



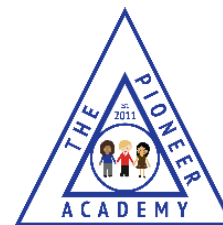
Edenbridge Primary School

The Pioneer Academy

High Street • Edenbridge • Kent • TN8 5AB

Tel 01732 863787

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



September 2026

THE AFTER-SCHOOL CLUB

Thank you for your interest in our school-run After School Club (TASC). We are open to all pupils from reception 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), when the club doesn't run.

Current Fees and Sessions

3:15pm - 4:30pm	£9.00
3.15pm – 5:30pm	£12.50
3.15pm – 6:00pm	£14.50
Late collection fee (after 6pm)	£5 per 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 6:00pm session however, we do need to know. Please see our Terms and Conditions and our Parent 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. Once we have processed your information, you will be able to book your required sessions via your Arbor account. If you are unable to book, it means that the session is full, and your child does not have a space for that session.

Payment

Sessions are booked and paid for via your Arbor account. Your account must be topped up with sufficient credit in order to book a session. We also accept payment by childcare vouchers and the Government Tax Free Childcare scheme. Please see further information about childcare vouchers and Tax-Free Childcare in our Wraparound Care Parents' Handbook.

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 After School club section in your Arbor account and selecting 'Top up account'.

Cancellations

To cancel a session, you will need to call the School Office. If you cancel within 48 hours of a session, you will be charged the early session fee.

For more details about the club and our policies, please see the Wraparound Care Parents' Handbook, which also forms part of our terms and conditions.

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 until 4pm. After 4pm, please call the club mobile number, on 07566 701821.

*Executive Head Teacher – Miss Mary Gates | Head of School – Mrs Charlotte Scott
Deputy Head Teacher – Mrs Heather Hepworth / Mrs Katie Day*

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.

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The After School Club - Booking Form

Please complete one set of forms per family

Name of child 1:

Year Group:

Name of child 2:

Year Group:

Name of child 3:

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:

Child 1:

Child 2:

Child 3:

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

Primary Parent/Carer Details

Name

Address

Contact Telephone Numbers

Home

Work

Mobile

Emergency Contact Details (must be different to above)

Name

Emergency 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: _____

The school already has details of this medical condition and medication: Yes / No

Name: _____ **Medical Condition:** _____

Medication: _____

The school already has details of this medical condition and medication: Yes / No

Please give details of any dietary needs or allergies:

Name: _____ **Dietary Needs/Allergies:** _____

The school already has details of this need/allergy: Yes / No

Name: _____ **Dietary Needs/Allergies:** _____

The school already has details of this need/allergy: Yes / No

Additional information about your child (please include any information about SEN your child has):

Name: _____ **Details:** _____

Name: _____ **Details:** _____

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

Photographs I agree that after school club staff can use photographs of my child in accordance with the permissions I have given on my child's Arbor account	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 each booked session must be paid for, even if my child is unwell or does not attend, unless cancelled 48hrs or more in advance (when you will be charged the 4:30pm session fee).
2. I will book the correct session, to the best of my knowledge at the time of booking. If I find that I repeatedly collect my child at a later time, I will amend my booking choice to reflect this.
3. I will ensure my account is in credit at all times, and with sufficient balance before requesting on-the-day session.
4. 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.
5. I understand that the session times will run from after school until either 4:30pm, 5:30pm or 6:00pm (depending upon which session has been booked and paid for).
6. I will collect my child from The After School Club by 6:00pm. I understand a late fee will be applicable for late collection after 6:00pm.
7. I understand that if I am running late for a 6:00pm collection I must inform the school. If the school are not notified, they will attempt to contact me 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.
8. I understand that if I collect after 6:00pm on more than 2 occasions, access to the club may be removed.
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, I will keep my child 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 Arbor 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.
18. I agree to abide by these terms and conditions, and understand that, if I do not, my child's place may be withdrawn.

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.