



Tetney Primary School

Before and After School Club Policy

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Introduction

The Before and After School club exists to provide high quality out-of-school hours childcare for parents of children attending Tetney Primary School. Our club, CATS (Childcare at Tetney School), provides a range of stimulating and creative activities in a safe environment where everyone is valued and made welcome. We are fully committed to working in partnership with parents to provide learning and play opportunities for children in our care.

CATS club operates before school from 7:30am - 8:40am (term time only) and costs £5.00 per child, per session which includes breakfast and after school from 3:15pm - 6:00pm (term time only) and costs £9.50 per child, per session; or £4 if collected before 4pm.

We provide care for children between the ages of 4 and 11. Places are offered on a first-come first-served basis. If all places have been filled, a waiting list will be established with the following order of priority:

- Siblings of children already attending the club
- Those requiring the greatest number of sessions/hours per week

A copy of this policy is provided to all parents of children attending the club and is also available on the website, with an up-to-date price schedule.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Tetney Primary School are eligible to attend CATS.
- Fees must be paid for agreed days.
- All places are subject to availability.
- The registration process and agreement forms must be completed before the child's commencement at the club.
- All parents will receive a paper copy of this policy and be able to view it on the website.
- Pupils can use CATS club on an ad hoc basis provided booking, registration and agreement forms have been completed and there are spaces available.
- Children must be collected by 6:00pm from the after school club, or a late fee will apply.
- We reserve the right to withdraw a place from a child who is felt to be a danger to other children or who impedes the effective running of the club.

Arrival and Departure

Before School Club

Before school CATS will be held in Beech classroom, which can be accessed through the green gates at the far right hand side of the carpark. Parents are required to bring their child directly to the club and sign them in.

Children will be escorted to their relevant classrooms by the Breakfast Club Supervisor at 8:40am

After school club

A register of children attending CATS club after school will be created and maintained by the school Bursar. Class teachers will be issued with a copy of the register for club each afternoon and will be aware of which children are due to attend that evening.

The After School Assistant will collect children from their classrooms at 3:15pm. No child will be left unsupervised. The Assistant will take a register of all contracted children to ensure they are accounted for and any children attending after school extra-curricular clubs will be taken to CATS club by staff once the activity has concluded.

If a child that is not booked on to after school club presents themselves at the club, their parent will be telephoned to collect them and they will be kept safely, but outside of the after school club. We reserve the right to charge an administration fee should this occur.

If a child is booked into the club but does not attend registration, we will check whether the child was present at school that day. If the whereabouts of the child are not known, staff will immediately inform the designated contact at the school and take the following steps:

- All staff on the school premises will conduct a thorough search of the premises and surrounding areas
- Contacts listed on the registration form will be contacted
- Police may be notified

After school, CATS club is held in Oak classroom which can be accessed by walking around the outside of Smartie Pants preschool. Collection from CATS is any time up to 5:50pm. Parents collecting children should ring the doorbell on the left hand side by the gate and a member of club staff will bring out their child/children. Children can only be collected by an adult who has been authorised to collect them on their registration form or by having knowledge of the pre-arranged password (see registration form).

Parents/carers must inform the club in advance if someone who is not listed on the registration form is to collect the child and they must use the pre-arranged password. Staff will contact the main parent for confirmation if they have any concerns regarding departures.

Children will not be allowed to leave on their own.

Late Collection

All parents must make sure their child/children are collected by 6:00pm. If you are unavoidably delayed, please firstly contact the school mobile phone kept in the club, on 07729 786051.

The Club closes at 6:00pm to enable the staff to tidy up and finish on time. There is no facility for an extension to this time.

We reserve the right to apply a surcharge of £5 per child for each quarterly hour after 6:00pm. This will be added to the next invoice. This charge is to cover additional costs to us and should not be seen as a charge permitting late collection. When collection after 6:00pm occurs regularly, we reserve the right to withdraw access to the club.

Bookings and Fees

All bookings must be made in advance using the My Child at School app to ensure that an accurate register is maintained. This also assists in the management of numbers attending and staff provision.

Bookings can be made a half-term in advance. A service of ad hoc or emergency childcare can be provided if the school office is contacted by 12pm of that day and there is availability on that occasion.

Fees are currently charged at a flat-rate of £5.00 per session for before school club and there are two rates for after school club, £4 per session if collected before 4pm, or £9.50 per session for collection between 4pm and 6pm. The Governing Body reserves the right to increase these charges as appropriate. There is no sibling discount.

Cancellations must be received a minimum of 24 hours before the session commences, otherwise a full fee will be charged.

If you pay by Childcare Vouchers, you should book your place as above for standard bookings. Voucher payments are transferred to the School Fund account; an email must be sent to school notifying of your payment as soon as you have made it, so that we can credit your club accounts. An email should be sent to admin@tetney.lincs.sch.uk detailing your child's name and the amount to be credited to cover your specific bookings. If we do not receive this information to match to your invoices, they will not be marked as paid and you will risk future bookings being cancelled.

This facility is only available to those families that have indicated that they wish to pay by Childcare Vouchers. You should notify Mrs Hobson in the school office should you wish to pay this way.

Payment should be made at the point of booking, through My Child at School and account must be brought to zero (or in credit) at the end of each half term. Where there is no

explanation for repeated lack of payment, the parents will be contacted to discuss payment options. A formal warning may be issued informing the parent that continued lack of payment will result in their child's place being withdrawn.

If the fees remain unpaid after all the above options have been explored, the cancellation of the child's place may take place.

Parents must complete a registration form and a club agreement form before their child/children can attend. These are available from the school office.

Any queries regarding fees should be directed in the first instance to the office.

Food and Drink

Before school, breakfast is provided and will consist of a choice of cereal, toast/bagel, fruit and yogurt with a drink of milk, water or fruit juice.

After school, we will provide children with a small fruit snack and juice. Fresh drinking water is available to children at all times. Parents can send their child to school with a pack-up for after school club (labelled clearly).

Behaviour

Staff will manage behaviour in line with our Behaviour and Relationships policy.

Parents will be informed if a child's behaviour falls below our school expectations.

All incidents will be treated individually, but serious incidents will be recorded on our school information system by the Assistant and reported to the Headteacher.

Should unacceptable behaviour persist, a verbal warning will be given to parents. If a child's persistent inappropriate behaviour puts other children at risk, or makes it difficult/impossible for the club to function properly, as a final resort, parents will be advised in writing, that the child can no longer attend Tetney Primary School Before and/or After School Club.

Confidentiality

It is a legal requirement for the Before and After School Clubs to hold various items of information about the children who attend the provision. The information is used to produce registers and to have emergency contact details readily available. All this information is stored securely. The staff at the club will undoubtedly forge relationships with both the children who attend and their families and therefore learn more about them. All staff are aware that this information is confidential and is only used within the club setting.

Parents' permission would be sought, prior to information about a child/children and/or their parents, being shared with anyone. However if there is a concern or an issue arises concerning safeguarding children, our Child Protection and Safeguarding Policy will take priority over confidentiality.

Equal Opportunities

Our Club is committed to taking positive and proactive steps to ensure that we provide a safe and caring environment, free from discrimination, for everyone in our community. We are fully committed to the principles of inclusion. Inclusion is a process by which schools, clubs etc. develop their policies, culture and practices to include all young people. The interests of all children are safeguarded. Comments or acts expressing discrimination will be challenged sensitively but firmly.

Special Educational Needs and Disabilities

We are aware that some children have special educational needs and/or physical disabilities that require particular support and assistance. We are committed to taking appropriate action to make sure that all children are able to access our services, made to feel welcome and that our activities promote their welfare and development. Unfortunately, we are not able to provide 1:1 support for children in CATS club, either before or after school.

Health and Safety

Our club takes the maintenance of health and safety extremely seriously as a matter of both legal and moral importance. The club aims to ensure the health, safety and welfare of all staff, children, visitors and other individuals who may be affected by the club's activities and actual existence.

The following steps will be taken as a matter of course:

- Create an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill-health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent and trained in the work in which they are engaged

Our Club is committed to encouraging and promoting good health and to dealing efficiently and effectively with illnesses and emergencies that may arise while children are in our care.

Risk Assessment

We understand the importance of ensuring that systems are in place for checking that our Club is a safe and secure place for children, staff and other visitors. School risk assessment procedures are part of a continuous process to prevent any dangerous incident taking place. They are the responsibility of all staff as part of their duties.

First Aid

The school first aid and administration of medication policy applies at all times. Parents of a child who becomes unwell during club will be contacted immediately. If a child is sent home during school hours, the school office will inform the club of their absence and no charge will be applied.

Safeguarding

The Before and After School Club follow the school's Safeguarding Policy, a copy of which is on the website.

Our club believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm. The Headteacher is the Designated Safeguarding Lead and will be responsible for liaising with the club Assistant/Supervisor, our local Children's Services, the local Safeguarding Children Board and Ofsted in any child protection matter. All our club staff have been trained in safeguarding and child protection and their training is updated annually as a minimum. The club is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. All staff are carefully recruited, have verified references and have an up-to-date DBS before their appointment is confirmed. All staff are aware of the main indicators of child abuse and are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so.

Gates will remain locked during the club session times and access to the school is through the main entrance only. A doorbell is in place and no unauthorised or unaccompanied adults are permitted in school when these clubs are in session.



Tetney Primary School Before and After School Club Agreement

I, parent/carer of have read and accept a copy of the Before and After School Club policy and agree to abide by the terms as set out in this document.

I accept that I am the 'contracting parent' for the above child and agree to make payments to Tetney Primary School Before and After School Club when booking sessions. Failure to pay in accordance with the agreement will incur a £10 weekly administration fee.

The sessions in this contract are 7:30am-8:40am before school and 3.15pm to 6.00pm after school, term-time only.

Parent Signature

Print Name

Date

Signed

on behalf of the Tetney Primary Before and After School Club.

Print Name Date



Tetney Primary School Before and After School Club Pupil Registration

PUPIL PERSONAL INFORMATION

SURNAME:		FORENAME	
HOME ADDRESS:			

Priority Contact 1 Information (during club hours)

TITLE:		FORENAME:		SURNAME:	
Contact Numbers	1.				
	2.				
	3.				
	4.				

Priority Contact 2 Information (during club hours)

TITLE:		FORENAME:		SURNAME:	
Contact Numbers	1.				
	2.				
	3.				
	4.				

Emergency Contact Information (during club hours)

TITLE:		FORENAME:		SURNAME:	
Contact Numbers	1.				
	2.				
	3.				
	4.				

PUPIL – MEDICAL INFORMATION

DOCTOR'S PRACTICE		MEDICAL CONDITIONS	
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DIETARY INFORMATION

Allergies ☐

Vegetarian ☐

Vegan ☐

Halal ☐

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD**Child's Name****Collection Password**

Please provide on the list below the full names of all individuals authorised to collect your child from our After School Club, including parents and carers.

	Name	Relationship to the child
1		
2		
3		
4		
5		
6		
7		