



52 Saxon Way, Old Windsor,
Berkshire, SL4 2PU.

After School Clubs based in:

- Englefield Green (EG)
- Old Windsor (OW)
- Thorpe (TH)
- St Jude's (SJ)
- Wraysbury (WR)

Holiday Club based in

- Old Windsor
- Staines

Head Office

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01/03/2020

Dear Parents/Carers,

Enforced Club Closures 2020

From time to time there may be occasions when external factors beyond the control of The Gap Club will result in club closures for a temporary or indefinite period of time dependent on the unforeseen event.

There cannot be a definitive list for the type of incidences/categories that could lead to the above enforced closures, but these may be due to:

- Lack of Premises: due to health and safety reasons, teacher strikes e.g. unsafe (asbestos etc) or lack of /no heating, school closed to children.
- Environment: Bad weather e.g. flood, fire, snow, ice or any other natural disasters
- Health: Infectious or contagious outbreaks e.g. influenza
- Any other natural health or environmental disaster

Our aim is be balanced and take a broad account of all the guidance and information we receive to enable us to make informed decisions. The company will be given clear guidance and direction from the relevant competent regulatory authority at the time e.g. local education or health authority. We will update you regularly.

Please note that The Gap Club will not automatically be open due to the school being open, particularly in situations where the weather/situation deteriorates during the day.

We will notify parents via one of the channels:

- email/club answer phone message
- The Gap Club Website – news and ticket tape.
- School Websites & Borough websites (www.surreycc.gov.uk / www.rbwm.gov.uk)
- Local Radio AP: Radio Jackie 107.8, OW/WR: BBC Radio Berkshire

Fees either paid or due during the enforced closure periods will still have to be paid inline with the guidelines below:

Short Term Closure

- For every period of closure, fees will be due for the first 2 days of the closure e.g. mid week closure of The Gap Club due to bad weather on a Wednesday, means that the fees are due for the Wednesday and Thursday, with no charge for the Friday.
- If the school is still closed on the following Monday then no fees are due however the situation, circumstances and guidance **will be reviewed on a regular basis to see if it is likely that progression will be made into Long Term Closure.**
- Once The Gap Club has re-opened, all fees are due, this process will repeated if necessary E.g. The Gap Club is open on the Monday but then closes on the Tuesday.

Long Term Closure

- For any long-term periods of closure e.g. closure due to asbestos, natural disasters or contagious outbreaks, individual guidance will be issued based on the circumstances, reason for closure and any advice given from government and/or health representatives.
- This guidance will supersede any previous guidance issued and will detail any fees due within this period of closure.

We appreciate your support in this matter and understand that disruption of this nature is difficult for all however our fees will help meet our employment obligations to our staff and ensure that The Gap Club is sustainable especially in Long Term Closure Situations.

Kind Regards,

The Gap Club