



OWLS AFTER SCHOOL CLUB - TERMS AND CONDITIONS - 2025-26

Owls is an after-school club providing childcare from 3:15pm until 4:15pm every day. Places at Owls must be booked in advance. Registration forms are available from the school office and website. Places can be booked on a regular, ongoing basis or on an ad-hoc basis (subject to availability). Parents wishing to book an ad-hoc basis must contact the office to confirm if there are spaces for the required date, ideally 24hrs in advance. A maximum of 20 children can attend Owls on any given day. Session payments can be made via tax free childcare or ParentMail. For payments via tax free childcare, please contact the school office. A deposit is required to hold a place on a regular, ongoing basis. This deposit can only be paid via ParentMail. Owls is run by two of our learning support assistants. The children are normally based in the cookery area (near Beech) or Lime class. In the warmer months, they use the playground. Owls begins with a hot snack and then the children move onto activities and general play. Children must be collected before or at 4:15pm. Collecting from Owls is from the school front entrance/office area. Please use the intercom buzzer to alert staff and if they do not response to the intercom, please call 07880088489.

- To book a place (regular or ad-hoc), parents must contact the school office (info@farncombe.surrey.sch.uk or 01483 424933) to discuss place availability.
- All bookings will be confirmed by email before a child can attend.
- A registration form must be completed prior to any booking, to ensure up to date information is available to the Owls staff.
- To book a regular place a deposit is required. This will be held until your child leaves the school or you give notice that you no longer require your place at Owls.
- When a regular place is booked, a months' notice is required should you no longer require your place or should you wish to reduce the number of sessions your child attends. Fees will still be charged during this notice period.
- All payments must be made in advance. No arrears are allowed. Any account in arrears will risk losing their allocated place and the place offered to another child.
- There is no cancellation policy. If your child misses a booked session, there is no refund.
- Owls finishes at 4:15pm. If you are going to be late, please make arrangements for another adult to collect and call 07880088489 to inform staff. A late fee may apply.
- Refunds will only be given if the account is more than £45.00 in credit at the end of term.
- Children leaving school in the summer term will have their account reviewed in the last month of term. Any credit balance will be refunded during their final half term.
- Children using Owls must be signed out at the end of each session. If pick-up is being made by persons not listed on the registration form, a 'change of circumstance' form or email must be received by the school office by 2.30pm on the day.
- If your child holds an EHCP, please speak with the school to discuss support before booking.
- Please ensure that your contact details are kept up to date with the school office.
- Fees are reviewed and set in July each year for the following school year. The current fees (2024-25) are £7 per session and £12 for the deposit.

(Updated June 2025)