



PHONE: 07765 169636

EMAIL: willows@stmichaelsaldbourne.co.uk

Willows is an after-school club exclusively for the children of St Michael's School.

We operate under the umbrella of St Michael's School, which is registered with OFSTED as a child care provider. All our policies and health & hygiene regulations are covered by those of St Michael's School.

Registration

We will use the information provided when your child starts at St Michael's for all registrations. Please ensure that all your information is up to date.

Administration

Willows After School Club is administered separately from St Michael's School:

our e-mail address is willows@stmichaelsaldbourne.co.uk

Booking

Children will be taken on a first come, first served, basis up to a maximum of 70 children.

For bookings more than 7 days in advance, please use your child's ParentPay account. You can also change and cancel bookings here.

Short notice bookings (7 days or less) need to be emailed to willows@stmichaelsaldbourne.co.uk and will be confirmed if places are available. However, due to the popularity of Willows we are not always able to accommodate these requests.

In exceptional circumstance, to make or amend same day bookings, please contact the school office on 01672 540434.

Payment

Payment is due in advance. All invoices will be sent out prior to the term they apply to. We are happy to discuss payment options if you are not able to pay for a term at a time.

Cancellations

Credits for cancellations will be issued as follows:

- > 7 days notice = full refund
- < 7 days notice = 50% refund
- < 24 hrs notice = no refund

Fees for April 2026

Short session - **4.15pm collection** £6.50 includes a drink and snack after school.

Long session - **5pm collection** £10 includes drink and snack after school.

Full session - **6pm collection** £15 includes a drink, snack and meal after school.

Late Pick up Charges

Children attending the whole session should be collected by 6pm. In the event that this is not possible, a late collection fee of £25 / hour is chargeable to cover the cost of staff staying late.

Payment are to be made via pupil's ParentPay account or childcare vouchers.

Fees are reviewed annually.

Non Payment of Fees.

Fees should be paid termly in advance. You will be reminded if any fees are not paid by the due date.

We do understand that unforeseeable circumstances occur. If you are going to be late for whatever reason, then please call the club on **07765 169636** as soon as possible so that we can explain the circumstances to your child. If there is no phone call and no one has arrived after 10 minutes, staff will endeavour to contact you or the emergency contact on the registration form. If staff are still unable to contact the child's parent/carer after half an hour, the Head or Deputy of the School will be called to wait with your child until they are collected.

Departures

Children will be signed out on collection by a member of Willows Staff. An accurate record of all those present and collected must be kept for use in an emergency.

Transfer to Other After School Activities

We are not able to transfer children on to other after school activities e.g. Beavers, Rainbows, Brownies, Cubs etc. However, an early tea can be arranged if we have sufficient notice.

Behaviour

We expect good behaviour from the children at all times. The school behaviour policy also applies to Willows and if behaviour is unacceptable, parents will be informed. Continued bad behaviour will result in children being asked not to attend the club for a short period and could, regrettably, result in permanent non-attendance.

First Aid

Willows Staff are qualified first aiders and can administer prescribed medication with written consent from parents. Please complete an administration of medicine form available from the school office.