

Wraparound Care Terms & Conditions

For Tetherdown After School Club & Tetherdown Breakfast Club

Please note that all other 'after school clubs' are either run by external providers or by another team (this includes Lego, Sports Clubs or Music – please visit the School website for further details).

Location Address: Tetherdown Primary School, Grand Avenue, Muswell Hill, London, N10 3BP

Wraparound Care Manager: Ms Lara Davies

Tetherdown Breakfast Club (BFC)

Telephone:	07580 576147 (7.40 – 8.50 am)
E-mail:	breakfastclub@tetherdownschool.org
Club Co-ordinator:	Ms Dianne Geen-Moore
BFC Operating Hours:	Monday – Friday 7:40 – 8:50am (Term Time Only)
Menu:	Cereals/semi-skimmed milk, yoghurts, toast and/or brioches, croissants, rice cakes, breadsticks and crackers, water to drink
Activities:	Arts & Craft, Box Games, Skipping, Other Inside Activities

It is essential that the Clubs are informed of any allergies in advance - see Registration Form.

Tetherdown After School Club (ASC)

Telephone:	07580 576147 (from 2.30pm)
E-mail:	afterschoolclub@tetherdownschool.org
Club Co-ordinator:	Ms Helen Goy
ASC Operating Hours:	Monday – Thursday 3.20/30pm - 6.00pm Friday 3.20/30pm - 5.00pm
Menu:	Healthy snack, fruits and water are provided by Olive Catering. This is not intended to be a substitute for the main evening meal that your child may receive at home.
Activities:	Outdoor play, Sports games, Board games, Puzzles, Arts and Crafts, Construction, Paper craft, Imaginative play

It is essential that the Clubs are informed of any allergies in advance - see Registration Form.

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Policies & Procedures

All Tetherdown Clubs operate under the same set of policies and procedures as the School, copies of which are available on the School's website www.tetherdownschool.org

Admission

It is our intention to ensure that the Tetherdown Breakfast & After School Clubs are accessible to all children and families throughout the School. Admission to the Clubs is organised by the Wraparound Care Team within the School, and a waiting list system may be implemented when the need arises. The waiting list will be operated on a first-come first-served basis, with the exception of vulnerable children, and siblings who will have priority for the same day(s) as a sibling already attending.

Registration & Booking

Booking occurs at the end of each term for the start of the new term. An email and electronic booking form is sent to all parents/carers after the other extra-curricular club booking completes, allowing parents/carers to decide what sessions and days are needed in ASC/BFC and book accordingly. Payment will then be expected for the booking in advance of each term (see Payment *below*).

A completed registration form is required for each child before attending Tetherdown Breakfast or After School Club. This form contains personal information including medical requirements and emergency contact details. Parents/carers must also consent to the Wraparound Care Terms & Conditions.

There is an initial registration fee of £20 per child for Tetherdown Breakfast & After School Club to cover administration costs and insurance.

Arrivals & Collection

Breakfast Club

Parents/carers are responsible for dropping off children. Children should be dropped off at the School hall doors which will be accessible through the Reception Classes Playground (Gate C) between the times of 7.40am and 8.45pm. Children should be handed over directly to a member of Breakfast Club staff. All children will be signed in on a daily register.

A selection of breakfast foods will be provided. Children will have an opportunity to socialise and take part in a variety of activities in the School hall before being accompanied by staff to their respective classrooms at the start of the formal School Day.

After School Club

At the end of the formal School Day, younger children will be collected by the ASC staff from their classrooms and escorted to the After School Club area. A register will be called upon arrival. Any information relevant for the After School club staff will be handed over at the end of the formal School Day. Older children will make their own way to the designated After School Club meeting point. All children will be signed in on a daily register.

After School Club Start Times

3.20pm for Reception, Year 1 and Year 2 (children are taken to ASC or collected by a member of ASC staff at the end of the School day)
3.30pm for Year 3, Year 4, Year 5 and Year 6

After School Club End Times

First session 4.30pm
Second session 6.00pm (Mon-Thurs) and 5.00pm (Fri)

Parents/carers are required to call the ASC mobile **07580 576147** upon arrival for pick-ups, calling in advance will assist us to get your child ready and signed out much more quickly. Parents should not enter School grounds. Please note that the School Office will be closed so ASC can only be contacted via the mobile telephone number.

Collection is from the Reception Classes Playground gate (Gate C).

A register is taken daily, with a signing-in/out sheet used by the staff to record your child's/ren's attendance and departure (including the adult picking up) from the club.

Children should always be collected by a known named adult. In exceptional circumstances when this is not possible, please make sure to contact us in writing in advance to let us know, as this avoids any unnecessary delays because of identification checks.

Once children have been handed to parents upon pick up, children are not permitted to re-enter the School for any reason due to safeguarding and health & safety reasons. Any forgotten items are either, kept on the ASC trolley, taken to the appropriate classroom or put into lost property, depending on the item concerned and whether it is labelled or the staff know who it belongs to.

Please note that some evenings ASC has 100+ children coming in and out of the Club depending on the other extra-curricular clubs they are attending in the School and their pick up times, and that children are based in different areas of the School throughout the evening.

We have parents/carers calling the ASC mobile phone throughout the evening to notify the Club they are arriving for collection of their child(ren). Staff make every effort to get your child(ren) ready for collection as quickly as possible and use walkie talkies to communicate with each other, however, there is sometimes a delay due to where your child is logistically around the School (they may be playing outside), and regarding the needs of your child(ren) whilst collecting their belongings (e.g. they may need to use the toilet whilst getting ready).

This may cause a slight delay in bringing your child to the gate and whilst we understand this can be frustrating, particularly in bad weather or dark evenings, we would be grateful for your understanding in this matter.

The first session finishes at 4.30pm and the Club finishes promptly at 6.00pm each day (5.00pm on Fridays). If you are delayed for whatever reason, please telephone the Club to let us know. Please note that late fees apply for late picks ups after both the first session and at 6.00pm (5.00pm Fridays), as per the terms and conditions of the Club and as below:

Late Fees

There is a late payment fee of £20 for the first 15 minutes and then £10 for every 5 minutes thereafter. Parents will be issued with a warning as follows:

1st occasion late – You will receive a YELLOW warning and a fine equivalent to the amount as outlined above.

2nd occasion late – You will receive an ORANGE warning stating that your child's place is at risk of being withdrawn on the next late occasion and a fine equivalent to the amount as outlined above.

3rd occasion late – You will receive a RED warning, and your child's/ren's place may be withdrawn and a fine equivalent to the amount as outlined above.

Independent Travellers

If your child(ren) is in year 5 or 6 and is a registered as an Independent Traveller on a normal School Day ending at 3.30pm, your child is able to leave a Tetherdown run club independently at 4.30pm. An email of consent is required to be sent to the appropriate club leader to confirm this arrangement which is over and above the independent traveller status. Children will not be able to leave independently without parent/carer written consent.

After 4.30pm, children must be collected by an appropriate adult.

Club Attendance

Only children over the age of 4 years old, attending Tetherdown School full-time are eligible for the Tetherdown wraparound care clubs. Tetherdown's Breakfast and After School clubs are open to all full-time registered children from the start of the of the academic year in September – *for Reception children please note that your child must be full-time to access these clubs.*

Children are accepted on a termly basis. Your booked days & sessions will roll over for each term unless written confirmation of cancellation is received by the end of term.

Fees will be reviewed annually and are subject to change. All payments are expected to be paid upfront in advance of your child/ren's term booking. If you are unable to pay all the fees upfront, please email the finance Team on finance@tetherdownschool.org for assistance with your situation.

Any requests for changes to your schedule, such as altering or adding days/sessions must be made in writing via email (to the appropriate club email address) before the end of each term. Please note that due to the high volume of pupils in each session, changes **cannot** be guaranteed.

Absence

In the event of your child being absent from a club on their registered day due to an alternative arrangement and/or sickness an email must be sent to both admin@tetherdownschool.org and the appropriate club email in advance of the club running (breakfastclub@tetherdownschool.org and/or afterschoolclub@tetherdownschool.org).

Refunds will **not** be provided for any absences.

If a child does not attend one of the clubs on their registered day(s)/session(s) for more than 2 weeks, parents/carers will be contacted as the place on that specific day may be withdrawn and offered to the next child on the waiting list (this does not include absence related to medical reasons).

All Tetherdown Clubs do not permit parents/carers to hold a place by paying for the respective days and the child(ren) only attending when needed – this place will be withdrawn and given to a child on the waiting list.

Cancellation & Refunds

We are unable to provide refunds for absences. As a courtesy to both teaching and ASC staff please email ASC & Admin to inform both of any changes to your child's normal after School arrangements at the beginning of the day.

The payment for After School Club covers staffing costs, resources, administration, insurance and caretaking. **Your booked days will continue to roll over for each term unless written confirmation of cancellation is received by the end of term.**

Our Wraparound Care and Extra-Curricular Clubs are planned and staffed based on the bookings received. For this reason, we are unfortunately unable to provide refunds for sessions that are cancelled or not attended once they have been booked. We appreciate that unexpected circumstances can arise and thank parents and carers for their understanding and support, which helps us continue to provide high-quality provision for all children.

Fees

Breakfast Club - Pre-Booked Cost (All Year Groups)

Session	Times	Cost Per Pupil
1	7.40am - 8.50am	£10.00

After School Club - Sessions & Cost – Reception – Year 1

Session	Times	Cost Per Pupil
1	3:20pm - 4:30pm	£10.00
2	4:30pm - 6:00pm	£14.00 (includes snack)
1 & 2	3:20pm - 6:00pm	£22.00 (includes snack)

After School Club - Sessions & Cost – Year 2 – Year 6

Session	Times	Cost Per Pupil
1	3:30pm - 4:30pm	£9.00
2	4:30pm - 6:00pm	£12.00 (includes snack)
1 & 2	3:30pm - 6:00pm	£19.00 (includes snack)

Ad Hoc Bookings

Breakfast Club

Ad hoc Booking Charges per Session per Child **£12.00 (includes breakfast)**

Breakfast Club is currently able to take a limited number of ad hoc bookings. If you would like to use the Club's ad hoc services, please contact our Club Co-ordinator Ms Geen-Moore via email (breakfastclub@tetherdownschool.org) no later than 9:30am a day prior to your request or by Friday if your request is for a Monday morning.

Please note that due to limited availability, to attend an ad hoc session you must receive a confirmation email.

Payments for ad hoc bookings will be added to the School's payment system (Parent Pay) at the end of each term/start of next term for immediate payment.

After School Club

Ad hoc Booking Charges per Session per Child

Reception & Year 1 - **£28.00 (includes snack)**

Year 2 to 6 - **£25.00 (includes snack)**

After School Club is currently able to take a limited number of ad hoc bookings (maximum of 5 per day) from September 2026. If you would like to use the Club's ad hoc services, please contact our Club Co-ordinator via email (afterschoolclub@tetherdownschool.org) no later than 2.00pm a day prior to your request or by 2pm Friday if your request is for a Monday afternoon.

Please note that due to limited availability, to attend an ad hoc session you must receive a confirmation email.

Payments for ad hoc bookings will be added to the School's payment system (Parent Pay) at the end of each term/start of next term for immediate payment.

Payment

All payments are expected to be paid upfront in advance of your child(ren)'s term booking. If you are unable to pay all the fees upfront, please email the finance Team on finance@tetherdownschool.org for assistance with your situation.

Parents/carers are required to make payments in advance at the beginning of each term via School's online payment system, Parent Pay. Fees are calculated and added to Parent Pay by the Finance Team and should be settled either via debit/credit card or bank transfer via Parent Pay in full.

Parents can also pay for all Tetherdown run clubs via Childcare Vouchers or the Government Tax Free Account.

Please email finance@tetherdownschool.org for more information.

Late payment may result in an additional administration charge of £50.00 and/or your child's place withdrawn.

Communication

Please refer to the School's Communications Policy.

All Tetherdown Clubs operate under the same set of policies and procedures as the School, copies of which are available on the School's website www.tetherdownschool.org

We also kindly ask that our Breakfast Club and After School Club Staff are treated respectfully whether this be face to face or over the telephone, as per the Home-School Communication Policy.

Our staff have the right not to be subjected to abusive or unreasonable behaviour, language or inappropriate communication, regardless of the circumstances. We will not tolerate inappropriate communication, and it may result in your child(ren)'s place being withdrawn.

Staffing

The Breakfast Club and After School Club staff hold a first aid certificate and have had the relevant safeguarding training. During the operation of either club, a Designated Safeguarding Lead will either be onsite or easily contactable.

Following DfE guidance the adult to child ratio for wraparound care are as follows:

Children aged 4-7 years 1:8

Children aged over 8 years 1:10

Child Protection & Safeguarding

We comply with local and London Safeguarding Board child protection procedures and ensure that all staff are vetted appropriately and trained. All Tetherdown Clubs follow Tetherdown's safeguarding and child protection policies.

Equal Opportunities & Inclusion

All Tetherdown Clubs are committed to equal opportunities, we make every effort to accommodate and welcome any child regardless of needs. We will endeavour to accommodate all children of all ability, whilst working within the Club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety. We will work in liaison with parents/carers and relevant professionals to meet children's needs wherever possible.

Behaviour

The Tetherdown staff aim to create a welcoming, caring environment where relationships are based on mutual respect and to develop a positive self-esteem in each child. We are committed to maintaining high expectations of good behaviour. This is an essential contribution to the enjoyment of the children while attending Clubs. Please refer to the Relationships, Behaviour & Anti-bullying Policy.

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Children are encouraged to:

Be kind and speak politely to everyone.

Respect other people, their possessions and the School property.

Ask for help or tell an adult if they are unhappy.

Accept responsibility for the things they do.

Clear up and tidy after an activity.

Illness

If a child becomes ill while in our care, we will telephone the parent/carer in the first instance to inform you of this, if we are unable to get hold of you, we will then call your 'emergency' contact to collect them. The Clubs adhere to the School's policy regarding sickness and diarrhoea, and children must not attend for 48-hours after the last episode of illness. Further information about the School's policy can be found on the website.

[Tetherdown School - Health & Welfare](#)

First Aid & Accidents

Every precaution is taken to ensure the safety of the children at all times. Staff are trained in First Aid and a fully equipped first aid kit is kept on the premises. We operate an accident recording procedure and fire drills are carried out regularly in line with School policy.

Complaint Procedures

All clubs follow the School's Complaints Policy which can be found on the School's website

www.tetherdownschool.org