



'Growing in Faith and Learning'

St Leonard's C of E (A) Primary School

Osprey Club Policy

2026-2027

Reviewed by: Headteacher: **Kirsty Cullen**

Formally adopted by the Governing body

ST. LEONARDS C OF E PRIMARY SCHOOL
SYERSCOTE LANE, WIGGINTON, B79 9DX

At St Leonard's School we have a Governor run Breakfast and After School Club ([Osprey Club](#)). [Osprey Club](#) is run by fully qualified staff and is Ofsted registered. Breakfast club runs from 7.30am - 8.40am and After School Club runs from 3.10pm - 5.10pm, Monday to Friday (excluding INSET Days).

Registration

Upon contacting the Club regarding available places, parents/carers will be given a copy of the Admissions and Fee policy, a Contact Details form and Booking form to complete.

Booking places

It is essential that all places are booked in advance for After School Club to ensure correct staffing ratios. Children who have not been booked in will not be able to attend the Club and will remain in the care of the school who will call parents to arrange immediate collection.

Bookings are completed in advance for each half term using the provided booking form, which is to be returned to school by the required date each half term, e.g. for sessions required in January half term, the form must be returned before the end of term in December. In an emergency, last minute bookings can be made via ParentPay and are charged a flat rate £6.75 breakfast club and £12.50 for afterschool club.

We will always try our best to provide places as required, but there are occasions where this may not be possible if we are already at the maximum adult: child ratios.

Cancellations

Cancellations will only be accepted if received from parents/carers (not via children) and refunds will not be given except in exceptional circumstances or if the school has changed arrangements such as an additional after school club being offered or the school hosts an event that the children need to attend. These circumstances need to be agreed by the committee.

Fees

Breakfast Club: £6.25 per morning/£2.25 from 8.25am
After School Club: £5.75 per hour
Late collection fee: £6.50

All charges include a snack and any materials for activities.

All payments are to be made through ParentPay and are to be paid a month in advance. We also accept childcare vouchers, please speak to the school office for more information as different schemes work in different ways. We are registered for the governments' Tax-Free childcare and this may be used to pay for wrap around care.

Non payment

As we are requesting payment a month in advance, all accounts should be in credit before the sessions required.

If, for any reason, parents/carers are having difficulty making their payment on time we strongly advise that they arrange a meeting with the Headteacher at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

Please note

If children are not collected by the time that has been prepaid for, an additional charge of £6.50 per 10 minutes will be made.

Breakfast club begins at 7.30am and we are not able to accept children into our care before this time.

Important Contact Details:

Ospreys Management

Ospreys is a Governor led provision managed by a committee. Mrs. Cullen is the point of contact for any questions/queries to be addressed to the committee. Bookings are made through the school office team.

Ospreys Staff:

Mrs K Grove - k.grove@st-leonards-wigginton.staffs.sch.uk

Ms D Wilcox – d.wilcox@st-leonards-wigginton.staffs.sch.uk

In a last minute emergency, staff can be contacted via Dojo or by calling the school office number.

School Office: 01827 213995

School Website: <http://st-leonards-wigginton.staffs.sch.uk>

This policy was adopted by: **Osprey Club**

Date:

To be reviewed: **March 2026**

Signed:

