



Tipton Green Junior School

'Buddies' Before and After School Club

Guidance for Parents
2018 - 2019

The information in this booklet sets out all the terms and conditions of the school's before and after school provision for the current academic year 2018-2019. It was correct at the time of printing in April 2018, but maybe subject to change in the future.

Buddies Before & After School Club
Tipton Green Junior School
Manor Road
Tipton
West Midlands
DY4 8PR

Tel: 0121 557 9242

Fax: 0121 520 2393

Email: headteacher@tiptongreen.sandwell.sch.uk

Head Teacher: Mr D Rowe

Chair of Governors: Mrs P Meredith

Buddies Club Manager: Mrs M Simmons

Buddies Before and After School Club is a provider of before and after school care for pupils aged 7-11 years, offering 30 places for children.

Times of sessions

Morning session

7.45am - 8.45am

Afternoon session

3.20pm - 6.00pm

Mini afternoon session

3.20pm - 4.00pm

Cost of sessions

Morning sessions

£3.00 per day (includes a drink and breakfast)

Afternoon sessions

£7.00 per day (includes a drink and hot/cold snack)

Mini afternoon session

£2.00 per day (includes a drink)

Payments must be made on-line with School Money one week in advance. All payments must be made before the start of a new week.

Child care vouchers are accepted.

Sorry but we cannot credit for any absence, as all sessions are subject to pre-booking and pre-payment.

Late collection incurs a charge of **£10** for every **5** minutes late after 6.00pm. If you are late collecting a child from the 'mini session' then the full price of £7.00 will be charged.

Please note that non payment of fees may result in you not being able to use this provision.



**Dates of School Terms and Holidays
For Academic Year 2018 - 2019**

Autumn Term:

Monday 3rd September 2018 - Friday 21st December 2018

School closed:

Monday 3rd September - Training Day

Tuesday 4th September - Training Day

Monday 29th October - Friday 2nd November (half term)

Spring Term:

Monday 7th January 2019 - Friday 12th April 2019

School closed:

Monday 18th February - Friday 22nd February (half term)

Monday 15th April - Friday 26th April (Easter holidays)

Summer Term:

Monday 29th April 2019 - Monday 22nd July 2019

School closed:

Monday 6th May - bank holiday

Monday 27th May - Friday 31st May (half term)



Activities Available

This list is not extensive and new activities will be introduced at various times during the year.

Indoors:

Creative area

Television

Wii

Table top games

Toys

Quiet Area:

Reading/homework area

Laptops

Arts & crafts

Outdoors/main hall

Football

Skipping ropes

Hoola hoops

Bats and balls

Outdoor climbing frame

All activities will be supervised by a member of the supervision team.

Sample Menu

Week 1

Day	Main Meal	Dessert	Drinks
Monday	Pasta & sauce	Rice pudding / fruit	Squash
Tuesday	Beans on toast	Angel delight / fruit	Squash
Wednesday	Sandwiches	Cake / fruit	Squash
Thursday	Spaghetti on toast	Ice cream / fruit	Squash
Friday	Hot dogs	Jelly / fruit	Squash

Week 2

Day	Main Meal	Dessert	Drinks
Monday	Meatballs & noodles	Cake / fruit	Squash
Tuesday	Soup & bread	Jelly / fruit	Squash
Wednesday	Hot dogs	Ice cream / fruit	Squash
Thursday	Ravioli on toast	Angel delight / fruit	Squash
Friday	Sandwiches	Rice pudding / fruit	Squash

Please note that this is just a sample of the snacks that will be provided. We will cater for vegetarians and children will be able to have an input into the menus that will be on offer.



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 Discipline & Behaviour Policy is available on the school web site.

A copy of Buddies behaviour and award scheme is available from the club manager - Mrs Simmons

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

This school gives the highest importance to the safeguarding and welfare of children. The governors, headteacher and staff will carry out their responsibilities efficiently, effectively and diligently to ensure that this school is a safe learning environment for children.

Children will not be allowed to leave the after-school club without being collected by a responsible adult. If you cannot get to collect your child and have to send another person, then they will not be allowed to go with them unless the club manager has spoken to the parent or has been given the assword (the password that is provided on the registration form).

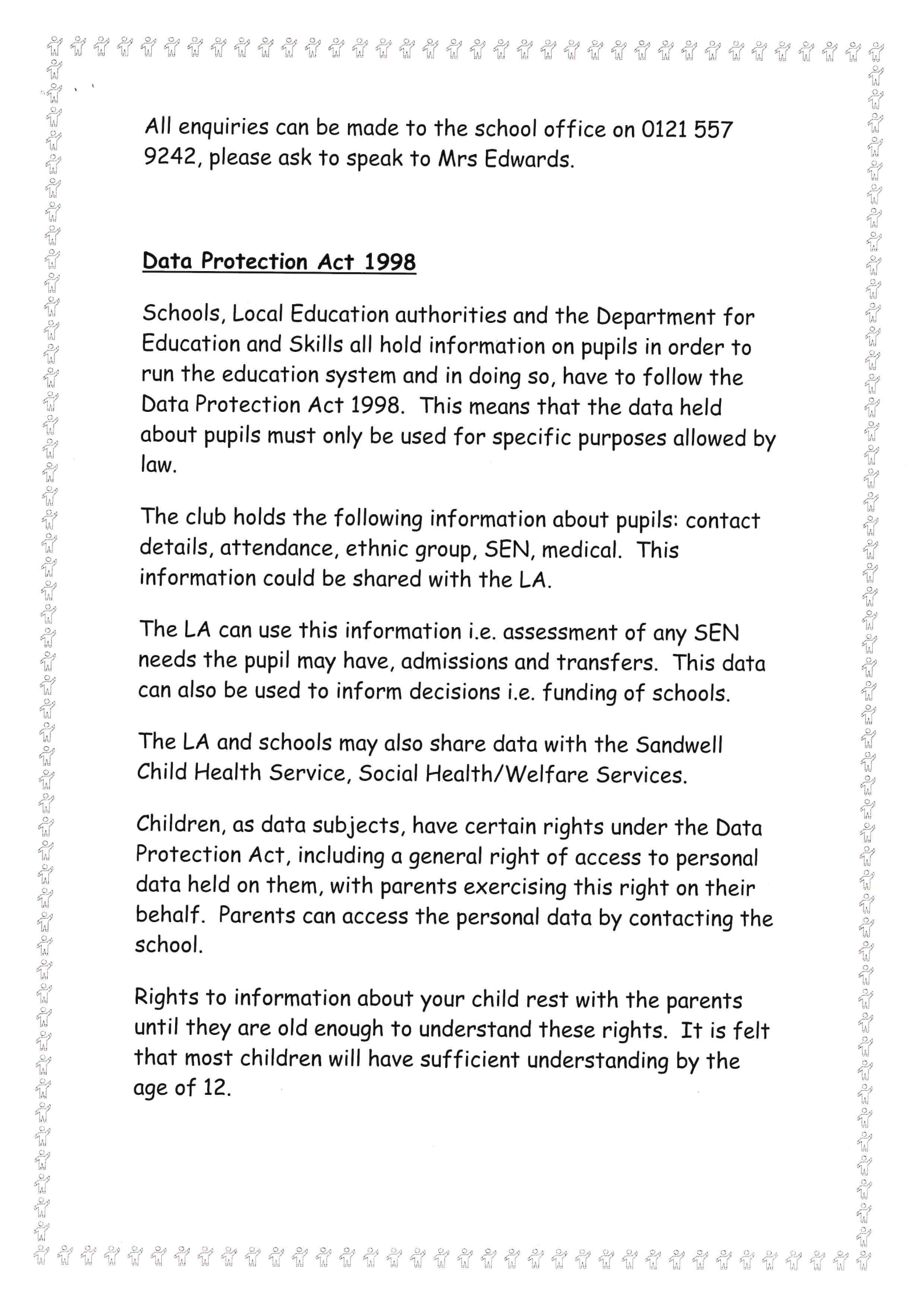
Access to Information

Copies of the following documents can be seen on the school web site www.tqjs.org.uk

- Safeguarding
- Behaviour
- Child Protection
- Homework
- Complaints Procedures
- Late Collection Policy

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, Mrs Meredith, who will investigate the matter.



All enquiries can be made to the school office on 0121 557 9242, please ask to speak to Mrs Edwards.

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.

The club holds the following information about pupils: contact details, attendance, ethnic group, SEN, medical. This information could be shared with the LA.

The LA can use this information i.e. assessment of any SEN needs the pupil may have, admissions and transfers. This data can also be used to inform decisions i.e. funding of schools.

The LA and schools may also share data with the Sandwell Child Health Service, Social Health/Welfare Services.

Children, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf. Parents can access the personal data by contacting the school.

Rights to information about your child rest with the parents until they are old enough to understand these rights. It is felt that most children will have sufficient understanding by the age of 12.

