



**Rainhill St Ann's CE Primary School**  
View Road, Rainhill, Merseyside, L35 0LQ  
Tel 0151 426 5869, [www.rainhillstanns.co.uk](http://www.rainhillstanns.co.uk)  
Email: [stannsce@three-saints.org.uk](mailto:stannsce@three-saints.org.uk)  
Twitter: [@StAnnsRainhill](https://twitter.com/StAnnsRainhill)  
Headteacher: Mrs Laura Rynn



Always our best for God, each other and ourselves.

Friday 17<sup>th</sup> July 2020

Dear Parents/ Carers

I am delighted to confirm that your Base requests for your child have now been confirmed. Should you wish to make any changes to your original Base reservations, please contact school in the usual way no later than noon on Monday 20<sup>th</sup> July. You can do this by phoning school on 0151 426 5869 or emailing us on [stannsce@three-saints.org.uk](mailto:stannsce@three-saints.org.uk)

**Any outstanding Base arrears must be cleared before the new school year. Unfortunately, any arrears not cleared before the new school year will jeopardise your child's place in Base from September. To make a payment, simply log on to your Parent Pay account. Should you require any assistance, please do not hesitate to contact school.**

#### When will Base commence?

Base will open to Years 1 to 6 on **Monday 14<sup>th</sup> September**. This is one week after school opens.

Base will open to the Early Years on **Monday 21<sup>st</sup> September**.

As large numbers of children will be returning to school in September for the first time since March, the staggered start will allow everyone to settle into the new school routines first, before adjusting to Base as well.

#### How much does Base cost?

Morning Base: £4.20

After school Base: £8.40

#### How will Base operate?

Just as school will look a little different from September because of the protective measures that will be in place, so too will Base. Please read through the arrangements that will be in place to ensure you are satisfied for your child to attend. If you wish to cancel your child's place in Base, please contact school so we can offer your child's place to another parent/ carer who requires Base provision.

#### General Information

- In order for Base to operate, it will be necessary for pupils from different classes to mix.
- Staff running base will socially distance themselves from the children as far as possible while still maintaining good visibility when supervising the children.
- Base groups will operate from the same spaces each day. These spaces will be cleaned before children enter as they will have been a learning space for another class/ other classes during the school day. The rooms will be cleaned prior to following day.
- Children will wash their hands/ use hand sanitiser before entering and on leaving Base.
- Children who do not strictly follow the Base routines and expectations (as per Base Charter), especially around social distancing and hygiene, may not be able to access Base for health and safety reasons.
- As per our usual procedure, parents collecting their child(ren) late will be charged in line with our policy.





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### Morning Base Provision

- Morning Base will operate between 8.00am-9.00am each day.
- Children should be dropped off for Base via the **back gate** (located on Weaver Avenue) where a member of staff will meet them between **8.00-8.20am**.
- Children attending Base must arrive at the back gate before **8.20am**. Children will not be accepted into Base once the back gate is closed as there will not be a member of staff available to collect them and take them into Base.
- Morning Base will operate from the hall.
- In the morning children will sit at the table, eat a healthy breakfast, watch a TV programme and complete their Base activity booklet in their individual pack.
- Children will be taken to their class or collected by a member of staff ready for the start of their year group's school day.

### After School Base Provision

- Evening Base will be open between 3.15pm and 6.00pm.
- After school Base will operate from the hall, Y1 classrooms and the Y2 area.
- The children accessing Base will be organised into 4 groups.
  - EYs, Y1, Y2 & Y3 group (each year group will remain in a specific section of the hall)
  - Y4 (indoor Y2 area near Y1 classrooms)
  - Y5 (1R classroom)
  - Y6 (1H classroom)
- On arriving in Base, after washing their hands/ using hand sanitiser, children will sit down in their designated area and have their healthy snack.
- Following snack time, children will enjoy a variety of activities. These will be frequently cleaned.
- In the evening, children should be collected from the front door, main entrance. Parents/ carers should ring the 'Ring' door bell (left hand side of door, not the doorbell on the right hand side), giving their name and the name of the child(ren) they are collecting. A member of staff will then bring your child(ren) to the front door.

We are very excited to be re-introducing Base following its closure in June, and we are confident the children will quickly get used to the new routines and procedures, and enjoy the time they spend in Base.

Following receipt of this letter, should you have any questions about Base provision, please do not hesitate to get in touch.

Stay safe

Yours sincerely

Mrs Laura Rynn  
Headteacher

Mrs Barbara Terry  
Base Manager

