April 2026

Theydon Bois Primary School – Information for Parents

Hours

- After School Club runs during term time **Monday-Thursday**, starting at the end of the school day and closing at **6.00 pm**.
- All spaces are subject to availability based on ratios
- Places are allocated on a first come first serve basis.
- Children can be collected at any time during the hours the club runs.
- The club is open to all children from Reception to Year 6.
- Reception & KS1 children will be escorted to the club at the end of the school day.
- KS2 children will make their own way to the club at the end of the school day, unless there is a need for an adult to accompany them.

Admission, booking procedures and payment of fees

- Emergency contact details will be those provided to the school on the Data Collection Sheet, any additional contact information must be provided to the school in writing.
- The cost of the After School Club will be **£13.50** per session, or **£54.00** per week. We ask that payment for each half term be made in advance via our Arbor on-line payments system. **No bookings can be accepted unless payment is made*.**
- Confirmation of a place will be generated by the Arbor system.
- If a session has not been paid for, in advance, a member of staff will contact you to confirm the place is required and request payment.
- **** If a parent is taking advantage of the Tax Free Childcare payment scheme they should not book on the Arbor system but contact the school office for booking availability.***

Absence

- If your child has been booked into After School Club in advance and they are absent from school due to illness on that day then a credit will be given.
- There will be no charge if the child misses a session due to an educational or residential trip.
- At least 24 hours' notice is required to cancel a booking to obtain a credit.

Venue

- After School Club is usually based in the Demountable. Different activities may be carried out in other locations within the school premises.

Register and Collecting

- A register of children who attend After School Club is taken at the start of each session. This register is kept in the school office.
- Parents should collect their children from the main gate after phoning the number on the bottom of this policy on their arrival.
- Parents are required to sign the register when collecting their child.

- If a parent is unable to collect their child as arranged, they must call the number at the bottom of this policy immediately, and inform staff who is collecting their child.

Snacks

- Children will be provided with a healthy snack and drink at the After School Club
- Fresh drinking water is available to the children at all times. No fizzy drinks or glass bottles should be sent in.

Late collection

- If a child has not been collected by the end of the session, parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts are unavailable after approximately 30 minutes, the police and Social Care will be informed.
- If a child is picked up late a charge of £5.00 will be made for every 5 minutes beyond the collection time. This will commence from the second time the child is collected late.
- We follow the Theydon Bois Primary School Safeguarding and Child Protection Policies.

Activities/ Provision

- A range of activities are planned each session for the children in the After School Club. These may include role-play, creative, reading, learning & discovery, outdoor activities, movies as well as an opportunity to complete homework.
- The age of the children are considered when planning activities to ensure they are appropriate.

Behaviour

- Children and staff are expected to follow the School's Terrific Values whilst attending the After School Club.
- The school's Behaviour Policy will be followed. Only in extreme cases will a child be excluded for a fixed term or permanently.

Health & Safety

- Staff must follow the Theydon Bois Primary School Health and Safety, E-Safety, Safeguarding Policies and related documents to ensure the safety of all children.
- The procedures to follow in the event of a fire or evacuation are detailed in the Fire procedures folder for After School Club.
- All staff must make themselves familiar with the above documents.
- In case of emergency (such as medical or missing child) a member of the Senior Leadership Team will be informed immediately and procedures followed.

First Aid

- There must be a qualified first aider on site during sessions.
- A first aid kit will be taken outside when children participate in outdoor activities.
- All accidents will be recorded in the After School Club's accident book and a medical form will be completed. The accident will be reported to the parent/carer when collecting their child.

- Parents/ Carers of any child who becomes unwell during their time at the club will be contacted as soon as possible.
- All staff must be made aware of the children who have Individual Health Care Plans and what they contain.

Staffing

- All staff will adhere to the Theydon Bois Primary School Staff Code of Conduct and all school policies.
- The maximum number of children will not exceed a ratio of 1 adult to 15 children 1:15
- All After School club staff are DBS checked and must attend Child Protection induction and/or training. All staff must be familiar with the Theydon Bois Primary School Child Protection and Safeguarding Policy and related documents and be clear about how to deal with safeguarding concerns.
- Staffing arrangements are considered to meet the needs of children who have special needs.
- The club will be led by a suitably qualified member of staff. In the event of the Leader being absent, an experienced member of staff will lead the club and a senior member of staff will remain present on the school site.

Enquiries regarding bookings and payments: 01992 813083 (School Office)

Enquiries/Contact during the session: 07809 105557 (After School Club Leader)