

15<sup>th</sup> October 2025

Dear Parents/Carers,

### **Owls Nest Provision**

I am writing to provide an important reminder regarding the Owls Nest provision at Our Lady & St Benedict Catholic Academy.

**We must emphasise the critical importance of booking Owls Nest in advance for both morning and afternoon sessions.** This is not simply an administrative request, but ensures that we have the correct staffing ratio in place to care for your children this is also a crucial Safeguarding and Fire Risk Management procedure.

Due to the increasing number of children attending our wonderful Owls Nest provision it has become necessary to implement the following procedures:

- **Morning Sessions: Children who are not pre-booked will be refused entry**
- **Afternoon Sessions: If Children are not pre-booked, parents will be asked to collect their child at the normal time**

Additionally, we ask that all children attending Owls Nest are accompanied to doors and handed over into the safe care of staff. Children should never be dropped off unaccompanied near the entrance. This is a significant safeguarding concern. Parents must personally accompany their children during drop-off and collection.

All sessions must be booked and pre-paid for on Arbor. Please note that the booking system closes 24 hours in advance of each session so please make sure you book in advance. **We can no longer accept on the day bookings.** If you encounter any difficulties with booking, please contact the school office immediately.

If there is an absolute emergency please again contact the school office and we will do all we can to help and assist.

These measures are designed to ensure the safety and well-being of all our children alongside staffing ratios.

We appreciate your full cooperation and understanding in adhering to these procedures.

Yours Sincerely,

Mrs Howard  
Academy Manager

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