

## St John Vianney Owls Club 2025/2026

### Terms and Conditions

The school is a Data Controller for the purpose of the General Data Protection 2016 and Data Protection Act 2018. The School will only use the information you provide to meet our legal obligations and to ensure and safeguard those in our care. Where appropriate, we may ask for your consent to process certain information. Please ensure the information you provide to the School is up to date.

We will only process this information in accordance with Data Protection Legislation. More Information regarding how we handle personal data and your rights under the Data Protection Legislation can be found in our Privacy Notice and Data Protection Policy on the school's website.

**Allocation of places** - Places are allocated on a first come first served basis providing forms are fully completed, previous invoices are settled and you are punctual collecting your child/ren and paying invoices.

**An £8.00 (via Arbor) annual non-refundable registration fee per family is also required on completion of the admission form.**

When Owls Club has limited availability of places in each year group, a waiting list policy operates. Places will be allocated to the waiting list in order of date and time from when the form was received. **Please be aware that punctual payers and children that are collected on time will be given priority.** All admissions will be subject to St John Vianney Owls Club's agreed policies, for example Fees, Times and Consents. Short term places may be available on a casual basis at short notice, dependent on ratios and providing an application form is completed and money is paid in advance. This may be arranged by contacting the club.

Please note that if your child attends a before or afterschool club (i.e football, tennis), you will still be required to pay for the session in order to keep your child's place secure.

**Arrivals and Departure** - A member of staff is responsible for greeting each child and family upon arrival at St John Vianney Owls Club. Parents and carers will be asked to indicate the relationship to the child and, in the case of someone different to usual picking up the child, to give their name. Parents and carers must not leave before their child's entry in the signing in/out register has been completed.

**Charges** - The charges for Owls Club will be as follows:

Breakfast Club	7.30 am – 8.30 am	£5.50
Includes a light breakfast		

Early Session	3.15 pm – 4.15 pm	£5.50
Late Session	3.15 pm – 5.30 pm	£8.00

**Children must be collected no later than 4.15pm or 5.30 pm dependent on the session booked. Please be punctual. If you are late collecting your child/ren then you will incur a charge (please see below):**

<b>Late Charges</b>	<b>Immediately</b>	<b>£5</b>
Early session after 4.15 p.m.		

Late session after 5.30 pm	<b>Immediately</b>	<b>£10.00 for every 15 minutes</b>
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**If you are unable to collect your child by 5.30 pm then you must make other arrangements for your child/ children to be collected and inform us. Unfortunately, continued lateness may result in your child being withdrawn from Owls Club. If you are registered for an early evening session please inform us asap if you are running late so we can adjust staff ratios.**

**Absenteeism** - Please inform the manager if your child is in school but is going to be absent from Owls Club by contacting us on 02476 464088 or email the school office as soon as possible. If you do not inform us then your child will be collected from class as normal by a member of Owls club.

**Behaviour** – children’s behaviour is managed according to clear, consistent and positive strategies. In the event of an incident of unacceptable behaviour the parent or carer will be given an incident form. If a child receives three incident forms in a short period parents will be called in for a meeting and the child will face possible exclusion from Owls Club.

**Notice** - Two week’s notice is required should you wish to discontinue or change your sessions at the Owls Club. If a refund is needed due to an overpayment of fees (not including childcare vouchers/ Tax-Free childcare), then it may take up to 10 working days.

**Fees** - Invoices are raised monthly in advance, once the booking has been confirmed. **Full fees are payable during time away from the Owls Club, no allowances can be made for absence including class closures due to strike action, in term holidays, educational school visits or sickness.**

The invoices will be sent out each month via Arbor so payments can be made in advance and paid within two weeks.

**Procedure for collection of unpaid fees**

- If payment is not received an email will be sent out expecting payment within 3 days.
- If payment is still not received, a final reminder in the form of a letter will be sent out and the debt will have a 10% administrative charge added. Your child’s place will be withdrawn from Owls Club with immediate effect if payment is not received.

We accept childcare vouchers, Direct Debit/ Standing Order and Government Tax-free childcare. Bank details are: Holy Cross Mac T/A St John Vianney  
Sort Code: 30-92-33, Account Number: 54859963  
Owls Club Telephone Number: **02476 464088**

**If using the Government Tax-free childcare, please advise the reference which will be used when using it for the first time by email to Owls Club. Where possible when making a payment into the bank make sure it is referenced with your child’s name.**

Please send any emails regarding Owls Club to: [sjv\\_owls@hccmac.co.uk](mailto:sjv_owls@hccmac.co.uk)

Please retain the Owl Club Terms and Conditions for your own reference.