



## **Oxhey First School Extended Provision**

### **Tiger Club**

### **Parent Information Leaflet**



Tiger Club will be managed by the Executive Headteacher, Head of School and governors of Oxhey School. It falls under the same Ofsted regulations as the school and will be inspected in conjunction with the school. It will be run by Mrs Davies, Mrs Hampton & Miss Morgan, committed members of the school staff who have the qualities and expertise required to make the club a success.

This leaflet gives parents information about the aims, terms and conditions of the club and specific details regarding its running.

**\*\* Changes from September. All booked sessions will be charged regardless of attendance unless notice is given in writing to [tigerclub.oxh@cflptrust.co.uk](mailto:tigerclub.oxh@cflptrust.co.uk) at least 1 hour prior to the session. \*\***

**A text will be sent to parents when the next booking period is open.**

### **Opening Times**

Tiger Club will be open each morning and afternoon, Monday to Friday, throughout term time.

Tiger Breakfast Club opening times: 7.30am - 8.55am

Tiger After School Club opening times: 3.15pm/3.25pm - 4.30pm (1<sup>st</sup> hour only - no snack)

Tiger After School Club opening times: 3.15pm/3.25pm - 6.00pm

### **Activities**

Activities in Tiger Club are fun and engaging for children; there is always an element of child choice. By the time the afternoon session starts, children will already have had a very busy day of learning and fun, so the emphasis for Tiger Club is to provide a relaxed atmosphere for this to continue into the early evening. Ofsted require evidence of planned activities that meet the children's needs, and we echo this requirement. Children and parents will be involved in developing ideas for activities along with the staff.

There will be opportunities for children to work quietly, e.g. completing homework or enjoying a good book, as well as opportunities for more practical, hands-on activities e.g. outdoor or creative activities. Children will be able to access IT equipment and the school library.

For those children requiring access to Tiger Club, who also wish to access the after-school activity sessions traditionally led by school staff / sports clubs e.g. Goal Coaching/Little Athletes/Jam Coding, the club staff will take the child/ren to Tiger Club after the session has finished.

## **Healthy Eating / Snacks**

Breakfast will include toast or cereal, fruit and a drink, which is included in the price. Breakfast will be served from 7.30am to 8.15am.

A snack and a drink will be provided in the afternoon, which is included in the full session price. This will consist of a sandwich (or similar), a drink and a piece of fruit. It is important to note that it is only a snack and is not intended to replace mealtimes. Afternoon snack will be served at 4.30pm.

## **Fees from September 2024**

	Regular Price
Before School only (with breakfast)	£6.50*
After School only (with snack)	£8.70*
Full day (before and after school – with breakfast and afternoon snack)	£12.50*
After School Only – 1 <sup>st</sup> hour – no snack	£4.35



\*A sibling discount of 10% is available.

**Parents must pay for sessions via ParentPay. From September, all sessions booked will be charged regardless of if your child attends the sessions unless cancelled in writing at least 1 hour before the start of the session. A copy of the written cancellation will be attached to the register for audit purposes. Cancellation must be sent to [tigerclub.oxh@cflptrust.co.uk](mailto:tigerclub.oxh@cflptrust.co.uk). This email will be monitored on a daily basis.**

Sessions must be paid for by the end of the month in which they are taken or in accordance with the school debt policy.

The fee for the session will be added to ParentPay the following day. Please ensure that your child is signed in/out of the club. Failure to pay fees on time may result in a late payment fee of £10 and can in result in termination of your place(s).

## **Late collection fees**

Late collections (after 6.00pm on the Tiger Club clock) will result in a penalty charge. This will be a charge of £5.00 for the first 0-15 minutes and £5.00 for every 0-15 minutes after that. Charges will be added to the next fee payment.

## **Safeguarding / Security**

The same stringent security procedures in place during the school day will apply during Tiger Club opening times. Tiger Club (during term time) serves only pupils attending Oxhey First School. It is

managed by the Executive Headteacher, Head of School and governor of Oxhey First School. Oxhey staff will run Tiger Club, with pupils' Safeguarding and Health & Safety being a priority at all times.

Supervision of pupils outside of the Tiger club opening times remains the responsibility of the parent. Pupils must be escorted to and from the building by their parent or other nominated person.

Children will only be allowed home with their parent or other nominated person (by prior arrangement with the staff). Where a parent does not arrive by 6.00pm and no reason is communicated for the late collection, a telephone call will be made to the parent. If the parent is non-contactable, the emergency contact provided will be contacted. Where neither the parent nor the emergency contact can be reached, the Safeguarding Policy dictates that the Staffordshire Safeguarding Team are contacted, to ensure that safe provision is made for the pupil.

The staff car park will be accessible **between 7.30am and 8.15am**, and again **between 5pm and 6pm**, for parents to drop off and pick up their child/ren. Parents dropping off or collecting outside of these times must adhere to the normal parking restrictions.

**Despite several reminders / texts and phone calls, we are still seeing children attend a Tiger Club session without a booking. This is affecting the ratios of staff to children and to mitigate this we are relying on additional staff to remain in school to supervise. This cannot happen from September. From September, Oxhey will be charging for all sessions booked regardless of attendance. Sessions would need to be cancelled with at least 1 hours' notice in writing to the Tiger Club email address ([tigerclub.oxh@cflptrust.co.uk](mailto:tigerclub.oxh@cflptrust.co.uk)) to avoid the charges for that session.**

Many thanks for working in partnership with us to make our wrap around care successful.

Best wishes,

Tiger Club Staff and Mrs Jukes

## Tiger Club Parent Agreement



**I have read and agree to all terms and conditions cited within the Parent Information Leaflet, in particular:**

- Opening times
- Fees (including late collection fees and late payment charges)

**I understand that, as Tiger Club is managed by the Executive Headteacher, Head of School and governors of Oxhey First School, all relevant school policies will also apply to the extended provision, in particular:**

- Health & Safety
- Safeguarding
- Medication
- Illness
- Accidents
- Behaviour

### **THIS AGREEMENT IS BETWEEN:**

Oxhey First School, Pennine Way, Biddulph, Staffordshire, ST8 7EB

### **AND**

Parent name: \_\_\_\_\_ (block capitals)

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Work)

Emergency contact name: \_\_\_\_\_ Emergency contact number: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Year Group: \_\_\_\_\_ Start date: \_\_\_\_\_

If you require a Tiger Club PM session at short notice, please ring the school office on 01782 513000.

### **Declaration:**

I agree to complete and submit a Data Collection sheet before the start date stated above. I have received a copy of this agreement and understood the terms and conditions.

Signed: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_