PRIMARY SCHOOL
Flourishing from a Firm Foundation

Terms and Conditions for After School Club

Aims & Objectives

We aim to provide a high-quality After School provision that meets the needs of both parents and children. For parents, this means knowing that your child is safe and happy and that it offers a reliable, high quality and consistent service with a First aider and member of the safeguarding team on site at all times.
For a child this means an environment that is safe, supportive and engaging. It is a place to be with friends as well as make new ones, to be able to try out new activities, relax if they choose, have fun and enjoy themselves.

General Information:

The fees and hours of operation are as follows:
Provision – After School Care
Operating Times – 3pm – 6pm
Per Session (Paid Half Termly) – £21.50 (10% sibling discount) £25.00 for emergency/ad hoc place
A hot snack will now be provided daily by our catering company during ASC sessions. Please note that we are a nut free school.

Booking

Once you have received notification of your child's place, advance payment will be required. Places are allocated on a first come first served basis, and a waiting list is in place for the days with the highest demand.

Changes to Booked Days

To ensure consistency in staffing, planning and the allocation of places, changes to booked days cannot be accommodated during a half-term.

Parents may request changes to their child's booked days at any time; however, **any agreed changes will only take effect from the beginning of the following half-term**, subject to availability.

Once a half-term has started, parents remain responsible for the fees associated with their child's confirmed booked days for that half-term, even if those sessions are no longer required.

Cancellation of Places:

Your child's place will automatically carry over from one half-term to the next, including into the following academic year.

If you no longer require your child's place, please notify the After School Care team in writing. **Cancellations will only take effect from the beginning of the following half-term.**

Fees remain payable until the cancellation takes effect.

Fees & Payment

Notice of any changes to fees will be given in writing as soon as possible.

Fees are charged half-termly –Invoices will be issued during the first week of the half term with a payment deadline of 2 weeks from date of invoice. Invoices must be paid by the deadline to keep your child's place.

Fees are non-refundable, except in the case of an overpayment, which will be credited to your account.

Fees will not be refunded for absences, including sickness, holidays or other personal circumstances.

Late or non-payment of fees may result in the withdrawal of your child's place from After School Care.

We accept payments through Pay360, Tax-Free Childcare and childcare voucher schemes provided by employers. **Please note due to the 3–4-day delay in the voucher payment coming into the school's bank account, please leave enough time for the payment to reach us by the deadline.**

Collection

Children must be collected from the Beclands Road gate. You can alert staff you have arrived by ringing the labelled ASC bell on the wall.

All children must be collected by **6:00pm**.

A Late charge of £1 per minute will be incurred if you are late to collect your child after 6.00pm.

If children are booked into After School Care on a day when they participate in an After School Club, they will be taken directly from their Club to After School Care, where they will receive their hot snack.

Food

A healthy snack will be provided by our school caterers Lunchtime Company.

All dietary requirements and allergies will be taken into consideration to ensure that children are provided with suitable food.

Snacks from home are not permitted.

Policies and Procedures

ASC is a continuation of the Furzedown day, and therefore adhere to the school's policies on Accident and Emergencies, Sickness, Safeguarding, Behaviour, COVID-19, etc. Please refer to the school's website for further information about these policies.

If you have any concerns or queries, these can be directed to Mrs Godden.

Removal from After School Provision

As mentioned, ASC is a continuation of the Furzedown day, and we expect the same respect, values and good behaviour that we see on a day-to-day basis. Parents may be required to remove their child temporarily or permanently if the conduct of the child is unacceptable and w

here the Manager considers that the continued presence of the child is affecting the enjoyment or the well-being of others. There will be no refund in these circumstances.

Examples of Activities

We aim to offer a number of activities at ASC. These will change on a weekly basis and can include a chance to complete homework, quiet reading, arts and crafts, board games and outdoor play. We will update parents with what we have been doing via the school newsletter.

Terms and Conditions | October 2026

All users of Furzedown Primary Afterschool Club must comply with our terms and conditions to use the services.