Mission Grove Primary School
After School Club
Terms and Conditions

September 2026 / 2026

After School Club Provision

After School Club will run Monday to Friday from 3.30pm to 6.00pm on North Site and 3.15pm to 6.00pm on the South Site. It will not operate on the last day of each term (i.e. Christmas holiday, Easter holiday and Summer holiday), in school holidays or on INSET Days.

On the North Site Key Stage Two children will go to the Dining Hall at 3.30pm. The Key Stage One and Reception children will be collected from their classrooms. On the South Site all children will be taken to the hall.

We aim to provide a high-quality service which meets the needs of both Parents / Carers and Children. For Parents / Carers, this means knowing that your child is safe and happy in a club that is reliable and offers a consistent service. For a child, this means an environment that is safe, supportive, encouraging, nurturing, a place to be with friends and make new ones, to try out different activities, to relax, to have fun and enjoy. Parents / Carers are expected to give their support and encouragement to the aim of Mission Grove Primary After School Club and to uphold and promote its good name. Mission Grove Primary After School Club will ensure that appropriate standards of behaviour, discipline and hygiene are maintained.

Registration

Only children for whom a Registration Form has been completed and whose place has been confirmed in advance may attend Mission Grove Primary After School Club. All sessions must be pre-booked.

Booking

Regular Sessions:
All applications are to be made via the website, Missiongroveschool.co.uk. Once the online application is completed, an email will be sent and you will receive notification via email whether a space is available. If no space is available, then the Parent / Carer will be notified that their child is on a waiting list. Places are offered on a first come first served basis.

Ad hoc sessions:
These must be requested via email to office@missiongrove.org.uk ideally giving at least two days notice. The Parent / Carer will be notified as soon as possible after receiving the request, that a place is available. Ad hoc places are offered on a first come first served basis. If a place is requested in an emergency and two days notice cannot be given, a telephone request needs to be made via the School Office, verbal confirmation needs to be obtained and the online form needs to be completed retrospectively.

Payment of Fees and Cancellation
The cost per session is £10.00 per day, or if attending the whole week £40.00. Parents will be given one term's notice of any change in fees. On receipt of the booking form a payment item will be set up on Parent Pay to enable payment and the days requested will be pre-populated therefore showing how much is due each week. Additional days will be manually put onto Parent Pay. Parents paying by childcare vouchers will still have this payment item allocated to their child and all payments made will be recorded. We ask parents who use childcare vouchers provide the school with the reference number to enable payments to be matched correctly.

Regular sessions:

Payments for After School Club will need to be paid via your Parent Pay account and the payment needs to be made at least weekly in advance. The School reserves the right to exclude children if fees remain unpaid after a reminder and parents are advised to contact the school in case of any difficulties with payments. No refunds will be given for non-attendance due to sickness or any other absence or for sessions only part attended. Consideration to a refund will be given in exceptional circumstances and at the authorisation of the Headteacher.

Mission Grove Primary School requires two weeks written notice if you no longer require a place for your child at After School Club or wish to make any changes to the days attended. This can be emailed to office@missiongrove.org, please put After School Club in the subject line. Any changes will be subject to agreement by Mission Grove Primary After School Club and will be subject to availability. Charges will be made for the booked sessions within the notice period whether or not the child attends. Charges will continue to apply until written notice is received.

Should no payment be made and there is a debt on your account, any offer of a place will be withdrawn until the debt is settled.

General Conditions

If your child is collected after 6.00pm there will be an additional cost of £10.00 for the first fifteen minutes and then £5.00 every ten minutes after. There will be a separate payment item set up on Parent Pay to enable payment.

Please ensure you contact the After-School Club leader by calling the main school telephone number (0208 520 3487) if you are going to be late. Please ensure you call before 5.45pm, as calling at the end of the session is unacceptable. Please note by making the telephone call there will still be additional costs added to your account (see above).

Parents / Carers need to provide a packed tea for their child / ren. Please remember we are a nut free school. Details of any dietary requirements should be noted on the online booking form.

Details of medication held in school should be detailed on the online booking form. Medical conditions should also be noted.

All accidents, that staff are made aware of, are documented in an accident book. Should the need arise, the Parents / Carers hereby give their consent for first aid to be administered and or the emergency services to be contacted. The emergency contact details will be those held on the pupil's school record and our normal school procedures for notifying parents in the event of an accident will be followed.

Mission Grove Primary After School Club will not be liable for loss of property brought onto the premises by Parent / Carer or Child.

The Parent / Carer hereby confirm that they accept the authority of the After-School Club Leader and staff to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Mission Grove Primary After School Club community. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable and it appears to the supervisor that the continued presence of the child is incompatible with the interests of Mission Grove Primary After School Club. There would be no refund of fees in these circumstances.