



Edenbridge Primary School

The Pioneer Academy

High Street • Edenbridge • Kent • TN8 5AB

Tel 01732 863787

E-mail: office@edenbridge.kent.sch.uk



September 2024

The After School Club

Thank you for your interest in our school-run After School Club (TASC). We are open to all pupils from their second year of nursery (from the September before they are due to start school, and after the transition period at the start of the year) to year 6.

Opening Times

3:15pm – 6pm every day, term time only. Excluding INSET days and the last day of each term (Christmas, Easter, summer).

Current Fees and Sessions

3:15pm - 4:30pm	£7.70
3.15pm – 5:30pm	£10.80
3.15pm – 6pm	£12.40
Late collection fee (after 6pm)	£5 per part 5 minutes per child

You can collect your child at any time before the end of your booked session. If you are running late for the 4:30pm or 5:30pm pick up, you do not need to inform us. Your account will simply be amended so that you are charged for the later session. If you are running late for the 6pm session however, we do need to know. Please see our Terms and Conditions and our Handbook for more information.

How to Book a Place

To register a place for your child at the club please complete and return the attached form. The staff will be more than happy for you to come in and look around to see TASC in operation if you would like to do so prior to completing the forms. Once we have processed your form, you will be able to book your required sessions.

Payment

Sessions are booked via your School Gateway account, either by app or by visiting www.schoolgateway.com. Payment must be made at the time of booking in order to secure the session. We also accept payment by childcare vouchers and the Government Tax Free Childcare scheme. If paying by Tax Free Childcare/Childcare Vouchers, please arrange for your payment to reach our account on the 1st of each month, we will then apply the credit to your account so that you can book your sessions. Late payment will result in your child's place being withdrawn.

Ad Hoc Bookings

Subject to availability, one-off, ad hoc or on-the-day sessions can still be booked via the school office. Your account must be in sufficient credit in order for a session to be booked on-the-day. You can top up your balance by going in to the payments section of School Gateway, rather than the club section.

Cancellations

You can cancel a session via School Gateway up to 24 hours in advance. You will need to call the School Office for on-the-day cancellations, which will result in a late cancellation fee early session charge.

For more details about the club and our policies, please see the Wraparound Care Parents' Handbook.

If you have any queries, please do not hesitate to contact us at clubs@edenbridge.kent.sch.uk, or the school office on 01732 863787. Alternatively, please call on the club mobile number, 07566 701821.

Head Teacher – Miss Mary Gates

Deputy Head Teacher – Mrs Sophie Bresnahan

The Pioneer Academy is committed to safeguarding and promoting the welfare of all our pupils and expect all staff and volunteers to share this commitment.

THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK

The After School Club - Booking Form

Please complete one set of forms per family

Name of child:

Year Group:

Name of child:

Year Group:

Name of child:

Year Group:

Please state the date you wish to commence using the after-school club

Please cross the box if you will be paying by childcare Vouchers or Tax-Free Childcare

Name of childcare voucher provider

or Tax-Free Childcare reference

Please arrange for your payment date to be the 1st of each month

CHILDCARE VOUCHERS AND TAX-FREE CHILDCARE CAN ONLY BE USED FOR EXTENDED SCHOOL CLUBS (EARLY BIRDS BREAKFAST CLUB, THE HOLIDAY CLUB AND THE AFTER-SCHOOL CLUB). IT CANNOT BE USED TO PAY FOR SCHOOL MEALS OR ANY OTHER ITEMS.

Cont'd overleaf.....

The After School Club - Contact Details

Parent/Carer details

Name

Address

Contact telephone numbers

Home

Work

Mobile

Emergency contact details (must be different to above)

Name

Contact telephone numbers

Home

Work

Mobile

Collection Arrangements

Please indicate who will be collecting your child from the club on a regular basis. If someone other than the named persons below are collecting your child, you MUST notify the school with the details of who will be collecting the child and that person must use your allocated password.

Name

Address (if different from above)

1st contact number (if different from above)

2nd contact number (if different from above)

Relationship with child

Please allocate a password to be used on collection of your child. If someone else is collecting your child/ren, they will not be released unless they give staff this password

The After School Club - Consent Form

Please list any medical conditions and/or regular medication your child may need whilst attending the club:

Name: _____ Medical Condition: _____

Medication: _____

Name: _____ Medical Condition: _____

Medication: _____

Please give details of any dietary needs or allergies and required action if reaction occurs:

Name: _____ Medical Condition: _____

Medication: _____

Name: _____ Medical Condition: _____

Medication: _____

Additional information about your child (please include any information about SEN that would need to be considered):

Name: _____ Medical Condition: _____

Medication: _____

Name: _____ Medical Condition: _____

Medication: _____

Whilst attending The After School Club at Edenbridge Primary School do you the parent / guardian give consent for your child to participate in the following (delete where applicable):

Taking of Photographs I agree that my child can be photographed by school staff for the purpose of use within the school in line with the school's policy on Photography and Videos at School.	YES / NO
Photographs on The School Website I agree that my child's photo can be used on the School or The Pioneer Academy's Website	YES / NO
Photographs in the Media I agree that my child's photo can be used in media/press coverage of the school	YES / NO
Application of sun cream I agree that my child can have their own sun cream applied provided by myself (parent / carer).	YES / NO
EYFS info sharing I agree that information regarding the progress of my child as part of the EYFS can be shared with the school's EYFS staff.	YES / NO / N/A
Internet Usage I agree that my child can use the internet in an adult supervised environment.	YES / NO

The After School Club - Terms and Conditions

1. I understand that non-payment by the 1st of the month for that month's sessions will lead to my child's access to the club being refused until total payment (in cleared funds) is received.
2. I understand that each booked session must be paid for, even if my child is unwell or does not attend, unless cancelled 24hrs or more in advance.
3. I will ensure my account is in credit at all times, and with sufficient balance before requesting on-the-day session.
4. I will give at least one week's notice if my child no longer needs their place on a long-term basis and I understand that if less notice is given, the usual session fees will apply for the remainder of the week.
5. I understand that if my child attends an extracurricular club after school, and then attends The After School Club, the full session fee will apply, there will be no deduction for the time during which they are at the other club.
6. I understand that the session times will run from after school until either 4:30pm, 5:30pm or 6pm (depending upon which session has been booked and paid for).
7. I will collect my child from The After School Club by 6pm. I understand a late fee will be applicable for late collection after 6pm.
8. I understand that if I am running late for a 6pm collection I must inform the school. If the school are not notified, they will attempt to contact me twice before 6:30pm. If they have had no contact with me by this time, they will follow their late collection policy and call social services.
9. I will inform the school and club of any changes to dietary requirements and medical conditions including allergies.
10. I give permission for my child/ward to be given emergency medical treatment if required.
11. I agree to keep my child away from the club if he/she is sick, or advised to do so by the doctor and/or staff members. In the case of vomiting and diarrhoea- your child MUST be kept off school for 48 hours from the last occurrence.
12. I understand that the club will run during term time only, which does not cover non-pupil (INSET) days or the last day of each full term (Christmas, Easter, summer).
13. I understand that, should the school have to close unexpectedly, the club will not run and refunds will be made (in the form a credit to my School Gateway account).
14. I agree to abide by decisions made by The After School Club staff.
15. All children must adhere to the school behaviour policy during The After School Club.
16. I have read the Wraparound Care Parents' Handbook, and understand that it forms part of our Terms and Conditions.
17. I understand that fees will increase annually, at the start of each academic year.

Signed Parent/Carer

Full Name

Date

Please now return all completed forms to the school office or by email to clubs@edenbridge.kent.sch.uk.