

Tanfield Lea Community Primary School



Opening Doors, Enriching Lives

After School Childcare Parents'/Carers' Handbook

Date: September 2025

ABOUT THE CHILDCARE

Our After School Childcare is for children aged 2 to 11 years at Tanfield Lea Community Primary School (from Pre-School to Year 6). This provision is open from the end of the school day until 6.00 pm weekdays, during term time.

We have access to the Lower School Hall, 'Conference Room' and outdoor environment. The Hall is used for PE. The outdoor area is used for physical play and exploration, while the Conference Room provides a quiet space for crafts, reading and sharing stories and playing together. For children in Pre-School, they have access to the Pre-School Room until 4.15 pm, where they join the main After Care group.

Aims

The childcare aims to provide a safe and secure and relaxed environment for the children in our care. They can form friendships and confidence whilst accommodating parents'/carers' work and personal schedules. We endeavour to provide an atmosphere and activities similar to those found within the home.

What we Offer

We offer a wide range of activities, incorporating sports, board games, arts and crafts, music and dance, cartoons, reading and completing homework as well as seasonal activities, eg Halloween and Christmas. During their time at the childcare, children choose activities that suit them best.

A snack and drink are provided each day for the group from 4.15 pm onwards; however, this is not intended to substitute a main evening meal that the child may receive at home. Individual dietary requirements and parental preferences are met wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. The food is consumed whilst sitting at the snack table.

Staffing

After School Childcare is staffed by an After Care Co-ordinator, along with a Play Worker. Our aim is to provide a smooth transition between school and childcare. Where Pre-School children are present, children are supported by Early Years' trained staff. We also have school staff available to cover absences, when regular staff are ill or attending courses. All our staff have significant experience of working with children. Staff are expected to undertake professional development training. All staff members undertake a criminal record check (DBS check) in line with school safeguarding procedures. We maintain the appropriate staff/child ratios in line with statutory requirements.

If you have a query or concern please speak to the relevant member of staff.

Organisation

Our After School Childcare is run as part of our school provision and overseen by our governing body.

Policies and Procedures

The childcare operates under a number of school policies and procedures and are available on the school's website.

TERMS AND CONDITIONS

Admission

Attendance to the childcare is organised by Mrs Robertson, our After Care Co-ordinator, via SchoolComms. A waiting list system may be implemented when the need arises.

Payment of Fees

Our After School Childcare aims to keep fees to a minimum, whilst still raising enough income to cover our running costs.

The fees are currently:

3.15 pm – 4.15 pm = £4.00
4.15 pm – 5.15 pm = £7.00
5.15 pm - 6.00 pm = £10.00

Please note if your child is attending an After School Club as part of the school offer, please reduce the payment by one time slot, ie if your child attends choir and then is staying at After-Care until 5.15 pm, you should pay £4.00.

Fees are payable via SchoolComms or through a government issued childcare voucher.

Due to the staffing requirements and in order that staff-child ratios are maintained, there is no sibling discount.

Please ensure fees are paid promptly. If you fall in arrears, we reserve the right to suspend or cancel access to After Care.

We ask that parents/carers book in advance. If your child is booked on SchoolComms on that day, please inform the office as well.

Temporary Changes

Please remember that the After Care Co-ordinator will need to know if your child (or children) will not be attending the After School Childcare for any reason.

Arrival and Departure

Children from Early Years are brought from the unit to After Care. The After Care Co-ordinator collects the children from Key Stage 1. Children in the Upper School walk to After Care.

A register is taken each afternoon.

Children should be collected by a named adult contact on the child's school records (SIMS). In exceptional circumstances where your child will be collected by someone who is different from those names held, please let school know via the Office.

The childcare finishes at 6.00 pm promptly. If you are delayed for whatever reason please telephone the After School Childcare mobile to let us know. A late payment fee of £5.00 per 10 minutes will be charged if children are collected after 6.00 pm. You may also be asked to make a contribution towards any extra staff wages and transport costs incurred. Frequent late collection may result in suspension or cancellation of After School Childcare provision for your child.

Safeguarding

We intend to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We comply with local and national safeguarding procedures and ensure that all staff are appropriately trained.

Equal Opportunities

Our After School Childcare is committed to equal opportunities.

Special Needs

Our After School Childcare will make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents/carers and relevant professionals to meet the child's specific needs.

Our staff training programme includes specific elements relating to children with special needs.

We will endeavour to accommodate all children of all ability, whilst working within the childcare's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

GENERAL INFORMATION

Behaviour

General After-Care behaviour expectations are the same as the school's.

Children are expected to respect each other, staff and visitors.

Staff will encourage an atmosphere of care and consideration between all members of the childcare including children, staff and visitors.

Our After School Childcare aims to encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities.

Our After School Childcare will not tolerate from any member: bullying; aggressive, confrontational, **discriminatory or** threatening behaviour; or behaviour intended to result in conflict.

The childcare has procedures for dealing with unacceptable behaviour. In the case of violence or behaviour that poses an immediate danger a child is required to be collected directly; as an ultimate sanction, the child may be excluded from the childcare.

Incidents of inappropriate behaviour are reported to the Head Teacher via CPOMS (software used by the school to manage safeguarding, wellbeing and pastoral care for the children).

Illness

Normal school procedures apply.

Accidents and First Aid

Every precaution is taken to ensure the safety of the children at all times and the childcare is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. We operate an accident procedure and fire drills are carried out in accordance with the school's Risk Assessment.

Medication

Staff are aware of medical conditions. Please let the After Care Co-ordinator know if your child is taking prescribed medicine. Please speak to them if medication needs to be administered during childcare time.

Complaints Procedure

Our After School Childcare is run for the users. We value your opinions. If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the After Care Co-ordinator, or any other member of staff.

If you feel your complaint has not been dealt with, please speak to the Head Teacher.

Please follow the school's Complaints Policy on the website for further information.

Contact Information

After Care email: aftercare@tanfieldleapprimary.co.uk

After Care Number: 07880472222 (3.00 pm – 6.00pm)

School number: 01207 234500 – available 8.00 am until 4.00 pm

Childcare Staff

After Care Co-ordinator:	Mrs L Robertson
Play Worker:	Mr A Ashman
Pre-School Play Worker:	Mrs A Ashcroft