Monkston Primary School

Wadhurst Lane, Monkston
Milton Keynes, MK10 9LA
Tel: 01908 671034
e-mail: office@monkston.org

After School Club – wraparound care (ASC)
Terms & Conditions from September 2026

- The club runs from 3.10pm until 6.00pm.
- Please make bookings on Arbor.
- Payment must be made at the time of booking.
- If paying using childcare vouchers; payments must clear the school bank account prior to booking. If your childcare voucher payment is for more than one child, please let us know how you would like the payment allocated by emailing office@monkston.org
- The cost per session, per child is £11.00.
- All payments received are non-refundable.
- Please complete and return an ASC registration form for each child attending.
- If you would like to change a date already booked, we ask for no less than 24-hours' notice.
- Reception and Key Stage 1 children are collected from their classrooms at 3.10pm by after school club staff.
- 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 playground during fine weather.
- Staff register the children at the beginning of each session and will contact parents if a child has not arrived and no message has been received.
- If your child is not going to attend a booked session you must notify us either by email or telephone
- Children attending the session receive a drink, a piece of fruit and a healthy snack, such as a flapjack, upon arrival.
- If your child attends an after-school activity club, such as football club, we will expect them to attend ASC afterwards unless we hear from you.
- Children must be collected from the outside entrance to the food technology and art rooms.
- Children will only be allowed to go home with the people named on their home time collection list. If someone else is collecting your child, please let us know by telephone or email
- Children will not be allowed to leave ASC unaccompanied.
- We expect behaviour at ASC to be at the same high standard as during the school day. Any misbehaviour will be recorded; if a child has 3 instances of misbehaviour you will be informed in writing. Persistent (or particularly serious) misbehaviour will result in your child no longer being able to attend.
- We understand that there are occasions when being late cannot be helped, if you are going to be late for any reason, please call ASC on 01908 671034, option 1
- If you are late collecting your child, the school reserves the right to make an additional charge of £8.
- If your child has 1:1 support at school, please contact the school office prior to booking
- We reserve the right to block your ability to make bookings should your debit balance not be cleared

Should you have any problems booking after school club please contact the school office on 01908 671034 or email office@monkston.org