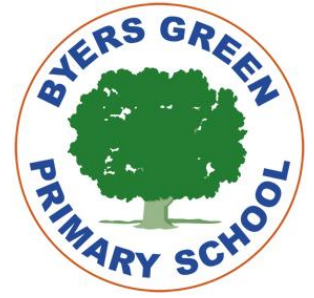


Sunset Club



About Sunset Club

The aim of Sunset Club is to provide a high quality service for families needing extra childcare beyond the usual school day. Sunset Club will be open for Reception to Year 6 children. It will be held in the hall where a number of planned activities will be on offer. This will include the opportunity to complete homework, reading, supervised iPad/ Chrome Book time, board games, chess, drawing, crafts and outdoor activities.

Snacks

There will be snacks on offer if children are staying for the second hour, including bagels, toast, crumpets, yogurts, cheese, veg sticks, juice and fruit. Snack time will be 4:30.

Staffing

Miss Plews has been appointed temporarily to run the club with the support of Miss Dent and Miss Jackson. A member of First Aid trained teaching staff will also always be on site at all times. The teaching staff rota is as follows:

Monday - Mrs King (Deputy Safeguarding Lead)

Tuesday - Miss Dodds (Safeguarding Lead)

Wednesday - Mrs Mowbray

Thursday - Mrs Bradwell (Deputy Safeguarding Lead)

Friday - Miss Morgan

If ever a Designated Safeguarding Lead is not on site – they will be contactable by phone at all times.

Medical/ Dietary needs

Medication can be administered by a member of staff but only when an 'Administration of Medication' form is filled out. A copy is available at the school office. If your child has a current Care Plan in school, this will be shared with Wraparound Care staff. If your child has any dietary needs, these must be clearly stated on the registration form.

Behaviour policy

Children attending Sunset Club are expected to behave according to school rules and behaviour policy. The rules, rewards and consequences system used in school at all times, will also be applied to Sunset Club.

Sessions and Fees

3:15 – 4:15 (1 hour) £5

4:15 – 5:15 (2 hours) £10 *a light snack will be provided at 4:30pm

We expect all children to be collected promptly at or before 5.15pm. A late fee for collecting after this time will be charged. If your child is in for 1 hour and is collected after 4.15pm you will be charged for the 2-hour slot (£10). If your child is in the 2-hour slot and is collected later than 5.15pm, a charge will be made of £5 for every 10 minutes as staff are only employed until 5.15pm.

Sunset Club is a pilot. We will trial it for Spring 2 and test its viability. We will provide a calendar for the term ahead for you to book the sessions for your child(ren). Please be aware we will charge for all pre-booked sessions even if your child does not attend. We hope we are able to allow parents to book on an ad-hoc basis as we are aware shifts may vary and circumstances may change. If you wish to book your child into Sunset Club on an ad-hoc basis, please contact the school office 24hours before the session

Parent/Carer Responsibilities

- Parents/Carers must always inform school if the person collecting their child(ren) is not listed on your pick up list.
- Children must be collected from Sunset Club by an adult.
- Parents/Carers are responsible for collecting children promptly at the agreed time. This is important as Wraparound Care is staffed on a strict ratio.
- Parents/Carers will be liable for the payment of late pickup charges, as detailed above. These will be applied for all late pickups after 4.15pm or 5.15pm.
- Parents/Carers must ensure that the school is given up to date contact telephone numbers/email addresses for each person who will be picking up children; to include mobile, home, workplace and any emergency contact numbers.
- Parents/Carers are responsible for paying at the time of booking and any “ad-hoc” bookings are paid accordingly on the day.
- All Parent/Carers will be asked to sign an agreement with Byers Green Primary School, agreeing to the care arrangements being provided. A Home/School agreement form and terms and conditions must be completed prior to your child starting and this must include up to date contact and medical information (this is checked against our current database and destroyed). These can be returned to the school office or handed to staff on the first day the service is used.

