



Monkston Primary School

Wadhurst Lane, Monkston

Milton Keynes, MK10 9LA

Tel: 01908 671034 Fax: 01908 679582

e-mail: office@monkston.org

Headteacher: Mrs Hannah Williams

Deputy Head: Mrs Aimee Mills

Senior Assistant Head: Mrs Lauren Hamer

Chair of Governors: Mr Adam Gledhill

Business Manager: Mrs Emily Winship

Ofsted Registration No: 144137

After School Club Terms and Conditions from September 2023

- The club runs Monday to Friday from 3.10pm to 5.30pm during term time.
- Parents are able to book via the School Gateway app – please book 7 days in advance.
- Payment **must** be paid at the time of making the booking. **If payment has not been made, the bookings will be cancelled.**
- Once payment has been made, any cancellations **will not be refunded** unless in extreme circumstances (this will be at discretion of the Headteacher).
- If using a Childcare voucher scheme please include 'ASC' and the month you are paying for in the reference details. If paying by vouchers for more than one club/child then please email; office@monkston.org once you have made the payment to let us know how you would like the money allocated to your School Gateway account. If paying via childcare vouchers or bank transfer all payments must have cleared in the school account on the Thursday before the booking release date.
- The cost is £9.35 per session per child.
- **All payments received are non-refundable.**
- Reception and Key Stage 1 children are collected from their classrooms at 3.10pm by After School Club staff members.
- Key Stage 2 children make their own way to the club from their classrooms.
- The club uses the food technology and art rooms, as well as the school playground during fine weather.
- Staff register the children at the beginning of the session and will contact parents if a child has not arrived and no message has been received. **If a child is not going to attend a booked session, parents must notify the club staff on 07783 870576.**
- Children attending the session receive a drink and a piece of fruit or a healthy snack such as a flapjack, at around 4.45pm. Parents must provide details of any religious food restrictions or allergies on the after school club pupil details form.
- If your child attends a teacher run activity club after school and you would like them to be collected by the main after school club staff at 4.00pm, you will need to put this in writing to the after school club. The full session charge will apply.
- Children must be collected from the outside entrance to the food technology and art rooms at the back of the school. Please ask for directions if necessary. Children will not be allowed to go home with someone else unless parents have notified the staff team. Children will not be allowed to leave the After School Club unaccompanied.
- We expect behaviour at the club to be maintained at the same high standard that we expect during the school day. Any misbehaviour will be recorded. If a child has 3 instances of misbehaviour, parents will be informed in writing. Persistent – or particularly serious – misbehaviour may result in a child no longer being allowed to attend.
- We understand there are occasions when being late cannot be helped, but, if parents are going to be late for any reason, they must telephone the staff team on **07783 870576.**

- • If a parent is more than 10 minutes late collecting a child at the end of the session, the school reserves the right to make an additional charge of £5.50.

Future booking release dates

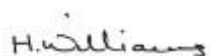
The following bookings will be made available on the School Gateway app at 8.15am on the following dates:

Payment schedule September 2023 – July 2024 Booking for...	Will be available from...	If paying by Childcare vouchers or cash/cheque this must be received by...
5th September- 20th October 2023	Monday 10 th July 2023	Thursday 8 th July 2023
30th October- 21st December 2023	Monday 9 th October 2023	Thursday 5 th October 2023
8th January - 16th February 2024	Monday 4 th December 2023	Thursday 30 th November 2023
26th February – 27th March 2024	Monday 29 th January 2024	Thursday 25 th January 2024
15th April – 24th May 2024	Monday 11th March 2024	Thursday 7th March 2024
3rd June – 19th July 2024	Monday 6th May 2024	Thursday 2 nd May 2024

Should you have any problems accessing the School Gateway, or have any queries please contact the school office.

Yours sincerely

Mrs H Williams



Headteacher