



Stowford Out of Hours Clubs 'Early Birds' & 'Roosters'

'Early Birds': 8am-start of school/nursery

'Roosters': end of school/nursery-5.45pm

Our before and after school 'Out of Hours Clubs' sessions are held in two separate buildings on the Stowford School site:

Zone 1 = Stowford Nursery building (Nursery-age, Foundation-age and KS1: Years 1 & 2);

Zone 2 = The Nest building (KS2: Years 3-6);

Sessions are run by qualified Stowford School staff.

Early Birds and Roosters sessions offer a relaxed and friendly atmosphere in an educational setting for children already attending Stowford Nursery or Stowford School.

'Early Bird' sessions:

Drop your child/ren from 8am at their zoned area in the knowledge that they will be safe and happy until taken to their classroom in time for morning register.

A healthy breakfast will be provided if required, and children will be able to play with their friends indoors or outside.

'Roosters' sessions:

Your child/ren will be collected from their classroom at the end of the school day by our Out of Hours Club staff and taken to their relevant zone. See booking sheet for session time increments.

Healthy snacks will be available if desired.

Children will be safe, have fun and enjoy a range of activities; either indoors where crafting, games and puzzles will be available, or outside on the Nursery or Year 3/4 playgrounds, or the school field, or in the wide and inviting expanse of the wooded areas and the huge sandpit.

They will be able to participate in their choice of activities until you pick them up.

Terms & Conditions:

To ensure the smooth running of the service the terms and conditions on the reverse side of this sheet are necessary. When you accept a place for your child/ren you will be asked to sign to say that you agree and will adhere to them.

We respectfully request that sufficient notice is given when booking in your child/ren - staffing levels are put into place on a termly basis and cannot easily be altered.

Like a place?

Application Form attached - please complete and return to the School Office.

Yours sincerely

Mr Rob Pepper
Headteacher
Stowford School



Out of Hours Clubs Terms and Conditions:

To ensure the smooth running of Early Birds and Roosters sessions, the following terms and conditions are necessary. When you accept a place for your child you will be asked to sign to say that you agree and will adhere to them.

1. Bookings:

Bookings must be on a regular, weekly basis with set days, and for the minimum of one half-term.

2. Charges (one hour minimum session after school, then in half-hourly increments as follows):

Nursery children	Fee	School-aged children	Fee
8am to start of nursery	£5.00	8am to start of school	£5.00
End of nursery to 4pm	£5.00		
End of nursery to 4.30pm	£7.50	End of school to 4.30pm	£5.00
End of nursery to 5pm	£10.00	End of school to 5pm	£7.50
End of nursery to 5.30pm	£12.50	End of school to 5.30pm	£10.00
End of nursery to 5.45pm	£13.75	End of school to 5.45pm	£11.25

Please complete a booking form for the hours you require (download from website/collect from school office).

3. Payment of Invoices:

Invoices are issued via email calendar monthly in advance on the 1st of the month (unless the 1st falls over a weekend or during a school holiday), and payment is required on receipt.

If you are not making payment via a childcare voucher scheme or the Government's Tax-Free Childcare* payment scheme, please use your school ParentPay account (login details will have been issued to you when your child joined the school).

4. Changes to Sessions/Hours:

If you would like to change the sessions/hours that your child attends, please ensure that you give notice in writing (via email to outofhours@stowford.devon.sch.uk) of at least two weeks prior to the required change. All changes will be subject to availability.

Booked sessions cannot be swapped.

Ad-hoc/one-off session requests - spaces/availability cannot be guaranteed, and changes may incur an administration charge. (Please be aware that we are unable to offer ad-hoc sessions to children not already registered at our OoH Clubs).

5. Non-Attendance/Swapping Session:

If your child is unable to attend a session for which they are booked, we are unable to refund the cost or to offer an alternative session.

6. Late Pick Up:

Please ensure that your child is collected at (or before) their allotted finish time. The safety of the children is of utmost importance and we cannot guarantee having adequate staffing levels in place if children are collected late. Additional charges will be applied if parents regularly arrive to collect their child after their chosen collection time and, if not resolved (by adjusting their collection time), the child's place at Roosters Club could be put at risk.

7. Safeguarding:

If a child has not been collected by 6pm (Roosters closes at 5.45pm), and we have not heard from, or been able to contact, the parent/carer, school safeguarding procedures will be instigated (which may involve making a request for support to the Front Door Safeguarding Hub [formerly known as MASH]).

*You could get help with your childcare costs through the Government's Tax Free Childcare payment scheme. Go to www.gov.uk to see if you are eligible. This is a very simple process to receive 20% off your monthly childcare bills! When applying, please select 'Stowford School' - full details of the school bank account can be found on your invoice.



NB: NEW PRICING EFFECTIVE FROM SEPTEMBER 2025



**'EARLY BIRDS' AND/OR 'ROOSTERS'
APPLICATION FORM
(FOR SCHOOL AGE CHILDREN)
one application form is required per family member**

Child's Full Name: _____

Class: _____ dob: _____

Parents'/Carers' Names: _____

Contact Numbers: _____

Contact Email Addresses: _____

Medical: Asthma: Yes/No Allergies: Yes/No Other medical conditions: Yes/No

Please detail: _____

Please indicate sessions required below:

	'Early Birds' AM £5.00	✓	'Roosters' PM Option A £5.00	✓	'Roosters' PM Option B £7.50	✓	'Roosters' PM Option C £10.00	✓	'Roosters' PM Option D £11.25	✓
MON	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	
TUES	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	
WEDS	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	
THUR	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	
FRI	8.00am to Start of school		End of school to 4.30pm		End of school to 5.00pm		End of school to 5.30pm		End of school to 5.45pm	

To start with effect from: _____

I confirm that I have read and agree to the Terms and Conditions*

In the event of an emergency, I give permission for a member of staff to seek medical advice or treatment.

Signed: _____ Date: _____

**See attached Terms and Conditions for Out of Hours childcare provision at Stowford.*