

# Oatlands School



## Oscar Club Terms & Conditions

Date of last review: Summer 2025

Date of next review: Summer 2026



# Oscar Club Terms & Conditions

The Oscar Club, Oatlands School, St Marys Road, Weybridge, Surrey, KT13 9PZ

**Tel: 07903 653778**

## **OPENING HOURS**

Morning session - 8.00 to 8.50 am

Afternoon session - 3.00 to 6.00 pm,

The club is open term time only. It will not be open on inset days, polling days, bank holidays, school holidays or for the afternoon session on school early closure.

## **ADMISSION**

The Oscar Club offers morning and after school play combined with safety and security to children from Oatlands School. Morning sessions are open to all pupils and afternoon sessions are open to all full-time pupils. The club can cater for a maximum of 45 children per morning session and 60 children per afternoon session.

Whilst we aim to include all children at Oscar Club, for some children this provision will not be appropriate. If it is felt that we are not able to meet the needs of your child/ren within our staffing ratios, request for a place will be declined. If this applies to your child and you are unsure as to why this decision has been made, please make an appointment with the Head Teacher.

All children wishing to attend Oscar Club must register with Oscar each academic year. An online registration form must be completed and the £10 registration fee per child paid before sessions can be booked.

## **BOOKINGS**

- Bookings must be made online via our online booking/payment system, Tucasi/Scopay.
- The booking system will be opened in July each year, for the full, following academic year, to ALL children, including the new Reception children starting school the following September.
- Staff member's children will be given priority booking.
- Adhoc places required at short notice (within the next 7 days) cannot be made online and can be arranged by contacting [oscar@oatlands.surrey.sch.uk](mailto:oscar@oatlands.surrey.sch.uk) or the school office on [info@oatlands.surrey.sch.uk](mailto:info@oatlands.surrey.sch.uk). Please note that these must be paid for immediately and funds must be available on your online account when last minute bookings are requested.
- All places booked must be used by your child. Please do not swap with other parent/children if your child is unable to attend. Any child not on the booked register for Oscar will not be permitted to attend.

## **FEES**

Session fees are as follows (from September 2025):

- Morning Session      £ 7.00
- Afternoon Session    £15.00

## **PAYMENT**

Fees must be paid for all bookings, one term in advance as follows:

- Autumn Term (September to December) – Paid in full by 1<sup>st</sup> August
- Spring Term (January to March) – Paid in full by 1<sup>st</sup> December
- Summer Term (April to July) – Paid in full by 1<sup>st</sup> March

You can spread the cost of your bookings by making payments into your Scopay online account at any time as long as the full amount is received before the deadline dates.

Payments can be made by debit or credit card directly on the online booking system. We also accept payment through Tax-Free Childcare (find out if you may be eligible here: <https://www.gov.uk/tax-free-childcare> ) and you can also get support with childcare costs through Universal Credit for Childcare - find out more here: <https://www.gov.uk/help-with-childcare-costs/universal-credit>

- Payment by debit or credit card can only be made by you, on the online booking system.
- Payment by childcare vouchers or from your Tax-Free Childcare account must be advised to the school office. Please email the details together with confirmation from the voucher company. Your online account will then be credited with the amount of the voucher/advice

It is your responsibility to calculate the payment due for the following term and ensuring the correct amount is paid into your online account.

If payment has not been made in full by the above dates, your bookings for the following term/s will be CANCELLED in full.

## **CANCELLATION/REFUNDS**

- 7 days' notice is required for any cancellation and refund. If 7 days' notice or more is given, cancellation can be carried out online and monies will be re-credited to your online account for future bookings.
- If cancelling within 7 days, please advise the Oscar club manager or deputy manager, or the school office as soon as possible so that your child is not expected.
- All places booked must be used by your child. Please **DO NOT** swap with other parent/children if your child is unable to attend.
- Refunds will NOT be given in the event of less than 7 days' notice of cancellation. Neither will it be given for sickness absence, school closure due to adverse weather conditions or any other emergency.
- In exceptional circumstances refunds can be made from your online account to the debit or credit card used for payment and an administration fee of £15 will apply.
- Refunds for Childcare Voucher Payments or Tax-Free Childcare scheme will only be made when your child leaves the school. Please note refunds will not be made, under any circumstances, to your Debit/Credit card if you paid by Childcare Vouchers or the Tax-Free Childcare Scheme.
- Refunds will not be given if you make payment by debit or credit card and then request to pay by Childcare Vouchers or the Tax-Free Childcare Scheme.

## **ARRIVAL / DEPARTURE**

### Morning Sessions

Oscar Club will open at 8am. Parents should accompany their child/ren to the Oscar Club building and will need to sign their child/ren into the club. At no point should a child be left to enter the club without an adult. Please note that we cannot take responsibility for a child until the point that they are signed into the club. When Oscar Club morning sessions end the children will be escorted to their classrooms by a member of staff.

### Afternoon Sessions

All children are escorted to the Oscar Club building by school staff. If a child is attending an afterschool activity, e.g. Street Dance or Multisports, they will be escorted from the main school building to Oscar Club at the end of the activity.

### Access

A pedestrian gate is due to be installed next to the main playground in the summer holidays. Once this has been installed, adults collecting any child must call through to the Oscar Club from the pedestrian gate intercom. A member of staff will then buzz the gate open to allow the adult access, so they can walk across the playground to the Oscar building. Once there, they need to sign the child out before escorting a child from the site. For the purpose of these conditions "the site" refers to any area of the premises both inside and out.

When dropping off at Oscar in the morning and collecting from Oscar in the afternoon, please use the pedestrian gate located next to the double car park/playground gate. You will need to use the intercom to call through to the Oscar building to be given access to the site. Please leave the premises promptly when dropping off and collecting children.

**Please note:** If for any reason the pedestrian gate is not installed or completed before school returns in September, please use the double car park/playground gate as the side gates will be locked when dropping off at Oscar in the morning and collecting from Oscar in the afternoon. Please close the gates behind you when entering and leaving the school. Adults collecting any child must present themselves to a member of staff and sign the child out, before escorting a child from the site. For the purpose of these conditions "the site" refers to any area of the premises both inside and out.

Please leave the premises promptly when dropping off and collecting children.

Should arrangements be made at any time for any other adult to collect any child/ren, a member of Oscar staff must be informed and where possible introduced to Oscar Club staff. Parents will be asked to give the adult collecting the child a password which must also be emailed to the Oscar manager on [oscar@oatlands.surrey.sch.uk](mailto:oscar@oatlands.surrey.sch.uk). Oscar staff will be made aware of the password and will ask the adult collecting to verify the password.

## **LATE COLLECTION**

- All children must be collected by 6pm at the latest. If you are delayed and your child is collected after 6pm, the collection will be marked as 'late' and a late collection fee of £10 per child will be charged.
- Collection after 6.15pm will incur a further late fee of £20 per child.
- After a second late collection you will receive a letter advising your child's OSCAR place is at risk.

- If late collection occurs a third time, regrettably your child's place will be cancelled. Your child will be allowed to finish the week and refunds will be given for any remaining sessions.
- It is recognised that at times there will be late collections caused by exceptional circumstances; whether these are accepted will be at the discretion of the Head Teacher.
- Please note that unless advised of lateness the Oscar manager will call all contacts provided to locate the parent/guardian. In the event of contact not being made, children will be placed in the care of Children's Services. Staff will remain with children until placed in safe care.

### **STAFF**

The Oscar Club Manager will be new to the role for September 2025, however the Deputy Manager is a member of school staff and therefore familiar to the children. We operate a 1:10 staff/child ratio and all staff are DBS checked and Safeguarding trained. A minimum of two Oscar staff present at each session are first aid trained.

### **ABSENCES**

For morning sessions, please telephone 07903 653778 to inform us if your child is going to be absent that morning. This is to prevent us worrying that a child has not arrived and phoning you unnecessarily. For afternoon sessions on the first day of sickness when you telephone the school, please advise the office that your child should be attending Oscar Club.

### **SICKNESS**

If your child becomes unwell at Oscar Club we will contact parent/guardians to arrange early collection.

### **ACTIVITIES**

Children are free to choose their own activities. These include puzzles, books, board games, construction toys, simple crafts, drawing & painting, modelling, outdoor play (weather permitting), TV and DVDs.

### **FOOD**

At the afternoon session water, biscuits and fresh fruit are offered soon after the children arrive. If you would like to provide an extra snack (no sweets please) for your child, this would be acceptable.

### **MEDICATION**

If your child requires regular medication (e.g. Inhaler or Epipen) please ensure you provide an additional set of medication to be held in the Oscar Club. Oscar Club staff will NOT have access to medication held in the main school. No other medication will be administered at the club. Please ensure that all medical information is up to date on ARBOR.

## **VALUABLES**

Children are not permitted to bring valuable belongings or equipment to the Oscar Club, as we do not accept responsibility for breakages or loss.

## **INSURANCE**

Oscar Club has appropriate Public Liability Insurance under the Surrey County Council Oatlands School Policy.

## **POLICIES**

To support the care and welfare of your children Oscar Club follows Oatlands School policies, a range of which can be viewed on the school website.

## **SAFEGUARDING**

Oscar Club is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Our Safeguarding / Child Protection policy is followed rigorously by all staff and can be found on our website. Any safeguarding concerns should be referred to the Oscar Club manager who is the Oscar DSL (Designated Safeguarding Lead).

### **CONTACT INFORMATION**

#### **Oscar Club Manager & Designated Safeguarding Lead**

TBC

[oscar@oatlands.surrey.sch.uk](mailto:oscar@oatlands.surrey.sch.uk)

Mobile no. 07903 653778

#### **Oscar Club Deputy Manager**

Mrs Lysette Pomfret

#### **School Office**

[info@oatlands.surrey.sch.uk](mailto:info@oatlands.surrey.sch.uk)

Tel. 01932 843990 (between 8.00 and 4pm)

#### **Oatlands School Website**

<https://www.oatlands.surrey.sch.uk/>

#### **Oatlands School**

St Marys Road  
Weybridge  
Surrey KT13 9PZ