After-School Club/Provision (ASP) / Wraparound Care Terms and Conditions 2026-27

(Updated October 2026)

We offer a snack to children attending a short session to include fresh fruit, raisins, yoghurts, malt loaf, cheese and crackers, milk or water.

We offer a hot nutritional tea to children attending a full session to include tasty favourites such as pasta, lasagne, pizza, homemade sausage rolls and a sweet treat (Monday to Thursday only). The hot tea option is also available to children attending a short session at a small extra cost. The hot tea will be served at 4pm.

Timings

The after-school provision is available every weekday during term time, excluding Staff Development Days. We have 2 sessions available for our KS1 and KS2 children:

KS1 (Years R, 1 and 2)

Short Session	3.20pm to 4.30pm	Monday to Friday
Full Session	3.20pm to 5.45pm	Monday to Thursday only

KS2 (Years 3, 4, 5 and 6)

Short Session	3.30pm to 4.30pm	Monday to Friday
Full Session	3.30pm to 5.45pm	Monday to Thursday only

KS1 children will be escorted to the club by staff and KS2 children will walk themselves to the club. The school office must be notified of any last-minute cancellations so the necessary changes can be made to the club attendee register and to enable your child to leave the premises (if they are Year 4, 5 or 6 walkers).

Pricing

Short Session = £7 per session. Sibling discount = £1 discount for each sibling.

Short Session plus hot tea £9.50. Sibling discount = £1 discount for each sibling.

Full Session = £12 per session. Sibling discount = £1 discount for each sibling.

Payments will need to be made in advance via Bromcom My Child at School (MCAS) at the time of booking unless you are paying with childcare vouchers, in which case please see below.

Childcare Vouchers

We accept payment via Childcare Vouchers. Our ID numbers are listed below. Once you have set up your account with the provider please ensure you notify Miss Mills in the school office via email finance@higham.kent.sch.uk

Childcare vouchers will be paid by the provider direct into the school bank account and credited to your child's account by the school. **You will not be able to pre-book sessions without your account being in credit** therefore, if you wish to book using childcare vouchers

only, please email finance@higham.kent.sch.uk providing the dates that you wish to book and providing confirmation of the childcare voucher amount(s) that have been arranged.
Your balance can be checked on Bromcom My Child at School (MCAS). It is the parent's responsibility to ensure that adequate payment is requested via the Childcare Vouchers scheme and/or topped up with debit/credit card payments where necessary.

Childcare Voucher Provider	**ID Number**
Care4	75618143
Childcare Grant Payment Service	CCG8632524
Computer Share	0024749956
Edenred	P21154891
Fair Care	HIGH0819
HM Government Tax Free Childcare – For more info: https://www.gov.uk/tax-free-childcare	50005326591
Sodexo	857607

Registration Form
A Registration Form must be completed for all children attending the club and returned to the school office or via email to Miss Mills – finance@higham.kent.sch.uk (one form can be completed for BC/ASP). Children will not be accepted into the club until this form is completed and returned to the school office.

Booking and Cancellation
Sessions are booked via the Wraparound Care tab on Bromcom My Child at School (MCAS). Places are limited and are bookable on a first-come first-served basis. All sessions must be fully paid for at the time of booking.

Sessions can be booked up to the day before and can be cancelled up to 2 days before where a refund (credit) will be made back to your child's account. Unfortunately, a refund will not be made for late cancellation.

In the event your child is off sick or school closure, a refund (credit) will be made back to your child's account.

We understand that there are some occasions when last minute bookings are needed, in this instance, please call the school office and a place will be offered dependent on availability.

All children must be pre-booked prior to attending the club and school staff reserve the right to refuse any child entry without being pre-booked. This is due to room capacity and ensuring the adequate staffing ratio is in place for all booked children.

Late Collection
For late collection after the short session (see timings section) a 5 minute grace period will apply, after which you will be charged the full session. Your session will be amended within Bromcom/MCAS where the debit will be added to your child's balance.

A £10 charge will be payable for collection after 5.45pm (and 4.30pm on a Friday) (an invoice will be raised and sent to you). Our staff have had a very long day and we would appreciate all children to be collected no later than 5.45pm Monday to Thursday and 4.30pm on a Friday.

If you are running late (full session only), please telephone the Afterschool Club Staff as soon as possible to notify make them aware of this.

Emergency Contact
If you need to get in touch with the After-school Club outside of school office hours (i.e. you are going to be late collecting your child), please call 01474 822535 – select option 3. Please do not leave a voicemail message after 4.30pm as this message may not be received until the following day.

General Conditions
Our staff are first aid trained and in the event of an accident or illness, the school First Aid Policy will be followed.

The school office must be made aware immediately of any dietary, allergy or medical changes. Where a child has a diagnosed allergy or risk of anaphylaxis, parents must ensure that the school is provided with up-to-date medical information, medication (where prescribed) and any required care plans. The provision will manage allergies and medical needs in accordance with the school's Allergy and Anaphylaxis Policy.

Parents must ensure that any change to contact details are updated immediately via the Bromcom My Child at School (MCAS) Data Collection tab or via the school office.

It is important that after-school club staff know who is collecting your child. If the immediate parent/guardian/carer will not be collecting your child, we ask that you contact the school office to make them aware of the adult that will be collecting. The adult must be provided with the password detailed on the Registration Form.

If your child is unwell, the school will contact parents/carers and ask for the child to be collected.

Children are expected to follow the school rules Ready, Respectful, Safe. School staff will take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each child and the Higham Primary School community. Parents may be required to remove the child temporarily or permanently if the conduct of the child is unacceptable. There will not be a refund of fees in these circumstances.

Higham Primary School will not be liable for loss of property brought onto the premises by parent/carers or child. If a year 5 or 6 child brings in a mobile phone this must remain switched off and the child will be asked to place this in their school bag.

In the event that a child is not collected by 5.55pm Monday to Thursday and 4.40pm on a Friday, staff will call the contact numbers held on file for the child. If all attempts fail to speak to a named contact, the Designated Safeguarding Lead for the school would be contacted to advise how to proceed further. The Designated Safeguarding Leads for the school are Mrs Grattan, Mrs Levy, Mrs Driscoll and Mrs Dunn.

Higham Primary School reserve the right to cancel or amend any sessions/no. of places available due to unforeseen circumstances and parents will be notified accordingly.

Please feel free to contact the school office (01474 822535) or email Miss Mills finance@higham.kent.sch.uk or speak to any of the After-school Club staff if you have any questions, queries or concerns.