



St. Thomas's
CE Primary School



Larks & Owls Club Information



BELIEVE ACHIEVE SUCCEED



Breakfast Club – Larks

Our popular Breakfast Club opens from 8am to 8.50 am.

We offer a healthy breakfast including toast, cereal, or fresh fruit, with milk or fruit juice to drink. This is served until 8.30am. Breakfast club has a quiet, relaxed atmosphere to help prepare your child for the school day.

Activities typically include colouring/drawing, Lego, board games, or sharing a story.

Procedures

Arrival:

- Children can arrive at any time from 8.00 am
- All children should be brought to the school building side entrance into the Hall

Breakfast:

- Children will be served breakfast from 8.00 – 8.30 am
- Please advise of any dietary requirements as soon as possible

During the Session:

- After breakfast children may choose from a range of activities
- Children will be encouraged to help tidy away their breakfast dishes as a way of developing independence and responsibility for their environment

Start of the School day:

- KS 2 children will go straight to their classrooms where their class teachers will be there to supervise them for the start of the day
- KS1 and Early Years children will be taken by staff to their classroom

Charges:

- 8.00am – 8.50am £3.50 per session



After School Club - Owls

After School Club runs from the end of the school day until 5.50pm. A light snack is offered at the start of the session. For those children staying longer there is a choice of menu which is served at 4.30 pm. Fresh fruit and vegetables are available throughout the session.

In fine weather we make full use of the schools outside spaces, including the sandpit, playgrounds and the field. Inside activities include crafts, dressing up, computers, junk modelling, baking etc. We are also happy to help with homework if requested!

Procedures

Arrival:

- Children from Early Years will be taken to Larks and Owls by a member of staff from their classroom
- KS1 children will go together as a group to Larks and Owls
- KS2 children will make their own way as soon as school ends to Larks and Owls



- A register will be taken. Staff will check with class teachers and/or the office should a child not arrive. A phone call to the parent will also be made if the child has not gone home with them.

Food:

- A light snack and a drink is offered at the start of the session.
- Shortly after 4.30pm tea will be available.
- Please advise us of any dietary requirements as soon as possible.

During the session:

- Children can play with a variety of games/activities or play outside when the weather is suitable
- Homework can be completed
- Once children have eaten their tea they will be encouraged to help tidy away their dishes as a way of developing independence and responsibility for their environment

Collection:

- All children should be collected by at least 5.50pm
- If you are later than 6pm collecting your child, there will be a charge of £5.00 in addition to the charge for the session.
- To collect your child, please enter school at the main entrance and press the buzzer on the right hand side of the door
- A member of Larks and Owls staff will speak to you to confirm that they are aware of your arrival and will then either bring your child to the main door or if they are KS2 age they may be allowed to come to the door on their own. If you need to come into school for any reason, please make staff aware and proceed immediately to the Larks and Owls room.

Charges:

- 3.10 – 4.30 pm £4.00 per session
- 3.10 – 5.50 pm £7.00 per session including tea

Behaviour

Whilst attending Larks and Owls all children are expected to follow the school ethos and 3 rights. The school's Behaviour Policy applies at all times, including rewards and sanctions.

First Aid

The school first aid and administration of medicines policy applies at all times. Parents of any child who becomes unwell during either Larks or Owls sessions will be contacted immediately. If a child is sent home during school hours due to illness, the school office will inform Larks and Owls staff of their absence.

Payment of Fees

Fees are to be paid promptly when an invoice is received. Failure to do so might result in your child not being able to attend sessions until the debit account is cleared. ***If a parent is experiencing difficulty with payment of their fees, they should contact school office staff as soon as possible.*** Staff will treat all matters confidentially and will arrange for discussions in private.



Bookings

- Bookings must be made in advance wherever possible using the booking form provided
- If space is unavailable, we will contact you to be advised of this in order for you to make alternative arrangements,
- Larks and Owls are often close to capacity. If you require a regular booking then please ensure you let our office staff know so that your space can be guaranteed
- Sessions need to be cancelled in advance – by 5pm of the day before for Larks and by 9am of that day for Owls. If sessions are not cancelled within this period of time, you may still be charged for the session.

We try to make Larks and Owls sessions as interesting as possible for the children whilst maintaining a more relaxed atmosphere following a very busy school day! If you have any questions please do not hesitate to come and see us. We will always try to accommodate your child's needs.

Please read, sign and return to school the attached Larks and Owls Agreement.





Larks and Owls Agreement



As the parent/carer of: _____

I confirm that I have read and accept a copy of the Larks and Owls Club Policy and agree to abide by the terms and conditions therein.

Sessions in this agreement are for:

Larks (Breakfast Club)	8.00 – 8.50am at £3.50 per session
Owls (After School Club)	3.10 – 4.30 pm at £4.00 per session
	3.10 – 5.50 pm at £7.00 per session

- I accept that I am the ‘contracting’ parent/carer for the above named child and agree to make prompt payments for the sessions used by my child. Failure to do so may mean a withdrawal of the use of the facility until any debit balances have been cleared or there has been a payment plan implemented.
- I understand and will adhere to the cancellation policy as referred to in the Larks and Owls Club Policy (ie. 5pm on the previous day for Larks and 9 am on the actual day for Owls). Any cancellations of sessions made not within this time scale may still incur the cost of the session being cancelled.
- I understand that fees may change in the course of time but school will give at least a half term’s notice of any changes.
- I understand that a fee of £5.00 will be charged per child for each child collected after 6pm when the club is officially closed.
- I agree to keep all contact, medical, dietary and other necessary information about my child up to date with the school office and I understand that this information will be passed on to Larks and Owls Club whilst retaining necessary confidentiality.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD:

Name:	Relationship to Child

I confirm that I have read and understood the Larks and Owls Club Policy and this Agreement

Signed _____ Date _____





Larks and Owls Booking Form



Please complete this booking form to guarantee your place in Larks and Owls!

Name	Year Group		
	 Larks (8.00 – 8.50)	 Owls (3.10 – 4.30)	 Owls (3.10 – 5.50)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Information about your child: (Dietary requirements etc)			