



## *St Andrew's CE Infants' School*

Winchelsea Road, Eastbourne, East Sussex BN22 7PP

Tel: (01323) 724749 Fax: (01323) 410309 Email: [office@st-andrews-inf.e-sussex.sch.uk](mailto:office@st-andrews-inf.e-sussex.sch.uk)

Head Teacher: Mrs. C. Meakins Deputy Head Teacher: Mr. P. Crossingum

### **AFTER SCHOOL CLUB (OWLETS) BOOKING FORM**

The club runs from 3 - 5.30 p.m. at a cost of £10/session. From 3 - 4 p.m. (and any time within that time) it is £4. From 3 - 4.30 p.m. £6, 3 - 5 p.m. £8. If you have not arrived by 5.30 p.m. you will be charged an extra £2. Please could all payments be made in advance or by the latest the Monday of the week your child attends. Please could all payments be weekly/monthly/termly.

If you require an emergency session you will need to check if there is a space, with the office, by 12 p.m. latest on the day you require ASC otherwise alternative childcare arrangements will need to be sought.

If payment has not been received by the Thursday of each week unfortunately your child will not be able to attend the following week. If we feel the debt is significantly substantial we will seek legal advice from ESCC.

There will be a variety of activities including a daily craft activity, story time, construction, some 'me' time which could include a small session of t.v or listening to cd's. A healthy snack will be provided with water available throughout the session - re. healthy snack please complete the slip below.

Places will be allocated on a first come first served basis. We will hold a waiting list. If you no longer require a place for your child, please inform Miss Cosham or Miss Rolph, as it is a popular opportunity. If your child is absent from school, and therefore from the club, the sessions will still, please, require payment.

Re: Behaviour:- We acknowledge that our pupils using the club must be able to relax and enjoy the time after school. As you will appreciate, to keep our pupils and staff safe we need to ensure appropriate behaviour throughout each session. Our assistants are trained in behaviour management and our school behaviour policy will be adhered to. If there is continual evidence of inappropriate behaviour then the Headteacher will be informed who will in turn inform parents. The Head could request the pupil no longer attends.

If you would like a place please complete the form attached and return to the school office.

Please complete the form overleaf for our records. Thank you.



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### **AFTER SCHOOL CLUB (OWLETS) BOOKING FORM**

I would like to book a place at St. Andrew's C.E. Infants' School After School Club as from:

\_\_\_\_\_ (please give date).

My son/daughter will be requiring a space to come to the club on:- (please tick relevant days)

Monday  Tuesday  Wednesday  Thursday  Friday

A weekly menu is attached to this letter.

My child is allergic to: \_\_\_\_\_

The person picking up my child is called \_\_\_\_\_ and their contact details are \_\_\_\_\_ If this person cannot be contacted this is a further contact \_\_\_\_\_ and their contact details are \_\_\_\_\_.

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parents Contact Telephone No: \_\_\_\_\_

I have read the letter regarding the After School Club and am signing to acknowledge the information therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_