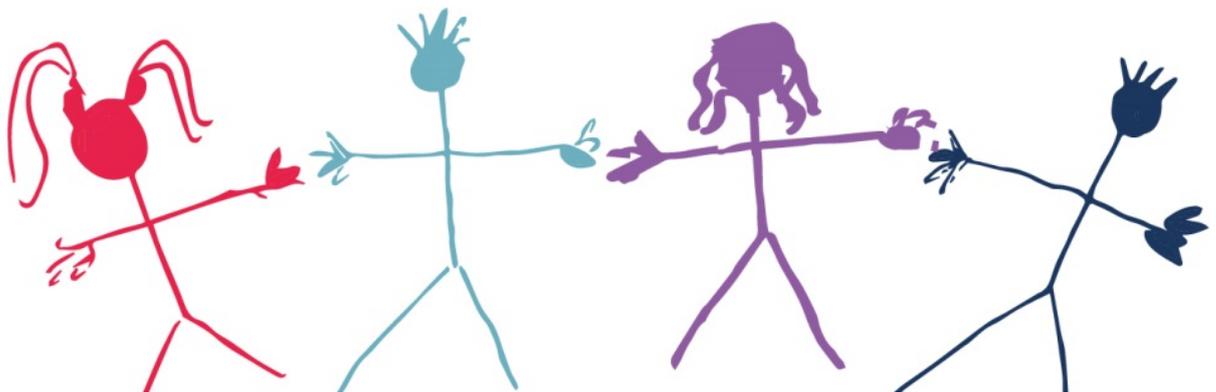
Please remember:

Children, staff and other adults should not come to KCA if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. Anyone developing those symptoms during the day will be sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19).

If your child, yourself or anyone in your household becomes unwell with a new, persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), then they or you must self-isolate for at least 10 day. Other members of the household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Arrange for a test and make us aware of the outcome. [Coronavirus \(COVID-19\): getting tested](#)

Yours Sincerely

Ilias Kostalas
Operations Manager for Programme Development



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