



The Thursfield Den Policy

Approved by: Thursfield LGB

Date: June 2026

Last reviewed on: May 2026

Next review due by: June 2027



The Thursfield Den Policy and Procedures

Policy Introduction

The before and after school club exists to provide high quality out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment, within our ethos of 'We Care, We Share, We Dare To Dream'. The club will be run by staff from the school.

The breakfast club operates from 7.45am – 8.40am during term time.

The after school club operates from 3.20pm - 6.00pm during term time.

A copy of this policy is provided to all parents of children attending the club and is also available on the school website. There is a parents information pack available for all parents. An update to date price-schedule is available from the school office and school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy.

Admissions

- Only children attending Thursfield Primary School are eligible to attend.
 - All places are subject to availability.
 - The registration process must be completed prior to the child's commencement at the club.
 - All parents will receive a paper copy of this policy and this policy is available to view via our school website.
 - All club staff are made aware of the details of a new child.
 - Children's attendance is recorded in a register.
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Drop off and Collection Procedures

Morning Drop Off

The Thursfield Den operates from the school hall and opens each morning at 7:45am.

For safeguarding and site security reasons, the school gates must remain closed at all times. From 7:45am onwards, children and parents should access the school site via the top yellow school gate near the office. Children should then enter through the KS2 door and walk to the hall with their parent or carer, where they will be signed in by a member of the wraparound team.

Children will be supervised by The Thursfield Den Team throughout the session. At 8:40am, staff will escort children safely to their classrooms.

Afternoon Collection

All after-school The Thursfield Den sessions take place in the school hall.

Children will only be released to authorised adults named on the child's collection arrangements.

Children will be collected from the top yellow gate by the school office. This gate will remain locked at all times, so parents will need to press the intercom button and wait for the gate to be opened by a member of Thursfield Den staff.

Times and Prices

Before School Provision

The Thursfield Den before-school provision operates from 7:45am until 8:40am at a cost of £4.00 per session.

The club provides children with a healthy breakfast, which may include toast, cereal, orange juice, water, or milk. Children are able to access breakfast at any point during the morning session.

A range of activities is available each morning, allowing children to take part in quiet play, creative activities, and social interaction in a safe and welcoming environment.

At 8:40am, members of The Thursfield Den Team will escort children safely to their classrooms ready for the start of the school day.

After School Provision

The Thursfield Den after-school provision begins immediately at the end of the school day. Children are collected directly from their classrooms by a member of The Thursfield Den Team, who will hold a register of all children attending the session.

Once in The Thursfield Den, children will be provided with a healthy snack. Snacks may include items such as crackers, breadsticks, fruit, or yoghurt.

Children attending a school-run extracurricular club after school will remain under the supervision of that club until 4:00pm, after which responsibility for their care will transfer to The Thursfield Den staff.

Session Times and Charges

The following charges apply for after-school provision:

- £4.00 for sessions from 3:20pm – 4:00pm
- £8.00 for sessions from 3:20pm – 5:00pm
- £12.00 for sessions from 3:20pm – 6:00pm

Late collections after the booked session end time will be charged at the rate of the next session.

Collections after 6:00pm will incur an additional charge of £15.00 for every 15 minutes or part thereof.

Payment Information

Childcare vouchers are accepted for payment of sessions.

All payments must be made through Arbor, and login details will be provided upon registration. Thursfield Primary School operates as a cashless school; therefore, cash payments cannot be accepted.

Bookings, Cancellations and Payments

Bookings for The Thursfield Den may be made up to one hour before the start of a session, subject to availability.

For after-school care, the Arbor booking system will close at 2:00pm each day. No further bookings can be made via Arbor after this time.

Payments for all booked sessions must be made in advance through Arbor.

If a child is unable to attend a booked session, parents and carers must notify the school office at least 24 hours in advance to cancel the session. Failure to provide the required notice will result in the full session fee being charged. Please note that only school office staff are authorised to cancel sessions on Arbor.

Charges will apply for all sessions booked through Arbor unless a cancellation request has been processed by the school office.

In exceptional circumstances, such as a child being admitted to hospital, refunds will be provided for any sessions missed during the hospital stay.

Where fees remain unpaid, Thursfield Primary School reserves the right to withdraw a child's place at The Thursfield Den. In such cases, one week's written notice will be provided to parents or carers.

Behaviour

Whilst attending Club children are expected to follow the school ethos and rules. The whole school behaviour management policy applies at all times, including the rewards and sanctions.

Safeguarding

The safety and wellbeing of all children attending The Thursfield Den is of paramount importance. All staff working within the provision follow the school's safeguarding procedures and receive appropriate safeguarding training in line with current statutory guidance.

Any safeguarding concerns arising during sessions will be reported and managed in accordance with the school's Safeguarding and Child Protection Policy.

Uncollected Children

Parents and carers are expected to collect their child promptly at the end of their booked session.

If a child has not been collected by 6:00pm and the school has not been informed of a delay, staff will make every effort to contact parents/carers and authorised emergency contacts. Where a child remains uncollected and no contact can be made, the school's safeguarding and uncollected child procedures will be followed.

Additional charges will apply for late collection, as outlined in this policy.

Staffing and Supervision

Appropriate staffing ratios will be maintained at all times to ensure the safety, wellbeing, and effective supervision of all children attending The Thursfield Den.

All staff working within the provision are suitably trained and vetted in accordance with the school's safer recruitment procedures.

Equal Access and Inclusion

The Thursfield Den is committed to providing an inclusive, welcoming, and supportive environment for all children.

The provision aims to ensure that every child feels safe, valued, and able to participate fully in activities. Reasonable adjustments will be made, where possible, to support children with additional needs or medical requirements.

The club operates in line with the school's Equal Opportunities Policy.

Medical Needs, Allergies and Dietary Requirements

Parents and carers must provide the school with up-to-date information regarding any medical conditions, allergies, dietary requirements, or additional needs their child may have.

Where required, care plans and prescribed medication must be provided and discussed with staff prior to attendance at The Thursfield Den.

First Aid - Accidents and Incidents

Any accidents or incidents occurring during The Thursfield Den sessions will be recorded in accordance with the school's procedures.

Parents and carers will be informed of any significant accidents, injuries, or incidents involving their child.

Where first aid treatment is administered, this will be carried out by a qualified first aider in line with the school's First Aid Policy.

Fire Safety and Emergency Procedures

The Thursfield Den follows the school's fire safety and emergency evacuation procedures.

Children will be made aware of evacuation procedures, and staff will ensure that registers are taken and accounted for during any emergency situation.

Confidentiality and Data Protection

Any personal information provided by parents and carers will be treated confidentially and stored securely in accordance with the school's data protection procedures and UK GDPR requirements.

Information will only be shared with relevant staff members where necessary to support the safety and wellbeing of the child.

Complaints Procedure

Any concerns or complaints relating to The Thursfield Den should initially be discussed with the Wraparound Care Team or the school office.

If the matter cannot be resolved informally, parents and carers should follow the school's formal Complaints Policy, which is available on the school website or from the school office.

Related Whole School Policies

The Thursfield Den operates as an extension of Thursfield Primary School. As such, all relevant whole-school policies apply to the running of the provision.

Particular reference should be made to the following policies:

- Safeguarding and Child Protection Policy
- Equal Opportunities Policy

- Health and Safety Policy
- First Aid and Administration of Medicines Policy
- Online Safety Policy

These policies are available from the school office and on the school website.

Acknowledgement

I have read and understood The Thursfield Den Policy and Procedures and agree to the details outlined.

Child's Name: _____

Signed: _____

Date: _____