



TIPTON GREEN
Junior School

Buddies

Before and After School Club

Information

Buddies Before and After School Club Information for Parents/Guardians

Welcome to the Buddies Before and After School Club. We provide care for pupils aged 7-11, offering 30 places for children. This booklet provides essential information for our school's before and after school provision for the academic year 2024-2025.

For a comprehensive copy of our school policies, please visit our school website at www.tgjs.org.uk/.

Thank you for choosing our club. We look forward to providing a safe and enjoyable experience for your children.

Contact Information

Tel: 0121 557 9242

Email: finance@tiptongreen.org.uk

Buddies Manager: Mr L Cooper

Times of Sessions

Morning Session: 7:45 AM - 8:45 AM

- Includes toast and a drink.
- Children can enjoy quiet activities and play before heading to their classes.

Afternoon Sessions:

Full Session: 3:20 PM - 6:00 PM

- Includes a drink and a healthy snack.

Mini Session: 3:20 PM - 4:00 PM

- Includes a drink.

Children attending the After School Club are supervised by staff at all times during club hours until collected by their parent/guardian or an authorised adult.

Fees

- Breakfast Club: £4.00 per day
- Mini Afternoon Session: £3.00 per day (until 4:00 PM)
- Full Afternoon Session: £7.50 per day (until 6:00 PM)

Once offered a place all sessions must be booked online via the Parent Pay app in, unless otherwise arranged with the school office. Only children who have been booked in will be allowed to use the facility.

Payment Information

Payments should be made in advance or on the day your child attends the club. All payments must be made online via Parent Pay, PayPoint, or through childcare vouchers such as Computershare, Edenred, and Kiddi vouchers. (For further information regarding vouchers please contact the school office).

In cases of non-payment, club staff reserve the right to refuse entry until payment is made or a suitable payment arrangement is agreed upon with the school. We cannot offer credits for any absences, as all sessions require pre-booking and pre-payment.

Late Collection

- If you are late collecting a child from the mini session, the full price of £7.50 will be charged.
- Late collection incurs a charge of £10 for every 5 minutes after 6:00 PM.

What to do next if I want to book a space?

Please send in your completed registration form. Once a date has been confirmed with the Buddies Manager all sessions should be booked as agreed via parent pay. Parents wishing to pay via childcare vouchers will need to contact the school office.

Standards of Behaviour

High standards of behaviour are expected from all children. Good behaviour is encouraged through praise and reward and following the school rules.

Incidents of unacceptable behaviour are dealt with fairly but firmly. In the event of either persistent unacceptable behaviour or an incident of serious misbehaviour, the child's parent will be contacted and asked to co-operate to bring about improvement. The Buddies club values the co-operation of parents in developing good behaviour.

The Behaviour Policy is available on the school web site.

Pastoral Care

All adults are responsible for the welfare of children in the club. Therefore, parents should normally speak to the club manager on any matter concerning the child.

Safeguarding and Welfare

Our school places the highest importance on the safeguarding and welfare of children. The Governors, Headteacher, and staff are committed to performing their responsibilities efficiently, effectively, and diligently to ensure a safe learning environment for all students.

Children will not be allowed to leave the after-school club without being collected by a responsible adult. If you are unable to collect your child and need to send another person, they will not be allowed to take your child unless the club manager has either spoken directly to you or has received the password provided on the registration form.

Complaints Procedure

In the first instance, any concerns that parents may have should be discussed with the Club Manager. If the concern is not resolved, parents may raise the matter with Head Teacher.

Parents who are still dissatisfied may make a formal complaint to the Chair of Governors, Mr Lees, who will investigate the matter.

All enquiries can be made to the school office on 0121 557 9242.

Data Protection Act 1998

Schools, Local Education authorities and the Department for Education and Skills all hold information on pupils in order to run the education system and in doing so, have to follow the Data Protection Act 1998. This means that the data held about pupils must only be used for specific purposes allowed by law.

Thank you for choosing Buddies Before and After School Club! We look forward to providing a safe and fun environment for your children.

Buddies Before and After School – Admissions Form



Child's Full Name:

Password:

Date of Birth:

Gender:

Names of Parents/Carers (with legal responsibility):

1:

2:

Home Address:

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Contact Telephone Numbers:

Parent/Carer 1

Name:

Home:

Work:

Mobile:

Parent/Carer 2

Name:

Home:

Work:

Mobile:

Sessions Requested

Morning Sessions (7:45 – 8:45 AM):

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY (Please circle)

Afternoon Sessions (3:20 – 6:00 PM):

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY (Please circle)

****What time will your child be collected at the end of the afternoon session?**

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After School Mini Sessions (3:20 – 4:00 PM):

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY (Please circle)

Names of Persons Authorised to collect Your child (including contact numbers):

1: Contact number:

2: Contact number:

3: Contact number:

Significant Health Issues (including special educational needs and/or physical disabilities):

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Special Dietary Requirements, Allergies, and Significant Food/Drink Preferences:

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Parent/Carer's Signature: Date.....