

Thrupp Before and After School Care

Welcome Pack

Section 1: Introduction

Mission

Thrupp Primary School's After School Care (Thruppers) is committed to working in partnership with parents and carers to provide safe, stimulating and enjoyable childcare for children who attend Thrupp Primary School. We aim to help parents to balance work commitments and family life by providing convenient, affordable and high quality before and after school care during school term time.

Background

In 2008, Thrupp Primary realised there was growing demand from parents for after school childcare. With the help of a start up grant from the Local Authority, after much planning and preparation, Thruppers opened in September 2010.

In September 2019 "Thruppers" Wake-Up Club was also introduced, this club falls under the same umbrella as our "Thruppers" After School Care. Since April 2025 Thrupp Primary have signed up to the Breakfast Initiative with Forest Green Rovers.

Thruppers is part of Thrupp School. It is run by the Governors of the school, and the Head teacher is the Line Manager. There is a Governing committee which is a sub group of the main Governing body.

Funding

Thruppers is non-profit making. Although there has been a start-up grant, Thruppers is expected to be sustainable and the only source of funding is the fees from parents. The fees have to cover staffing costs, food, equipment, insurance, etc. Copies of our policies and procedures are available for you to refer to. Wake-Up Club has Forest Green Rovers Fully Funded Support: For children with a Social, Emotional and Mental Health (SEMH) need or a financial need. Please see letter with full details of FGR scheme. ***The food served at Wake-Up club will be Vegan.***

Section 2: Practical details

Location

Thruppers and Wake-Up Club are held in Thrupp Primary School. We have the use of the main hall and the school playground outside.

Thruppers opening times

Thruppers is open 5 days a week during school term times, except for INSET days or school closures at Thrupp Primary School. It runs from 3.15pm until 5.30pm

Wake-Up Club is also open 5 days a week during school term times, except for INSET days or school closures at Thrupp Primary School. It runs from 7.45am until 8.40am

Who can attend?

Thruppers and Wake-Up Club is open to children aged 4 -11 years old who attend Thrupp School. Places are allocated in line with our Registrations policy (see below). If there is a greater demand for places than those available, a waiting list will be operated. We have 25 places each day.

Registrations policy

Our Registration policy gives priority for places in the following order:

1. Staff members' children.
2. Current full-time attendees of the school.
3. Siblings (aged 4 - 11) of those already attending Thruppers wanting full-time places.
4. New full time places.
5. Length of time on the waiting list.
6. Occasional bookings.

Booking arrangements

Before you can book a place at Thruppers or Wake-Up Club you must register your child by completing a Registration Form.

Short Session Bookings

Short sessions can only be booked during the week in which they are required, and are subject to availability. No change of date is possible and payment should be made at the time of booking.

Long Session Bookings

Subject to availability, long sessions can be booked at any time by contacting the school office when a member of staff can confirm whether places are available. Payment should be made at the time of booking.

Cancellation Policy

We require at least 48hrs notice to cancel booked session/s. If you do not give 48hrs notice, you will still be charged the full cost of the session/s.

Termly Advance Bookings

Places can be booked for regular use on one or more days per week using the 'Thruppers After School Care and Wake-Up Club Booking Form'. This form should also be used to make any changes to regular bookings e.g. to alter the days or times you have previously booked. If you make alterations seven days' notice is required, providing spaces are available on the revised date(s).

Subject to availability, you can also book additional / occasional / one-off sessions using the process above for short and long sessions.

Fees and payment

Our fees are £9.50 per long session and this includes snacks. A long session runs from 3.15 pm to 5.30pm and can be booked in advance. There is no reduction if your child chooses to attend a regular after school club before attending Thruppers. Short sessions run from 3.15pm to 4.15pm and cost £5.50. These sessions can only be booked during the week they are required, subject to availability.

The same rules apply to Wake-up Club as above. The fees are £3.50 per session. These sessions run from 7.45am until 8.40am

	From	To	Cost
Long Session	3.15pm	5:30pm	£9.50
Short Session	3.15pm	4.15pm	£5.50
Wake-Up	7.45am	8.40am	£3.50

You will be invoiced termly in advance for the sessions you have booked for your child and payment is due within 14 days. Cheques should be made payable to "Thrupp School Extended Care". If invoices are not settled on time, the Before and After School Care reserves the right to refuse to admit your child. **Refunds for the absence of a child can only be given in exceptional circumstances, at the Extended Services Committee's discretion.**

Your child is welcome to join a session after they have attended clubs/after school activities at school. However, the Play Leader should be told what time to expect them to arrive. In such cases, the full session fee will be charged as we have to staff the whole session, even though your child only attends the latter part.

Please note that fees may be increased periodically in order to cover costs. You will be notified of any increases at least one month before they come into effect.

Late collection

It is very important that children are collected on time. If a child is not collected by 5.35pm, staff will call your contact numbers. If this is unsuccessful, they will try the emergency contact numbers. If no one can be contacted by 5.45 pm, Social Services will be informed.

The penalty charge for late collection is £5.50 per 10 minutes after 5.30pm. Continual late collection under 10 minutes will be addressed and charges may apply.

Complaints

We hope that you will be happy with the Before and After School Care that we provide. However, should you wish to make a complaint, a copy of our complaints policy is available.

Section 3: What happens at Thruppers?

Structure of a typical session (timings are approximate)

3.15pm	Children leave the classrooms to be registered in the After School Care. All children are offered a drink & a biscuit on arrival. (Younger children will be delivered to the play leaders by staff)
3.20pm	Indoor and supervised outdoor free play (weather permitting).
4.00pm	Snack time. This is a social time when the children sit down together for a snack. We also celebrate birthdays!
4.20pm	Free play continues.
5.15pm	Tidy up.
5.30pm	Latest collection time

WAKE-UP CLUB

7.45am	Children dropped off at School - A selection of healthy Vegan breakfast foods are available to the children.
8.40am	Children taken to their classrooms by the play staff.

Activities

We offer a varied programme of activities including:

- Art table
- Role play
- Construction activities - Lego, K'nex, etc
- Indoor and outdoor physical play - e.g. football, ball games, skipping ropes, etc
- Videos and computer games
- Books and puzzles
- Quiet corner
- Cooking
- Themed activities

Organised activities may be on offer but the emphasis is on child-centred and self-directed play.

Sample menus for After School only.

We aim to provide a variety of healthy food from all the main food groups - a mixture of carbohydrates, protein, fruit and vegetables. In the afternoon we provide a snack to keep the children going until they get home, but it is not a full meal. A selection from the following items:

- Toast (white & wholemeal) / crumpets / pitta bread / crackers
- Fruit / malt loaf
- Scones
- Flapjack / cake / biscuits
- Fresh fruit - e.g. apples, pears, satsumas, bananas
- Fresh vegetables - e.g. carrots, cucumber, tomatoes
- Dried fruit - e.g. raisins, sultanas, apricots
- Cheese
- Pizza
- Water / squash (always available)

Sample menus for Wake-Up Club only.

A selection of healthy **Vegan** breakfast foods is available to the children:

- Toast
- Cereals
- A variety of dried Fruit
- Porridge
- Plant based Milk
- Plant based Butter

Section 4: Staying Safe

Accidents and emergencies

If your child becomes ill during a Before or After School Care session, every attempt will be made to contact one of the people listed on the Registration Form to arrange for them to be collected and your child will be cared for until someone collects them.

In the case of a minor accident, basic First Aid will be administered. In the case of an accident requiring more than basic First Aid, every attempt will be made to contact you to discuss the course of action to be taken. All accidents and emergencies are entered in the Accident Book / Incident Log.

Please note: The Registration Form contains an authorisation giving staff permission to act "in loco parentis". If you cannot be contacted in time, the Play Leader will invoke that authority to take action to gain appropriate medical treatment for your child.

IF YOU DO NOT WISH TO GIVE SUCH AUTHORISATION, PLEASE PUT THIS IN WRITING AND YOUR REQUEST WILL BE GIVEN TO THE EXTENDED SERVICES COMMITTEE.

Supervision and collection

Children are supervised by staff at all times during Before and After School Care hours, until they are collected by you (or a named substitute). The ratio of staff to children complies with Ofsted regulations.

Please notify staff in advance if anyone different is collecting your child, even if they are a relative.

Thrappers rules

We believe strongly that everyone has rights and responsibilities.

AT THRAPPERS EVERYONE HAS THE RIGHT:

- to be safe
- to be treated with respect

TO HELP THIS TO HAPPEN:

Always listen to the Play Workers

- We are here to help and also keep you safe

If children do break the rules, staff use a 3 step approach to behaviour management.

Step 1: Children are given a verbal warning.

Step 2: Children are moved to a time out area and excluded from play.

Step 3: Parents will be informed.

Section 5: Staff

We are fortunate to have a highly experienced, capable and committed staff team at Thrappers.

Play Workers:

All of our Before and After School Care staff are employed by Thrupp School in at least one other capacity:

Mrs Angie Spring (Teaching Assistant), Mrs Katie Hepper (Teaching Assistant), Miss Chrissie Thomas (Lunchtime Supervisor), Miss Kate Sutton (Admin), Mrs Lauren Abel (Teaching Assistant), Mrs Kim Hefferman (Lunchtime Server), Mrs Wendy Strom (Nursery Practitioner).

Section 6: Contact details

Thruppers email: admin@thrupp.gloucs.sch.uk

Financial Administrator Tel No: 01453 883586

Financial Administrator Email: admin@thrupp.gloucs.sch.uk (Kate Sutton)

Please contact the staff in the School office to make a booking or advise of any change in arrangements (e.g. child's absence from Thruppers or Wake-Up Club, changes in collection arrangements, etc).

Please return completed forms to Thruppers or the school office.

Included with your pack

- ✓ Registration Form - photos, allergies, off site visits etc
- ✓ Booking form