

THE OWLERY

BEFORE AND AFTER SCHOOL CLUB TERMS AND CONDITIONS

Please note that The Owlery Before and After School Clubs are only available to pupils registered at St Oswald's C of E Academy in Reception to Year 6.

1. All parents/carers of pupils are required to complete the registration forms in order to use the Before and After School Club
2. Bookings for the Before and After School Club are made via ParentPay
3. Bookings should be made in advance to ensure availability.
4. Please ensure when you make bookings that you have notified the club co-ordinator which other extra-curricular clubs your child participates in. Please also ensure that the timings of any other school events such as trips, sports fixtures, etc., are taken account of and notified accordingly.
5. Bookings for the Before School Club are for a session and cost £3.50
6. Bookings for the After School Club are £7.00
7. There are no discounts available for late morning drop off or early collection for the after school sessions.
8. All fees are payable in advance.
9. In the event of late collection of a pupil, there will be an initial charge of £10 plus £5 per 15 minutes and is applied per pupil.
10. The cancellation period is 24 hours prior to the booked session via ParentPay, if no notification of cancellation is received the session will be charged at the full rate. If a session is cancelled prior to the cancellation period the payment will be held as a credit.

11. Pupils may only be collected by the persons authorised by the parent/carer on the registration form.
12. If a pupil is not collected by 5.15pm, the After School Club co-ordinator will contact the other emergency contacts that the parent/carer has specified on the registration form. In the event that these cannot be reached, this will be referred to one of the school's designated child protection professionals to establish the best course of action to ensure the safety of the child.
13. It is the parents' duty to inform the Before and After School Club co-ordinator if **any** of the details on the registration form change.
14. All pupils are expected to demonstrate good behaviour at all times and are encouraged to cooperate in the social organisation of the Before and After School Club. Where a pupil consistently demonstrates unacceptable behaviour, the parents and relevant staff will be involved in discussing the most appropriate response.
15. The policies of St. Oswald's C of E Academy are adopted by the Before and After School Club.
16. The club and staff are not responsible for any valuables (e.g. money, letters, musical instruments, sweatshirts, etc.).
17. Refreshments will be provided; therefore you should make sure that we are aware of any allergies via the registration form.
18. Safeguarding concerns should be reported to staff immediately. Designated child protection professionals are: **Michelle Cuskelly, Jayne Geran, Jackie Evans and Eleanor Tomlinson**

Academy