



New Haw Community School

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18th June 2024

Dear Parent

Year 3 – Booking Larks and Owls Extended Service clubs

We are pleased to announce that we are now accepting bookings for our extended services clubs, Larks and Owls, via Scopay for the new Autumn term. If you gave notification of your requirement for Larks and/or Owls within your admissions survey, we have added your child to the relevant cohorts.

To facilitate your Larks and/or Owls bookings, please complete the online survey (see link code below), informing us of all persons given authority to collect your child(ren), together with their contact details, your child's medical and/or dietary requirements we need to be aware of etc.

<https://www.surveymonkey.com/r/WF3GSBB>

Within your Year 3 Welcome pack is your Scopay registration letter. Please follow the instructions to create your new account with New Haw Community School.

To book your Larks and/or Owls sessions simply log into your Scopay account, add credit to your Larks and/or Owls accounts and manage your bookings within each, choosing either a Short (collecting by 4.30pm) or Long session (collecting by 6pm) within Owls. Places are available on a 1st come 1st served basis and are restricted to 40 children per session.

We recommend that you book your childcare requirements ½ term in advance to secure your place, or minimum of 2 weeks in advance, as we operate a 2 week fixed period. All sessions to the end of the academic year are available to book at your leisure, should you choose to do so.

If you use Childcare vouchers or Tax free childcare vouchers, please arrange your transfers in advance, as these will take several days to reach your Scopay account. Please call the office and we will be happy to provide any necessary details to assist you.

Booking sessions is easy and immediately synchronises with our internal systems. Cancelling any unwanted sessions, for a refund to your Larks/Owls accounts are also managed within Scopay. The exception would be if you wished to book an additional session (subject to availability) or cancel a session, within the 2 week fixed period. These requests must be made via email to denise.mercure@new-haw.surrey.sch.uk and cancellations during this period, are always non refundable.

Children attending Owls are provided with a biscuit at registration and are encouraged to bring their water bottles. Those staying for the late session are provided with a snack at circa 4.40pm. This snack consists of i.e. either ½ Cheese or Ham sandwich, bag or crisps and a piece of fruit. Children are encouraged to drink water from their water bottles, and are refilled by staff upon request.

Our clubs offer a high staff to child ratio, ensuring provision of high quality, age related childcare to every child.

In Larks, regular activities include colouring, playing cards and board games, making pom poms etc Whilst Owls offers an extensive range of activities from our well stocked Owls shed, including football, tennis, badminton, rounder's, table tennis, trim trail, skipping, water pistols, bubble wands, various arts and crafts, baking, films (U only), bingo and much more. Children choose from the range of activities on offer and are encouraged to ask for any additional favourites.

Our Ofsted reference number is 140876 and the cost of clubs are as follows:

Club	Time	Cost
Larks early morning club	7.45 – 8.45 am	£6.50
Owls after school club (short session)	3.25 – 4.30 pm	£9.50
Owls after school club (long session)	3.25 – 6.00 pm	£14.50
Late Penalty	Late collection (for each part or full 15 mins)	£10

Should you have any queries, please do not hesitate to contact us for further details.

Regards

Denise Mercure
Extended Services Manager