



New Haw Community School

The Avenue, New Haw, Surrey, KT15 3RL



Tel: 01932 336571

email office@new-haw.surrey.sch.uk www.new-haw.surrey.sch.uk



22nd June 2022

Dear Parent

Year 3 – Larks and Owls

We are accepting bookings for our extended services clubs, Larks and Owls, via Scopay for the new Autumn term. Your Scopay registration letters are included within the contents of this welcome pack.

To facilitate your booking, you are also required to complete the online survey, informing us of all persons given authority to collect your child(ren), together with their contact details, any medical and/or dietary requirements we need to be aware of. <https://www.surveymonkey.co.uk/r/XJTTK7Z>

There is no requirement to book your childcare needs for the whole term, but you will need to book a minimum of 2 weeks in advance. Simply log into your Scopay account, add credit to your Larks (early morning club) and/or Owls (after school club) accounts and manage your bookings, choosing either a Long or Short Owls session. Places are available on a 1st come 1st served basis and are restricted to 40 children per session.

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 booked sessions, for a full refund to your Larks/Owls accounts, are also managed within Scopay. The exception would be if you wished to book an extra session, or cancel a booked session within the 2 week fixed period. These requests must be made via email to office@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 those staying for the late session are provided with a snack at circa 4.45pm. This snack consists of ½ Cheese or Ham sandwich, bag or crisps and a piece of fruit/vegetables. Children are encouraged to drink water from their water bottles, which are refilled by staff upon request.

Our clubs offer a high staff to child ratio, ensuring provision of high quality, age related care to every child. Clubs tend to sell out quickly, but there has been more flexibility in recent months, as some of our parents are still working from their home offices.

Following cessation of Covid restrictions, we have now returned to our full range of fun after school activities. In Larks, these include colouring, cards and board games, pom poms etc Owls offers an extensive range of activities from our well stocked Owls activity shed, including football, tennis, badminton, rounder's, table tennis, trim trail, obstacle courses, den building, skipping, water pistols, bubble wands, various arts and crafts, baking, movies (U only), bingo and much more. Children choose which activities they wish to participate and are encouraged to ask staff for any additional favourites.

Upon request, we can provide laptops/allocated time, for children wishing to complete their homework during Owls sessions.

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

Club	Time	Cost
Larks early morning club	8.00 – 8.45 am	£6
Owls after school club (short session)	3.25 – 4.30 pm	£8.50
Owls after school club (long session)	3.25 – 6.00 pm	£13
Late Penalty	Late collection (for each part or full 15 mins)	£5

Our out of hours Owls phone number is 07526 882472. Please contact our staff in case of an emergency.

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

Regards

Denise Mercure
Extended Services Manager