



The Southwater Junior Academy

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Headteacher - Mrs Rebecca Toogood

Deputy Headteacher - Mrs Kim Brown

20th March 2020

Dear Parent/Carer,

With the school closure, there will of course be a number of questions you may have regarding finance for current and future items and events that have been arranged and paid for. I hope that this information will help clarify any questions or concerns you may have.

My child attends SJC, what will happen with booked sessions?

Our current aim is to ensure that the SJC club remains operational for all key worker families. As per current Government guidelines, key workers are classified as the following which can also be found on the following link <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision> :

- Health and social care (frontline staff)
- Education, childcare and social workers
- Key public services
- Local and national government
- Food and other necessary goods
- Public safety and national security
- Transport
- Utilities, communication and essential financial services
- Children known to social workers
- Children with EHCPs (Covers only nine children, families will know who they are)

We have created an online questionnaire for parents to complete in order for us to ascertain who this will impact. If a parent/carer of the family falls into the above categories, those pupils can continue to use SJC for their booked sessions before and afterschool, but ONLY if they cannot be safely cared for at home, as per other communication previously sent out. If additional sessions are required to enable key workers to continue with their vital roles in society, please contact Lian Toms via email ltoms@southwaterja.co.uk to check availability.

All other pupils who are not at school, any sessions booked and already paid for will be credited and will be transferred to the Summer term invoices.

My child attends an externally run club, can you update me as to what is happening and when they will be running?

Drama club – last session will be held on Friday afternoon 20th March

Yoga club – no sessions currently running



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As these are externally run clubs, I cannot advise on any finance related items and you will need to liaise with them directly if they have not already been in contact with you.

What is happening with regards to clubs for the current Spring term?

Internally run clubs will continue until school closes on Friday 20th March apart from the following cancelled clubs:

- Year 3/4 Tennis Friday lunchtime
- Year 3/4 ICT Friday lunchtime
- Year 5/6 Basketball Friday afterschool

Drama with Sarah Esser is still running this week as normal.

For any sessions that have been cancelled either earlier this term or from next week, these will be credited and the summer term clubs adjusted accordingly. Each club session cancelled is £2.00 and processes will be in place to ascertain the amount to be credited to each pupil where applicable.

What will happen to the Summer term clubs and payments made so far?

Clubs that have been booked are guaranteed for you. Please do not make any payment for these clubs at this time. We will advise at a later stage when they will commence.

Parents/Carers who have already made payment, this will be refunded to you either by Parentmail or cheque.

What is happening with regards to Easter holiday clubs?

Mr Showell has cancelled all Easter club bookings. Payments already made will be refunded either by Parentmail or cheque.

Externally run clubs for Yoga and Drama are cancelled. Please liaise directly with them for further information or any change of location.

What will happen to the music lessons my child attends?

Clubs run by West Sussex Music, they will liaise with you in relation to this.

Percussion club with Mr Drew Smith-Turner (Friday lunchtimes) – These have been cancelled. Each club session cancelled is £2.00 and processes are in place to ascertain the amount to be credited to each pupil which will be offset against summer term bookings. Any summer term bookings currently paid in advance will be refunded either by Parentmail or cheque

Drumming lessons with Mr Drew Smith-Turner – If you pay privately for drumming lessons, please liaise with AST Instrumental directly if you haven't already heard from him.

Guitar lessons with Mr Beau Barnard - If you pay privately for guitar lessons, please liaise with Beau directly if you haven't already heard from him.

My child receives a free school meal, what will happen?

For pupils of key workers who will be attending school and have free meals at school, these will continue to be provided. For pupils at home who would normally have the free school meal, we have currently offered a Tesco food voucher.

We are however, liaising with West Sussex directly as they have stated that they are close to being in the position to make provision for all of those students. Further guidance will follow as soon as we know more.

I have paid for my child to have fruit in school either in Spring or Summer term, what will happen?

Fruit will be provided in school up to and including Friday 20th March. Our supplier has advised their deliveries will cease on Friday, but provisions will be in place for any pupils of key workers who will be attending school.

Please note this will be subject to fresh produce being available locally, but we will be monitoring this situation daily.

For those who are not attending and have also already paid for Summer term, processes will be in place to ascertain the amount to be credited to each pupil where applicable.

My child is currently reserved a place for a residential later this year, will it still be running?

At present we are waiting to hear about our residential for Year 4, 5 and 6.

We are working closely with our providers, but at this stage we cannot advise as it is still early in the process. Please note that as our bookings are not until May and June, the centres are currently liaising with schools who are attending in the next 2 weeks, so after this time we should receive advice on what the next steps will be. Again we will update you further once we know more.

I have ordered and paid for uniform, but as yet I have not received it?

Any outstanding uniform will be sent home as soon as possible, however if you would prefer a refund of paid outstanding items at this time, please email ltoms@southwaterja.co.uk and a refund will be made available to you either via Parentmail or cheque.

I have ordered an additional leavers hoodie, when will this be available?

All additional hoodies were ordered last week and currently we have been advised by our uniform provider that these are in progress. I cannot confirm at this stage when we will receive them, but as soon as we know any further information, we will communicate this onto you.

I have another question that you have not listed above?

We have tried to encompass what we feel will cover the majority of finance related questions.

Please do email me directly ltoms@southwaterja.co.uk with anything further you need assistance with or any questions you need answering or clarification on. We will be adding this information to our website and updating as much as we can when we have the information available to us.

Kind regards

Lian Toms
Finance Officer