

**Trull Church of England
Voluntary Aided Primary School**



Trull Early Club & Trull Late Club

Terms and Conditions

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1. Trull Primary School Mission Statement:

At Trull CE VA Primary School we seek to help children achieve their full potential, by encouraging confidence, the development of self-esteem and a love of learning. As a Church school we aim to develop Christian values, and foster a respect for other people and their beliefs.

2. Trull Early Club & Trull Late Club:

- 2.1 The Governing Body of Trull Primary School agreed to establish the TEC & TLC to enhance the services provided at the school by offering an Extended Schools provision.
- 2.2 The TEC/TLC will operate on school days during term time only.
- 2.3 The TEC/TLC will be operated on site at Trull Primary School, Church Road, Trull.
- 2.4 Booking and payment terms will apply to all pupils who use the TEC & TLC. Places will be allocated on a first come, first booked basis.
- 2.5 The TEC/TLC are an extension of the school and the same expectations of behaviour will apply. Any child not prepared or willing to adhere to the school code of conduct will have their membership of the TEC/TLC terminated with immediate effect.

3. Aims of the TEC/TLC:

- 3.1 The TEC/TLC aims to provide a safe and secure child care facility for pupils aged 4 to 11 years old, who for a variety of reasons need to arrive early or stay on after the normal school finishing hours. TEC will operate during the period of 7:30am and the start of the School day. TLC will operate from the end of the School day until 5:45pm.
- 3.2 The TEC & TLC aim to create a calm and welcoming atmosphere where children will be engaged in and supervised in a range of activities.
- 3.3 The TEC do not provide breakfast but children are welcome to bring a healthy breakfast bar/cereal bar with them, please be advised we do have a no nut policy in place at the School. At TLC the children will be provided with a healthy snack and drink.
- 3.4 The TEC/TLC will fulfil several elements of the Every Child Matters agenda, including:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being

4. Staffing:

- 4.1 The TEC/TLC will be staffed by members of the School staff.

- 4.2 A minimum of three staff members will be on duty. Where demands for ad hoc bookings will exceed a total of 30 pupils for any session the Head Teacher will review each request before permission to attend is given. Places will be allocated on a first come first booked basis.
- 4.3 All staff employed at Trull School are Disclosure and Barring Service checked, hold appropriate qualifications and/or experience and will receive relevant training by Trull Primary School.
- 4.4 At least one member of staff will hold a current first aid certificate and at TLC at least one member will hold a current Food Hygiene Certificate.
- 4.5 All staff will undertake Safeguarding/Child Protection training.
- 4.6 All staff will follow the health and safety guidelines in relation to food preparation and storage.
- 4.7 Staff will be subject to compliance with all school policies including the Confidentiality Policy.
- 4.8 In case of staff sickness, another member of staff will be contacted by the Head Teacher to cover the absence.

5. Register of Attendance:

- 5.1 An attendance register of pupils who attend TEC/TLC will be maintained and completed daily.
- 5.2 Personal and medical records for each child who attends will be held by Trull School.
- 5.3 Children will be booked in and signed out for each session of the TEC/TLC.

6. Hours and Access:

- 6.1 The TEC will run from 7:30am to 8:45am. The TLC will run from 3:15pm to 5:45pm Monday to Friday, during term time only.
- 6.2 Children should be taken to and collected from the Pool Room. The register must be signed by the parent/carers when collecting each child from TLC.

7. Fees:

- 7.1 The payment of a fee, in advance, for sessions booked is paid to cover the costs of salaries, refreshments, and resources/equipment. The fee from September 2024 will be £3.50 per session of TEC and £7.50 per session of TLC.
- 7.2 No refunds are available unless the TEC/TLC is cancelled by the school, eg school closure, staff sickness. Or the parent/carers provides one weeks notice.
- 7.3 Bookings must be made at least one week in advance using the Scopay online booking system.
- 7.4 Emergency bookings can be made by phoning the School Office to ensure places are available.
- 7.5 Payment should be made online. Payments will be recorded and audited by the Local Authority in compliance with the Education Finance end of year procedures.
- 7.6 Children who attend after-school activities at Trull School may also attend TLC after their after-school club. The cost of after-school activity clubs run by the school will be included within the TLC charge. For clubs run by outside providers, a space at TLC following the activity can be booked for £3.50. Please note that all after-school clubs must still be booked separately and being a member of the TLC does not give priority over other applications. If your child has

booked into an after school activity through the TLC, you will need to pay for TLC on that day even if they do not attend the club after that activity. You will, however, need to notify the School Office that they will not be attending TLC.

- 7.7 A surcharge of £10 per fifteen minute period will be levied for late collection after the TLC closing time of 5:45pm. Persistent late collection will result in exclusion from the TLC.

8. Activities and Refreshments:

- 8.1 Children will be supervised whilst engaged in activities, such as reading, drawing, writing, board games, circle time activities, cookery and art workshops. Outdoor activities will be dependent on availability of playground/field. Children will not be taken off the school premises by the TEC or TLC staff.
- 8.2 The TLC will provide a healthy snack as refreshments: for example; toast, fruit, crackers and a cold drink.

9. Exclusions:

The Head Teacher reserves the right to exclude pupils from the TEC/TLC for non-compliance with these Terms and Conditions.

10. Period of Operation:

If usage of the TEC/TLC reduces to such an extent that it is not cost effective the TEC/TLC will cease to operate. The Trull CE VA Board of Governors reserves the right to give one month's written notice to parents if the TEC/TLC is to cease operation.

11. STAFF & CONTACT DETAILS

The TEC Manager is:	Mrs Honour Fish
The TEC Supervisors are:	Mrs Jo Trower
	Mrs Alex Lawrence
	Mrs Tracy May
	Mrs Judy Cockings
	Mrs Katie Pengelly

The TLC Manager is:	Miss Jo Guildford
The TLC Supervisors are:	Mrs Rebecca Andrews
	Mrs Katie Pengelly
	Mrs Hilary Chan
	Mrs Kat Lock
	Mrs Tracy May
	Mrs Loretta Feltham

Overall responsibility is held by:	Mr Luke Bottomley (Head Teacher)
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Contact telephone number:	(01823) 333239 and press 4 to be put through to Late Club
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