

After School Club (ASC) Terms and Conditions – September 2026

1. Our Service

Binfield Church of England Primary School After School Club (ASC) provides safe, supervised after-school care for children from Reception to Year 6, Monday to Friday during term time. Children have access to a range of indoor and outdoor activities. A fruit snack and light tea are provided, with water available throughout the session.

2. Booking

A permission form must be completed for each child before their first session. Parents/carers must keep all contact, medical, allergy and emergency information up to date and notify the school of any changes by emailing ASCAdmin@binfieldschool.com. All information is held securely and managed in accordance with GDPR.

3. Fees and Booking

The current fee is £16 per session. Sessions must be booked and paid for in advance through SchoolGateway.

Payment without a booking does not secure a place.

Bookings are subject to availability and can normally be made until 12 noon on the day before the session. Unpaid bookings will not be accepted and may be cancelled. A £20 late payment fee per child may apply. Childcare vouchers are accepted but are non-refundable.

For last-minute or emergency requests, please contact the school office on 01344 860106.

4. Absence and Illness

If your child will not be attending a booked session, please notify us by 12 noon by emailing ASCAdmin@binfieldschool.com or calling 01344 860106.

Children should not attend ASC if they have a temperature, infectious illness, sickness or diarrhoea. In accordance with school policy, children who have vomited or had diarrhoea must remain at home for 48 hours after the last episode.

Booked sessions cannot normally be transferred to another day.

Where a child is absent from school due to illness for three consecutive days or more, a refund may be considered. Please contact ASCAdmin@binfieldschool.com to request a refund due to prolonged sickness absence. Childcare voucher payments will be credited rather than refunded.

5. Collection

Children must be collected by 6.00pm. If someone other than an authorised collector is collecting your child, please notify ASC by 12 noon. **After 12 noon, please call 01344 860106 and select Option 5.**

A £15 late collection fee will apply to collections after 6.00pm.

If a child has not been collected by 6.30pm and we have been unable to contact a parent/carer, the police and/or social services may be contacted.

6. Cancellations and Leaving ASC

At least one month's written notice is required to cancel or amend regular bookings or to leave ASC.

Once a session has been booked, it cannot be cancelled or amended through School Gateway.

7. Behaviour

Children are expected to follow the school's Behaviour Policy and treat others, staff and the environment with respect. Bullying, violence, spitting, biting, swearing, dangerous behaviour and play fighting will not be tolerated.

Where behaviour is repeatedly inappropriate, parents/carers may be contacted and, where necessary, asked to collect their child early. Continued concerns may result in the child's place at ASC being reviewed.

8. First Aid and Accidents

ASC staff are first aid trained. First aid and prescribed medication will be administered in accordance with school policy.

Parents/carers will be contacted following significant accidents or where medical attention is required. Accident records will be completed in accordance with school procedures.

9. Equal Opportunities

ASC is an inclusive provision and welcomes all children. Discrimination or unacceptable behaviour towards others will not be tolerated.

10. Complaints

We welcome feedback and will aim to resolve concerns promptly. Concerns should be submitted in writing to ASCAdmin@binfieldschool.com. If the concern relates to a serious incident or cannot be resolved, it should be referred to the School Business Manager at Finance@binfieldschool.com.

Contact

ASC email: ASCAdmin@binfieldschool.com

School Office: 01344 860106

During ASC: (3.00pm–6.00pm): Call 01344 860106 and select Option 5.