



Terms and Conditions of After School Club

Our Vision

To offer a quality after school service for children and parents/carers within a safe, secure and happy environment with emphasis on fun, enjoyment and friendship. To provide quality activities which entertain and stimulate those children attending After School Club (ASC).

We will promote good behaviour by encouraging attendees to share and respect each other and their surroundings. We will aim to ensure that the scheme reflects and meets the needs of the local community and incorporates equal opportunities into all areas of our work.

Description of Service

We offer after school care for children from Reception age up to 11 years who currently attend Binfield Church of England Primary School. ASC runs after school in term-time only and is open Monday to Friday. It provides supervised play activities for the children (e.g. art and craft activities and physical activities, such as skipping and outdoor play). Upon arrival, a fruit snack is provided as well as a light tea later on, both are included in the session fee. Details of the weekly menus can be found on the school website. Water is always available to the children.

Registration

A registration form must be completed online for all children before they attend ASC for the first time. If you have issues accessing the internet please contact the Events Co-ordinator by calling the School on 01344 860106. A separate form must be completed for each child attending. The registration form follows the outline suggested by Bracknell Forest Social Services Department, and includes address details, emergency contact numbers and any medical information such as allergies and special requirements. All records are treated as confidential and in line with GDPR compliance.

It is the parents/carers responsibility to ensure any changes are advised to the Events Co-ordinator by emailing ASCadmin@binfieldschool.com, so that records can be kept up to date. **The Schools' database is not linked to ASC records so please ensure we have accurate emergency telephone numbers and email addresses.**

Fees

From 1st September 2025, the ASC fee will be set at £16 per session.

ASC fees are due immediately at the time of booking Via your Schoolgateway account. Failure to make immediate payment could result in your child's place being withdrawn and a late payment fee of £20 per child being applied.

It is possible to pay with child care vouchers. Child care vouchers cannot be refunded.

Booking ASC

ASC sessions must be booked by parents/carers in advance for each term, allowing flexibility to select dates that best suit individual needs.

Please note that sessions must be both booked and paid for in order to secure a place.

- Bookings without payment will not be honoured, and your child will not be able to attend.
- Payment without a booking does not guarantee a place either.

In either case, if a valid booking is not in place, you will be contacted and asked to collect your child as soon as possible. The session will still be charged, and your child may not receive food during that time.

Sessions can be booked in advance up until **12 noon the day before** the required session, subject to availability.

For any **last-minute or emergency ad-hoc booking requests**, please call **01344 860106 (Option 4)** and ask to speak with the **Events Co-ordinator**.

Please note: Once a session has been booked, it **cannot be cancelled or amended via School Gateway**.

Pupil Absence

If your child will not be attending ASC for their session, parents/ carers must notify the Events Co-ordinator by emailing ASCadmin@binfieldschool.com **by 12 noon**. **After 12 noon** parents/carers must notify the ASC Team by **text or voicemail on 07745 218139**.

In line with School policy, children should not attend if they are running a temperature, have an infectious disease, an upset stomach or vomiting in the previous 48 hours.

Unfortunately, we are unable to reschedule pre-booked sessions to a different day due to illness or other absences.

Where a child is off sick from school for 3 consecutive days or more, refunds can be issued. Please contact the Events Co-ordinator to action this. Please note if you pay by child care vouchers, a credit note will be issued instead of a refund.

Registration of children

All children will register in the main hall. Teachers will bring Key Stage 1 children to the hall at the end of the school day. Children will remain with ASC until they are collected by their parents/ carers, unless ASC has been advised otherwise.

ASC staff cannot escort children to attend other activities in school. If a child leaves ASC temporarily to attend another after school activity within the premises, ASC will accept no responsibility or liability for a child until he or she has re-registered with the ASC Lead Playworker.

Collection of children

If your child is to be collected by anyone other than the parent/carer or the authorised person/s as stated on your registration form, the Events Co-ordinator must be informed by emailing ASCAdmin@binfieldschool.com, **by 12 noon**.

After 12 noon parents/carers must notify the ASC Team by **text or voicemail on 07745 218139**.

All children must be **collected by 6pm**. A £15 late collection fee will apply to all late pickups after 6pm.

If a child has not been collected by 6.30pm the police and social services may be informed.

Behaviour

Children are encouraged to participate in activities wherever possible to promote a team/club atmosphere. ASC staff will communicate to children what is deemed as unacceptable behaviour within the setting, e.g. spitting, biting, hitting, swearing, bullying etc. in line with the School Behaviour Policy. A club charter will be drawn up between the ASC attendees and ASC staff, which will be displayed as a reminder to all the children and to provide the ground rules for new children attending ASC. This list will be reflected in a positive manner e.g. "treat others as you wish to be treated" rather than "no hitting".

Dangerous behaviour will be discouraged at all times as well as play fighting and anti-social behaviour. If children continually misbehave, ASC staff will report to the ASC Lead Playworker and further consequences will be discussed. Once agreed, the action decided will be communicated to the parent/carer of the child concerned. Parents may be called to collect children early from ASC due to inappropriate behaviour.

Cancellations, changes or leaving the Club

A month's notice must be given in writing for any amendments or cancellations of sessions, or if leaving ASC to avoid incurring additional costs.

Equal Opportunities

ASC will work to reflect the diverse community in which we live. Discrimination in all forms should be opposed; it is an inclusive club which welcomes all children regardless of race, culture, gender or disability.

First Aid and Accidents

First aid and prescribed medication will be administered in line with School policy and a record kept.

All ASC staff are first aid trained. Staff will wear protective gloves when treating a child who is bleeding. Any major accidents, defined as suspected fracture, burns, concussion and any other injury that the staff considers to warrant a trained medical opinion, the following action will be taken:

- Treated with emergency first aid
- An ambulance called if necessary
- Parent/ carer called and requested to attend and be advised of major accident and steps taken
- A full accident report will be written and a copy sent to Bracknell Forest.

Complaints

Any grievance should be given in writing to the Events Co-ordinator by emailing ASCAdmin@binfieldschool.com. Details of the concern will be documented along with what action the parent/ carer requires and any action taken by staff to address the concern. Where the concern relates to a major incident or the parent/ carer is not satisfied with the action taken, the parent/carers should raise their concern directly with the School Business Manager by emailing Finance@binfieldschool.com