



Oxhey First School
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Head of School: Mrs. Kate Proffitt

Oxhey First School Extended Provision **Tiger Club Information – September 2026**

Tiger Club is Oxhey's before and after school extended provision and is open Monday to Friday during term time. It is managed by the Executive Headteacher, Head of School and Governors of Oxhey First School. Tiger Club is led by a dedicated team of experienced and caring staff who are committed to providing high-quality childcare in a safe, nurturing and welcoming environment. Through a range of engaging activities and positive relationships, staff ensure that children feel happy and can enjoy their time before and after the school day.

Opening Times

Tiger Breakfast Club

 **7:30am – 8:45am**

Children can enjoy a positive start to the day with a healthy breakfast and a range of supervised activities before the start of school. Breakfast is served between 7:30am and 8:15am, with a selection of toast, cereal, fresh fruit, water and milk available each morning. Staff will ensure that children are safely escorted to their classrooms at the beginning of the school day and personally handed over to their class teacher or teaching assistant, ensuring a smooth and secure transition into school.

Tiger After School Club (Straight after school for the first session until 4.30pm)

 **3:15pm/3:25pm – 4:30pm**

This option is ideal for families requiring short-term after-school childcare. Children are welcomed into the hall and, after a busy day at school, will be offered a selection of fresh fruit on arrival with a drink of water, juice or milk. They can then enjoy a range of supervised activities, games and opportunities to relax and socialise (both indoors and out) with their friends before collection.

Tiger After School Club (Straight after school for a full session until 6.00pm)

 **3:15pm/3:25pm – 6:00pm**

Children attending the full session will enjoy a safe, nurturing and engaging environment, both indoors and out (weather permitting) where they can relax, play and socialise after the school day. A light tea is also provided each evening at around 4.45pm and may include options such as ham or cheese sandwiches, wraps,



or other child-friendly choices. This is followed by a small dessert, which may include items such as scones with jam, pancakes, a small cake or similar options.

We ask that all children are collected promptly at the end of their booked session. This helps us to ensure the smooth running of the club and allows staff to maintain safe staffing arrangements for all children in our care. Late collection charges will apply.

Booking and Attendance

All Tiger Club bookings must be made via Arbor. An Arbor message will be sent to parents and carers when the next booking period opens. We strongly encourage families to book promptly to secure their required sessions, as places may be limited and cannot always be guaranteed once a booking window has closed.

All booked Tiger Club sessions will be charged, regardless of attendance, unless notice is provided by emailing tigerclub.oxh@cflptrust.co.uk before 3:30pm on the previous school day. Every afternoon at 3:30pm, office staff print the Tiger Club registers for the following school day, and charges will be applied based on the bookings recorded at that time. Please note: If your child is booked into a Monday Tiger Club session, any cancellation must be received by 3:30pm on Friday to avoid being charged. Providing notice is extremely important, as it allows us to manage staffing levels, maintain appropriate adult-to-child ratios, plan activities effectively, and offer places to families on our waiting list where possible. As Tiger Club provision is organised in advance, we incur staffing and operational costs based on bookings made; therefore, **charges will apply for sessions not cancelled by emailing tigerclub.oxh@cflptrust.co.uk before 3:30pm on the previous school day.**

Advance Booking Requirement

All Tiger Club sessions must be booked in advance through Arbor. Children will not be admitted to a session without a prior booking, as staffing, resources and food provision are planned based on the number of children expected to attend.

Activities

At Tiger Club, we provide a wide range of fun, engaging and enriching activities, with a strong emphasis on child choice and enjoyment. We recognise that children attending Breakfast Club benefit from a calm and positive start to the school day, while those attending After School Club have already spent many hours learning, concentrating and being active. Our provision is therefore carefully planned to meet the needs of children at different times of the day, offering opportunities for play, creativity, relaxation and quality time with their friends.

Children will have opportunities to take part in a range of activities, including:

- Creative arts and crafts
- Construction and small-world play
- Board games and puzzles
- Outdoor games and sports
- Role play and imaginative activities
- Reading and storytelling
- Quiet relaxation activities

There will also be opportunities for children to work independently and quietly, such as completing homework or reading their school book, alongside more active and practical experiences both indoors and out. For children attending Tiger Club who also participate in after-school enrichment activities run by the school or

external providers, such as Goal Coaching and other clubs, Tiger Club staff will ensure that children are safely collected at the end of their activity and escorted to Tiger Club to continue their session.

Tiger Club Fees from September 2026 (A sibling discount of 10% is available)	
Tiger Breakfast Club	£6.50
Tiger After School Club <u>(Straight after school for the first hour until 4.30pm)</u>	£5.30
Tiger After School Club <u>(Straight after school for the full session until 6:00pm)</u>	£9.60

Session Charges

To ensure that Tiger Club can be staffed appropriately and operate effectively, all booked sessions will be charged at the rate originally booked, regardless of the time a child is collected. For example, if a child is booked for the full after-school session until 6:00pm but is collected earlier, the full-session charge will still apply. Similarly, if a child is booked for the first after-school session ending at 4:30pm, this booking cannot be extended on the day to the full session until 6:00pm, as staffing levels, food provision and adult-to-child ratios are organised in advance according to bookings. Parents and carers should therefore ensure that they book the session that best meets their childcare requirements.

Payment of Fees

To support the effective operation of Tiger Club, we encourage you to ensure all sessions are paid for in advance. Prompt payment enables us to plan staffing, resources and catering provision appropriately and ensures the continued sustainability of the service. The fee for the session attended will be added to ParentPay the following school day. Parents and carers are responsible for ensuring that their account remains up to date. Failure to pay fees may result in the withdrawal of a child's place at Tiger Club in accordance with the school's Debt Recovery Policy. [**CFLP - Oxhey Debt Policy 2026**](#)

Did you know that you can set up low balance alerts on your ParentPay account? This allows you to receive an email (or SMS text message, if enabled) when your child's account balance falls below an amount you choose, helping to prevent accounts from going into debt. Alerts can be set up by logging into ParentPay and selecting Communications & Alert Settings. Where payment issues arise, we encourage families to contact the school as soon as possible so that support can be discussed before any further action is taken. We appreciate the cooperation of all families in helping us to maintain a high-quality and reliable childcare provision for our school community.

Late Collection Fees

We ask that all children are collected promptly at the end of their booked session. Children who remain in Tiger Club beyond their booked collection time (4:30pm for the first after school session or 6:00pm for the full after school session) will incur a late collection charge. A charge of £5.00 will be applied for the first 15 minutes (or part thereof), with an additional £5.00 charged for every subsequent 15-minute period (or part thereof) until the child is collected. These charges are necessary to cover additional staffing costs and ensure that appropriate supervision can continue to be provided. Any late collection fees incurred will be added to the next payment. Persistent late collection will result in a review of a child's place at Tiger Club.

Safeguarding and Security

The safety and wellbeing of all children attending Tiger Club is our highest priority. The same rigorous safeguarding, health and safety, and security procedures that operate throughout the school day are also in place during Tiger Club sessions. Parents and carers remain responsible for the supervision of their children outside of Tiger Club operating hours. Children must be escorted to and from the club by a parent, carer or authorised adult.

For safeguarding purposes, all children attending Tiger Club must have a designated collection password, which will be recorded on Arbor. Children will only be released to their parent/carer or to another adult who has been nominated in advance. Staff may request the collection password if they are unfamiliar with the person collecting a child. This measure helps us to ensure that every child leaves safely with an authorised adult and supports our commitment to maintaining the highest standards of safeguarding.

If a child has not been collected by the end of their booked session, and no communication has been received from the parent or carer, staff will attempt to make contact using the telephone numbers provided on Arbor. If the parent or carer cannot be reached, emergency contacts will be contacted in turn. Where we are unable to make contact with any authorised adult, safeguarding procedures will be followed, which may include seeking advice and support from the relevant safeguarding agencies to ensure the child's safety and welfare.

For the convenience of families attending Tiger Club, the staff car park may be used for drop-off and collection between 7:30am and 8:15am, and again between 3:45pm and 6:00pm. Outside of these times, parents and carers should adhere to the school's usual parking arrangements and local parking restrictions. During the busiest parts of the school day, restricting vehicle access on the main school drive is essential to safeguard pupils, families and staff. Limiting traffic movement helps to reduce congestion and supports the safe arrival and departure of children at the start and end of the school day. We therefore ask all parents and carers to respect these arrangements and support our commitment to maintaining a safe environment for everyone on the school site.

Agreement to Terms and Conditions

By booking a place at Tiger Club, parents and carers are deemed to have read, understood and accepted the terms and conditions outlined in this information booklet. It is the responsibility of parents and carers to ensure that they are familiar with the procedures relating to bookings, session times, cancellations, payments, collections, safeguarding and all other aspects of Tiger Club's operation. Continued use of the service constitutes acceptance of these terms and conditions, including any reasonable updates that may be introduced by the school from time to time.

Thank you for your support and co-operation in helping us to provide a safe, high-quality and enjoyable Tiger Club experience for all children.