

Dear Parents/Guardians,

Premier Education is the UK's number one provider of sport and physical activity to primary school children. As passionate educators for over 20 years, we have strived to improve the health and wellbeing of children through active learning, and we remain committed to that mission. We have been flexible and agile in our approach to the offer we can support schools with. It has been imperative over the last two years to be more agile than ever, allowing us to fully support schools with the changing Ofsted requirements and other national focuses around physical and mental well-being.

Through extensive planning, training and experience gained over the last 6 months, we are delighted to be able to safely launch the wrap around care in September 2020 following the governments guidelines which were last updated on the 20<sup>th</sup> August. Our Intent stays the same which is to provide you and your children a safe and highly engaging wrap around care provision that will enrich your children's experiences. *Booking is available at [www.premier-education.com](http://www.premier-education.com) and your course is live now.*

Please see the below link to the governments latest guidance that we will follow at all times within the provision held at your school:

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

We have had to make some adaptations to the provisions to ensure we fall in line with all areas of the guidance. Below we have detailed some of the adaptations we have made to the provision in certain key areas:

#### Risk Assessment

A Covid 19 specific risk assessment has been completed for your venue to ensure all risk are mitigated and kept to a minimum. We have also developed an extensive Delivery manual which can be found by following this link [Premier Education – COVID-19 Delivery manual](#). The risk assessment will continue to be updated daily/weekly as and when guidance/risks may change. Our delivery manual has been tested throughout Summer 2020 with over 10,000 children engaging within our holiday courses and no cases of Covid being reported.

#### Outdoor/indoor activities

Where possible, all activities will take place outdoors. Where this is not possible, activities will take place in a safe and suitable area of the school which has been thoroughly clean in line with a hygiene processes. All areas used will have additional protective measures such as thorough cleaning in between sessions and desks/children suitably spaced.

## Group sizes

All children will be kept within small groups of no more than 15 children and at least 1 staff member. At all times, we will operate government guidance on social distancing for all pupils and encourage hand hygiene regularly at specific intervals throughout the session.

We will install a year group 'bubble' procedure which will replicate the school's procedure where possible. Children will be in consistent groups each day and not mix bubbles. If it is not possible to replicate the school's bubble procedure, we will operate children in consistent groups as they would be for all future sessions.

Groups will be decided at the start of the week due to the nature of the bookings. Children who attend consistently will stay within the same bubbles they were in previously so they are mixing with the same children. Any children who attend 1 off sessions will be placed into a bubbles that is consistent with their school day. At all times, decisions will be made with the health and safety for all staff and children.

## Track and trace system

Electronic registers will be kept for a minimum of 21 days to ensure we are tracking which children have attended. We will also keep track of which children have come into contact with each other- including our staff. If anyone develops symptoms, we will follow the governments test and trace system and require them to get tested. We will then have records of any interactions and be any to contact people where needed.

## Effective infection protection and control

We will aim to prevent and respond to any possible infections. Our sport members of staff have all completed a level 2 qualification in Infection mitigation, Prevention and hygiene control to increase awareness and knowledge. To prevent any infection occurring we will promote anybody who becomes unwell or shows any symptoms not to attend the setting, strict hygiene procedures such as washing hands and surfaces and minimising interactions between individuals. This will also include during toilet procedures where a limited number of children will be allowed to attend the toilet area at one time and must wash hands after using the toilet facilities.

We will also respond effectively by engaging with the NHS track and trace process. Any confirmed cases of Covid 19 will be managed in line with all guidance.

## Activities and timetables

We aim to still provide highly engaging activities to provide a broad range of experiences. We have had to make minor adaptations to our timetable to ensure the activities can allow for social distancing and reduce any risks. We have developed a Covid 19 secure social distancing scheme of work for our staff to follow to deliver engaging but safe activities within their favourite topics such as gymnastics, athletics and team sports. All activities will be adapted to



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ensure they are safe and following government guidance at all times. We will continue to review these activities and add in new topics where we feel it is safe to do so.

Within their bubbles, they will engage in set activities on each day. They must stay within this bubble during the activity but will have a selection of activities to choose from within that bubble.

## Resources and equipment

We will look to reduce shared resources where possible. Equipment and resources will be kept in consistent groups and not shared daily. Equipment and resources will be thoroughly cleaned within the setting before other groups of children come into contact with it. All unnecessary sharing of equipment will be avoided at all times and we are children and parent not to bring in any equipment/resources that are not essential.

## Signing in and out

The nature of the provision allows parents to drop off and collect their children at different times and naturally allows for parents to arrive at different times. This does NOT allow us to stagger any drop off or pick up times. On arrival, we will ask parents and children to socially distance at all times and registered via a one in one out system. Some building restrictions may limit any one way systems that are put in place but this will be constantly under review. We politely ask that parents DO NOT enter the building and we avoid bringing any unnecessary resources/equipment to the settings.

During the uncertain times we are facing in schools and ever-changing national guidance it is critical to ensure we can deliver our support safely in all environments we are requested to work in. We have developed a clear set of procedures and safety measures that our network is implementing and following. These guidelines are fully aligned to government policies on health and safety and working in educational settings. It is also fully aligned to the Association for Physical Education guidance who are the national body for PE in the UK and ukactive a leading activity and sporting organisation in the UK.

We would like to thank you in advance for adhering to our guidance and supporting our provision in place. We will continue to review our risk assessment and procedures that are in place to ensure that all procedures are suitable.

Lastly, we are fully committed to provide your children an outstanding experience within our care. Although the provision has been adapted in line with government guidance, we are confident we can achieve our intent. The children's physical and emotional wellbeing will be at the forefront of our activities and we will make things as 'normal' as we possibly can.

Kind regards,  
Ross Catchpole  
**Area Manager**

Email – [rcatchpole@premier-education.com](mailto:rcatchpole@premier-education.com)