



The Tynings School After School Club

Information Booklet

This information booklet is designed to tell parents all they need to know about the After School Club and how to register their child in the club.

It includes:

- Aims & Objectives of the After School Club
- Terms and Conditions (School copy to be signed, dated and returned to school, Parent copy to keep)
- General Information
- Registration Form – Health Allergy/Medical Disclaimer
- Registration Form
- Emergency Contact Form



The Tynings School After School Club

Terms and Conditions

Aims & Objectives

We aim to provide a high quality After School Club that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service.

For a child this means an environment that is safe, supportive and encouraging. It is a place to be with friends and make new ones and to be able to try out new activities, to relax, to have fun and enjoy themselves.

At the After School Club we believe all children have the right to play. Play is the basis to providing healthy development and the well being of individuals. The club will provide a balanced structure of activities and play experiences.

General Information

Start Times

The After School Club will run from 3.10pm at the end of the school day until 5.30pm, Monday to Friday, during term time. The club will not operate during School Inset days when the school is closed to pupils.

A member of the After School Club will collect the children from their classrooms and escort them to the Club, where they will be signed into the after school club register. If children are booked into the After School Club on a day when they participate in an after school activity (eg: choir, athletics, envirokids, etc), they will be dismissed from the after school activity to the After School Club.

Please arrive promptly to pick up your child as the school is locked at 6pm. You will be asked to sign your child out of the register at the close of the session. **It is important that you let staff know if anyone other than you (the parent/carer) is collecting your child.**

Light Snack

A light snack of toast and butter will be provided by the club at the beginning of the session. Juice and fresh water will be freely available throughout the session.

Ad-hoc Sessions

Parents will have the flexibility to book ad-hoc sessions, where places are available, but the After School Club requires a minimum of 24 hours notice and advanced payment. You can request an ad hoc session by emailing thetynings@sgmail.org.uk or by filling in the relevant parts of the booking form.

The procedure for ad-hoc sessions remain the same as for regular sessions and a Registration Form, signed Terms and Conditions and Health Forms must be completed before a child attends the After School Club.

Contact Numbers

You can contact the school during school hours on the school telephone number: 01454 866525

Mobile number for After School Supervisor:
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Accident and Emergency Procedures

If your child has an accident at the After School Club we will endeavour to contact you as soon as possible. If emergency treatment is required, a member of staff will accompany your child to the hospital. You will be asked to meet the member of staff at the hospital. All accidents that result in hospitalisation are recorded electronically in school and passed onto the Local Authority.

Sick Child Policy

Parents must inform the After School Club Supervisor if your child has any known medical condition or health problem, or has been in contact with infectious diseases. Parents must comply with the exclusion guidelines in operation at the school, and children must not be brought to the After School Club if unwell. Your child's welfare is our main concern and in the interests of the remaining children, if in the opinion of the staff a child is ill, then the parent/carer will be contacted to collect their child as soon as possible. The staff must be happy that the child is fully recovered before he/she is allowed to return. Our policy of 48 hours absent from school will apply following any symptoms of sickness/diarrhoea.

Parental Authority

Parents authorise the After School Club to take all necessary action to safeguard and promote the welfare of the child.

Parental Support

Parents are expected to give their support and encouragement to the aims of the After School Club and ensure that appropriate standards of punctuality, behaviour, discipline and hygiene are maintained.

Loss of Property

The After School Club will not be liable for loss of property (including toys from home) brought onto the premises by parents and/or children attending the Club.

Examples of Activities

There will be a number of activities on offer during After School Club; these activities will change on a daily basis and will be planned by the After School Club Supervisor. Activities may include a chance to complete homework, quiet reading, outdoor play, creative play and collaborative games, amongst other opportunities.

Entry to The Tynings School After School Club

Registration

Once a registration form has been completed and returned to us your child will be registered to attend the After School Club.

To book regular sessions, please complete the Booking Form indicating which sessions your child will be attending and return to the After School Club Supervisor or Business Manager. Initially, this will be on a first come first served basis. We will be offering 25 places initially. You will be notified if you have been successful in your application.

Fees & Payment

Notice of any changes to fees will be given in writing as soon as possible. Fees will not be returned for short term absences of one week or less. For longer term absences fees may be returned for sessions unattended, but this is at the discretion of the Headteacher. Please note that fees will not be waived through absence i.e. holiday.

For regular sessions, payment must be paid **in advance for the following month, either by cheque (payable to South Gloucestershire Council) or cash.**

If any fees remain outstanding one working week from becoming due you will receive a verbal reminder. If fees remain outstanding one working week from the verbal notice, a written reminder will be issued. **If fees still remain outstanding after the written warning your child's place will be withdrawn.**

The fees are as follows:

The cost of each session is £6.00 and £5.50 for siblings.

One month's notice must be given if you wish to cancel a regular place at the After School Club.

Arrangements for picking up children

All children must be picked up by 5.30pm. If you are unable to pick your child up, you **must notify** the After School Club Supervisor and say who you have nominated to pick up your child.

We reserve the right to charge a fee of £5 per quarter of an hour in the event of a pick up after 5.30pm.

If a child is not picked up by 6.30pm and we have had no contact, and we have attempted to contact all persons on the registration form, we are obliged to contact Social Services.

Cancellation

If parents do not wish their child to attend a session they must notify the School Business Manager as soon as possible, giving at least one month's notice as above.

Removal from the After School Club

Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable, and where the After School Club Supervisor considers that the continued presence of the child is incompatible with the interests of the After School Club. There would be no refund of fees in these circumstances.

Disclosures/Child Protection

The After School Club Supervisor must be notified immediately, in writing, of any changes in contact details or relevant changes in family situations, or situations of risk in relation to the child for which any special precautions may be needed.

Confidentiality

Parents agree to inform the After School Club Supervisor of any information necessary to safeguard or promote their child's welfare. After School Club staff will be informed of sensitive issues concerning the child on a 'need-to-know' basis.

Equal Treatment

Similarities and differences are valued and respected and all children are treated equally. The After School Club will comply with the Special Educational Needs and Disability Act 2001 and will act within the school's policy of behaviour, anti-bullying, racial equality and equal opportunities.

Discipline

By registering their child for the After School Club, parents confirm that they accept the authority of the After School Club Supervisor and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the After School Club community. The After School Club will follow the Behaviour Policy of The Tynings School which incorporates both anti-bullying and racial equality.

Photographs/video

Parents who do not wish their children to be photographed or videoed in the After School Club setting, must write to the After School Club Supervisor stating this. Photographs/videos may be used in After School Club promotional material such as press releases and the school website.

Severe Weather

In the event of the After School Club's closure due to severe weather, parents will be contacted via the emergency telephone number provided. In the event of any cancellation of a session by the school, a refund for that session will be payable.

Complaints

Parents who have cause for complaint in relation to any matters of quality, safety or care must inform the After School Club Supervisor immediately, following the school's Complaints Policy.

Summary of how to book a place at After School Club:

