



St John the Baptist Catholic Primary School

Floral Way, Andover, Hampshire, SP10 3PF

Mrs C Whatley ~ Headteacher

01264 361 806

www.sjbschool.co.uk

Owls After-School Club Terms and Conditions September 2024

CLUB ADMINISTRATION CONTACT

To discuss your options and requirements for the Owls, please contact the school office Monday to Friday during term time:

Phone - 01264 361 806

Email - office@st-john-andover.hants.sch.uk.

CLUB OPERATION

Owls will operate from the Serenity room:

- Monday to Friday
- Term time only
- 3.30pm – 5.30pm (last collection at 5.45pm)

Owls will only operate during term time and will not operate on Inset Days, or any other days that school is closed to pupils. Children attending the Owls will be escorted to the Serenity room by a member of staff.

Parents and Carers must inform the school office of any changes in contact and collection details.

CLUB OFFER

Your child will be offered a light snack consisting of crackers, rice cakes, French toast, bread sticks, fruit or similar items along with squash or water.

Owls Charges – September 2024	
Cost of child per session	£6.00
Late Fee	On first occasion, one late warning is issued (valid for one term) On subsequent occasions £20 will be charged

BOOKING, REGISTRATION & WAITING LIST

If you would like to discuss your requirements please contact the school office.

Spaces in Owls are limited to a set number of children per session. If we are unable to accept your booking due to the number of children already attending on your desired session/day we will give you the option of being entered on to our waiting list. We will contact you as soon as a space becomes available that meets your requirements.

Your child will only be able to attend Owls if you have received confirmation from the school that a space is available for them and you have completed and returned the Owls After-School Club Booking Form.

Please be advised that drop-in bookings are subject to availability. Bookings for 'on the day' must be made no later than 12:00 noon.

PAYMENT

Payment must be made on line via Scopay. For regular and drop-in bookings, you are required to make payment one month or termly in advance.

If the booking is made whereby the first session is less than a month away then payment will need to be made at the time of booking.

If payment is not received, the booking will be deemed null and void and your child will be unable to attend.

For drop-in, 'on the day' session's payment must be made at the time of booking the session.

Childcare Vouchers can be used to pay for Owls sessions.

COLLECTION

Collection from Owls is from the Serenity room which can be accessed from the KS2 playground.

Collection is between 3:30 pm to 5:30 pm (final collection at 5.45 pm, collection after this time is marked as late).

LATE COLLECTION

The last collection time for Owls is 5.45pm. Collection after this time will result in:

- A warning notice on the first occasion (valid for one term)
- A £20 charge

Please note, that if Parents or Carers are later than 5.45pm and we have been unable to make contact during this time, we will need to notify Children Services and/or the Police.

CANCELLATIONS

Cancellations must be made 48 hours prior to your child attending the session. Failure to inform us within the set timeframe will result in the charge for that session going ahead. For cancellations whereby payment has already been made, the cancelled session amount will be deducted from the next monthly instalment.

REFUNDS

Refunds will only be issued where a significant number of concurrent sessions are cancelled by Owls due to unforeseen circumstances (i.e emergency school closure due to snow etc.). On the rare occasion that individual sessions are cancelled, credit will be issued against future bookings.

Refunds will not be made for non-attendance at the club due to child illness, appointments, refusal to attend or late cancellation (less than 48 hours).

BEHAVIOUR

We expect all pupils in school or attending Owls to follow the St John the Baptist Catholic School Rules.

These rules are:

Ready, Respectful, Safe

It is important that children adhere to these rules to keep our school community safe and welcoming for others. Children will be supported to make positive choices as per the school's Behaviour Policy.

Where children have been unsuccessful in following the School rules, staff will support pupils by providing them reminders and reflection time. However, if children exhibit behaviour that would typically receive action from a senior member of staff as it puts the safety of pupils and staff at risk, then the following procedures will take place:

1. On the first instance, the parents will be informed verbally at collection time
2. If behaviour continues, parents will be informed via a written letter discussing the child's behaviour and the possibility of withdrawal from Owls.
3. Written confirmation will be sent, withdrawing your child from the provision.

SEND PROVISION

Owls is open to all pupils who attend St John the Baptist Catholic Primary School. Staff who work within the club are trained to support children of all ages, abilities and need. Many of our pupils who have Special Education Needs (SEND) access a bespoke and specialised curriculum during their school day to meet their needs. Unfortunately, we will not be able to offer a specialised or highly adapted provision within Owls, however we are confident that the inclusive nature of the activities planned will be accessible by all our pupils. Pupils who are in receipt of an EHCP funding or 1:1 support will not be eligible to transfer this support to Owls provision as it does not form as part of the school day.

ACTIVITIES

Much like the curriculum available during the school day, children will take part in a range of activities including:

- Physical activities – both structured and free-play sports, games, Trim Trail
- Art and Craft project-based learning – a range of well-planned and structured activities related to a theme.
- Quiet time – homework support, free play, reading