



Before and After School Procedures

Tyssen offers opportunities for wrap around care of pupils, giving parents the flexibility to work or study. Children have the opportunity to learn new languages and cultures, make more friends and learn new skills in a safe and familiar environment.

Breakfast Club

Tyssen breakfast club serves a selection of fruit juices, cereals, scrambled eggs, beans, toast, fruits and yoghurts. Breakfast club provides an opportunity for children to begin the day with a nutritious meal vetted by the dietician and fun activities after eating. Breakfast club begins at 8am and finishes at 8:55 when children are escorted outside and put in their class lines with their teachers. A hot meal is served until 8:30 after which cereal, toast and fruit are still available. Children in year 1 and 2 must be escorted up to breakfast club by the carer/parent. Children must not be left outside the school building or left in reception before 8am.

After School Club

After School Club at Tyssen is open from 3:30- 5:55 pm. After school club gives children the opportunity to socially interact, access Art, ICT and a variety of physical activities in a safe environment providing child care for working parents. Children are served an evening snack (please see after school club snack menu attached for Primary or Early Years Club).

Booking

Parents/carers requiring a Breakfast or After School Club place need to enquire about vacancies at Reception. They will be required to complete a form, which should be returned to Reception the relevant coordinator will then allocate a place if there is one available. Carers will receive a letter confirming a space has been allocated and a contract will then need to be signed.

Breakfast and after school clubs need to be reapplied for termly so as to ensure those that need the places are given a chance. If spaces are taken up but not used, carers may be requested to give them up thereby allowing a space for a child that may need it.

Payment is due in advance whether it is weekly, fortnightly or monthly. Arrears may result in the space being revoked.

Late Collection fee is £5 every 5 minutes or part thereof. If pupils are collected late on more than 2 occasions without exceptional circumstances places may also be revoked. Social Care may be called if pupils are not collected by 6:30pm.

Extended School Club

Tyssen offer a variety of exciting and enjoyable clubs which range from sporty, artistic to music and drama. Extended School clubs take place for 8 or 10 weeks each term from 3:45-4:45.

The variety of clubs are determined by pupil and parent voice at the beginning of each term. Club letters reflecting the choices are sent out. Permission slips should be returned to the office with full payment the following week operating on a first come served basis. If parents are unsuccessful or there is not enough interest in a particular club, money will be returned. Once a child has been allocated a place the money is nonrefundable. If the tutor is unable to attend a particular session, an alternative activity will be provided.

Inclusion

To ensure that all children have the same opportunities we have a number of subsidised places ring-fenced for children who we feel would benefit from additional activities. These children will be identified for many reasons including Social Care, Pupil Premium, SEND and Health Needs. These pupils will be offered spaces via AAM meetings, discussions with Assistant Head, Social Care meetings or recommendations from class teachers. The places will be reviewed termly. Parents are required to pay for these spaces and the allocated After School Club SEN worker will support these children in the specified clubs. To ensure accessibility and health and safety these places can only be allocated with the stipulated support and the overview of the Inclusion Lead.

The need for After School Club space for pupils with EHCP or Statements should be stipulated in their plan. The Head of Inclusion will fill in a Supported Child Care place form on the parent's behalf. Supported Child Care places are funded quarterly by the Trust and availability of funding will be determined by the Trust. If granted, places will be given to children with EHCP's on a needs basis and will be prorated through the year.

EHCP pupils can access ASC and Breakfast Club with the support of the allocated SEND breakfast and afterschool club worker. Priority will be given to those who register an interest first as well as on a needs basis. This has to be applied for and agreed termly by the Inclusion Lead. Numbers of places are limited according to the SEND needs ratio and in line with health and safety.

SEND pupils with EHCP can access places using their Short Breaks funding in liaison with the Head of Inclusion.

Please note: No child is guaranteed a place in Breakfast, Afterschool or Extended School Clubs; all places will be allocated fairly and in line with school and Local Authority guidelines.

Play schemes

Play schemes take place during the school holidays. The Children Centre at Tyssen open school grounds and provide a plethora of free activities for Tyssen pupils and children in the community that are 8 and under. All children must be accompanied by an adult.

The Autism Resourced Provision provides play schemes in the holiday for SEND pupils with EHCPs or statements. This is allocated through Short Breaks hours and is coordinated by the ARP Manager.

Reviewed

Autumn 2017