

**TAVISTOCK COMMUNITY  
PRIMARY  
& NURSERY SCHOOL**



**AFTER-SCHOOL CLUB  
PARENT PACK**

## **AFTER-SCHOOL CLUB - KEY NOTES**

- Open from 3.00pm to 6.00pm everyday
- Available for nursery to year 6 pupils
- Qualified staff with appropriate ratios
- £4.00 per hour or £12.00 per 3 hour session
- Sessions to be booked for and paid for in advance.
- The club is held in the outside block at the rear of the school.



## **After-School Club Registration Form**

Child's full name.....M/F...DOB.....

Home address.....

### **Emergency contact details 1**

Name.....Relationship to child.....

Contact number: Home..... Work.....

Mobile.....

### **Emergency contact details 2**

Name.....Relationship to child.....

Contact number: Home..... Work.....

Mobile.....

### **Does your child have any of the following;**

Medical Conditions Yes/No

Special Educational Needs Yes/No

Food or other Allergies/Intolerances Yes/No

If you have answered yes to any of the above please can you also complete the 'Additional Needs' information on the reverse of this form.

I agree to the after-school club providing emergency medical treatment if required. Yes/No

### **Parent/Carer signature**

I have legal responsibility for the above named child. I have read and accept the terms and conditions of the Tavistock Community Primary & Nursery After-School Club which were included in the parent pack. This includes a 24 hour notice to cancel a booked session.

Signature.....Date.....

## **Additional Needs**

Name of child.....

### **Medical Conditions**

Please provide details of any medical conditions which staff should be aware of.

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Does the school already hold medication for your child? Yes/No

### **Special Educational Needs**

Please provide details of any Special Education Needs which staff should be aware of.

Please note that pupils with Statements with not have any additional support during after-school club sessions.

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### **Food or other Allergies/Intolerances**

Please provide details of any food or other allergies or intolerances not covered above which staff should be aware of.

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## **After-School Club Booking Information Sheet**

Name of Child/ren.....Year or Class.....

.....Year or Class.....

.....Year or Class.....

### **Nursery parents only (EYFS funding can be used to fund these sessions)**

Does your child attend another setting as well as Tavistock Community Nursery School?

Yes/No

If you have answered yes, please complete the information below.

Provider name.....

Provider contact details.....

Hours spent per week at other provider.....

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Foundation and infant children will be collected from their classroom. Junior children are expected to make their own way to the after-school club. A register will be taken to ensure that all children arrive safely.

Please note that it is your child's responsibility to collect their own belongings from their classroom before attending the club.

All children will be provided with a snack and drink on arrival at the club.

Please write any other comments which you feel we need to know regarding your child/ren's attendance at the club which has not already been covered. In particular, if there is any information held by the school which you feel we need to be aware of.

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**Terms and Conditions**  
**Tavistock Community Primary and Nursery School**  
**After-School Club**

**Registration**

Registration and consent forms must be completed and returned before a child attends their first after-school club session. Sessions should be booked in advance where possible. Late/ad-hoc bookings are welcome but are subject to availability.

**Confirmation of booking**

Booking forms will be returned once confirmed by after-school club staff.

**Cancellations**

24 hours notice is required to cancel any bookings otherwise full fees for a booked session will be charged to cover staffing costs.

**Collection by parents**

Parents MUST sign the signing out book when collecting their child. Parents are requested to collect their child/ren on time. All children should be collected by 6.00pm. Any late collection will be charged any additional £10 per hour or part thereof to cover additional staffing costs. Under no circumstances will a child be allowed to leave the after-school club with any person unknown to the staff or to walk home unaccompanied.

**Absence**

If your child is absent from school please inform the office if they were also due to attend the after-school club.

**Payment of fees**

Fees are required in advance and can be paid by cash, cheque or online via Parentmail. Regular card payments can be set up on request.

**Outstanding fees**

If fees are not paid with two weeks, a written request will be sent. If fees remain outstanding future places at the after-school club will be cancelled and the outstanding debt referred to the Devon County Council debt collection team.

**Increase in fees**

The school reserves the right to increase fees to cover costs. Half a terms notice will be given to any changes.

**Accident procedures**

A least one member of the after-school club will be a qualified first aider and will administer treatment as needed. Parents will be informed of all accidents via a note sent home or for serious accidents by telephone immediately.

**Safeguarding**

All staff members are employed by the school and all school safeguarding policies will be followed.

**Medical consent**

After-school club staff will follow any medical procedures/authority currently provided to the school.

**Parking**

Parents/carers may use the school car park when collecting children from the after-school club after 4.00pm. The school accepts no responsibility for injury, damage or loss to persons, vehicles or property.

**Health & Safety**

The after-school club will be covered by all policies and procedures carried out by the school.

**Complaints**

We endeavour to resolve all queries, concerns and complaints as swiftly as possible. Should you have a complaint about the after-school club which has not been resolved then please follow the School's Complaints Procedures.

**Emergency closure**

In the event of an emergency closure due to adverse conditions such as weather, heating or power failure, we will contact parents immediately and no charge will be adjusted according to the timings of the incident.