



Hatfield Peverel St Andrew' Junior School

Sunrise Club & Sunset Club

Part of our Shine Provision

Breakfast and After School Club

2023/24

At Sunrise Club and Sunset Club, we provide a fun, safe and relaxed environment and with a range of activities such as games and arts and crafts for the children of Hatfield Peverel Schools to take part in before and after school.

Important Information

Location

The Sunshine Club and the Sunset Club are based in the school hall at Hatfield Peverel St Andrew's Junior School.

Hours

Sunrise Breakfast Club will be open Monday to Friday from 7:30am until 8:40am. Junior school children will then be taken straight to their classroom by a staff member. Infant school children will be escorted into the Infant school office by a staff member.

Breakfast Club 7.30-8.40am with breakfast £6 per session (sibling discounted rate £5.50)

Sunset After School Club will be open Monday to Friday and two session options are available. The junior school children will go to the hall (be taken to the hall in Year 3) at 3:10pm where they will be registered. Infant school office staff will escort the infant school children into the Junior Hall at 3:10.

After school club 3.10-4.30pm with snack £7 per session (sibling discounted rate £6.50)

After school club 3.10-5.45pm (Monday to Thursday) with snack £10 per session (sibling discounted rate £9.50)

After school club 3.10-5.30pm Friday with snack £10 per session (sibling discounted rate (£9.50)

Both Breakfast and After School Club will be open every day during term time (both clubs will be closed during School Holidays, Bank Holidays and non-pupil days). It is our intention that Sunrise Club

and Sunset Club will be open on all term time days, however if the school is closed in the event of bad weather, for safety or other reasons the decision may also be made to close the Club. In the event of such circumstances, parents/carers will be contacted as soon as possible.

For those parents/carers who will be dropping off/collecting your child/ren from the clubs, you will access the clubs through the junior school office. Please ring the bell on the reception desk and the club staff will come out to greet you.

Please DO NOT park on, or drive into the staff car park to drop your child off or to collect them.

Sunrise Club

We will provide a fun, safe and relaxed environment with a range of activities such as games and arts and crafts for the children to take part in before school.

The breakfasts provided will be varied and will be in line with the healthy school initiative and food standards. Breakfast will be served until 8:15am. Dietary needs will be catered for on request.

Sunset Club

At the Afterschool Club we will provide a relaxed and safe environment with lots of varied activities each day. An area will also be set aside for children to do their homework. Children will also be able to continue to attend teacher led clubs and clubs run by outside providers. Staff will collect them and take them to the Sunset club when the activity has finished.

Drinks, fruit and a light snack will also be included. Dietary needs will be catered for on request.

Our Staff

Sunrise Club Leader - Mrs Hill

Sunset Club leader - Mrs Davies

Assistants- A selection of staff from HPI and HPSAJS

All staff are employed by Hatfield Peverel St Andrew's Junior School and attend all relevant training. They hold Paediatric First Aid qualifications and necessary Food Safety and Allergens qualifications.

Should you need to contact club staff urgently during sessions please call/text 07904 066601. For bookings and queries outside of club hours call the junior school office on 01245 380131 or email admin@hatfieldpeverel-jun.essex.ch.uk

Other Useful Contacts

If you have a query with your invoice or payment, please email us at:

admin@hatfieldpeverel-jun.essex.sch.uk

If parents/carers would like to discuss any other details regarding the clubs, they may contact the junior school office.

Fees

If booking spaces for September 2022 please bear in mind that you will be charged for all spaces requested unless half a term's notice is given. If you change your mind or need to amend the spaces booked, please send an email to the club email address 4 weeks prior to the start of term i.e. 5th August 2022. (The email box will be monitored up to this date during the summer holidays).

Fees are to be paid monthly, within 14 days of receipt of invoice which will be issued towards the end of each calendar month.

Fees will be reviewed annually and any changes will be applied from September.

Payments will need to be made via direct bank payments, cash or childcare vouchers.

Childcare Voucher Schemes

We accept payments via the following schemes:

- Government Tax-Free Childcare Scheme

We are now part of the Government Tax-Free Childcare Scheme, please click on the link below for more information.

<https://www.gov.uk/tax-free-childcare>

When searching for our clubs on the Tax-Free Childcare website, please enter

Hatfield Peverel St Andrew's Junior School or our postcode (CM3 2JX) and select the junior School as the payee reference.

- Sodexo - provider number: 912500
- Edenred - provider number: P21311321
- Fideliti - provider number: HAT028C
- Kidivoucher - provider ID: Hatfield Peverel St Andrew's Junior School
- Faircare - provider ID: Hatfield Peverel St Andrew's Junior School

If you would like to pay via an alternative voucher scheme, please speak to the junior school office or email admin@hatfieldpeverel-jun.essex.sch.uk.

An invoice will be given to parents/carers detailing the sessions that they have requested and all costs occurred. Timely payments will ensure you secure your child's space at Sunrise Club and Sunset Club.

Charges

Failure to pay fees in the given time may mean the withdrawal of the place at Sunrise Club and Sunset Club. Please contact the junior school office if you are unable to pay fees in the given time to discuss.

A reminder of outstanding payments will be issued each month and if these repeatedly remain outstanding, you will be contacted by the School Office to confirm that your place has been cancelled. You will still be eligible to pay any outstanding fees.

Please note that you will be charged a fee if you collect your child late from After School Club. If you have requested a place until 4.30pm, you will be charged £4.00 per 15 minutes starting from 4.35pm until 5.45pm when a higher rate charge applies.

If you have requested a place until 5.45pm and are late, you will be charged from 5.50pm and will be charged at a rate of £4.00 per 15 minutes until 6pm. After 6pm you will be charged at a rate of £10 per 10 minutes (subject to change) to cover the costs of the staff who are legally required to supervise your child.

Full fees will be payable if your child is absent from either Sunrise or Sunset Club as the fee secures their place which will not be available to others. If the school needs to close the Sunrise and/or Sunset Club for any reason the cost of this session will be deducted from your next invoice.

Should you wish to cancel your child's space at Sunrise or Sunset Club, there is a notice period of half a term's notice and is required in writing.

Data Protection Policy

Hatfield Peverel St Andrew's Junior School collects and uses personal information about staff, pupils, parents/carers and other individuals who come into contact with the school. This information is gathered in order to enable us to provide education and other associated functions. Where relevant, we may share information with other schools, the DFE, the Local Authority or other third parties where the law allows us to do so.

Our full online privacy notice can be found at:

<https://www.hatfieldpeverelstandrews.co.uk/page/?title=GDPR&pid=48>

or you can call 01245 380131 if you are unable to access the internet. (Please note it is your responsibility to ensure that those named above are happy for us to hold their personal data. It is important that these details are up to date so please contact us if you wish to make changes).

For more information on how we share pupil data see:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Admissions Policy

Children will be admitted to the club using the following criteria:

Priority 1 Children from Hatfield Peverel St Andrew's Junior School

Priority 2 The Siblings of HPSAJS children who attend HPIS

Priority 3 Children from Hatfield Peverel Infant School

We ask that all parents/carers wishing to book a space from September 2022 complete the booking forms (attached) and return to the school as soon as possible. This will allow us as a school to ensure that enough time is given for parents/carers to find alternative childcare arrangements for any pupil not able to access the clubs. Please only book the spaces that you will require. Parents/carers will be notified if they have been allocated a space as soon as possible.

Club Expectations

At St Andrew's our school vision is 'Every Child is loved and Known and Every Child Shines' this also applies to Sunrise and Sunset Club. Our CARE values of Compassion, Achievement, Respect and Enjoyment are key to ensuring that when in school our children and staff are happy and safe.

Expectations are that everyone is:

- To be treated with and to show **C**ompassion
- To be able to and allow others to **A**chieve
- To be treated with and to show **R**espect
- To be able to and allow others to **E**njoy

Key Rules for Sunrise and Sunset Club will be:

- Be respectful to staff, listen and follow instructions
- Walk carefully around the club
- Eating before playing (Sunrise club)
- Have good manners, particularly at breakfast/snack time
- Take care when using the equipment and toys and other club resources
- Use respectful language
- Play kindly (we do not have rough play in school, as this can result in accidents and injuries)
- **In short- Kind hands, Kind feet, Kind words.**

Bullying is not tolerated at all within the club and this will be dealt with straight away.

The rules and expectations are very important to ensure all children are aware of what behaviour is acceptable and what is not.

Children must respect all other children and staff members; including visitors regardless of their age, gender, race, religion and abilities.

Children are encouraged to inform a member of staff if they are unhappy about something so that this can be dealt with as quickly as possible.

Children will be encouraged to give staff ideas for activities or games that they would like to be involved in. This is to ensure that the staff are providing a wide range of fun, challenging and stimulating activities for all the children to enjoy.

All personal information is dealt with in the strictest confidence by all members of our staff.

Staff members are trained to deal with challenging behaviour and promote positive behaviour within the club. There are many ways in which the club promote positive behaviour for all children:

- Talking to children
- Praising the children for good choices
- Implementing rules and expectations
- Recording behaviour and informing parents/carers of both good and poor choices
- Quiet time to reflect on choices and restorative activities
- Working in partnership with parents/carers and the school and organisations where appropriate
- Dealing with all incidents and poor choices in confidence.

What happens if a child does not follow our Behaviour Policy?

Children are expected to follow the above rules at all times in the club. We aim to provide a safe, relaxed and nurturing provision for all children. If a child does not follow the above expectations and with reminders of good behaviours choices, continues to present with challenging behaviour that is at risk to themselves, their peers or the staff then parents/carers will be contacted. A plan will then be made to support the child but, if behaviours persists, the child may not be able to attend the club in the future.

What happens if toys, equipment and resources are not treated with respect?

If club toys or equipment are not treated with respect and consequently become lost or broken, it is the parent/carer's responsibility to pay for the equipment to be replaced as in line with our policy. The club is aware that equipment will not last forever with lots of children using it, however please encourage your children to tidy away after themselves and to look after the equipment like it is their own.

If you have any concerns regarding behaviour at Sunset club and Sunrise Club, please contact the school office on 01245 380 131.

Child's name: _____

Contract with Parents/Carers

We would ask that parent/carers read, agree to and sign the following information and criteria before accepting a place at Sunrise Club and Sunset Club. Once signed and handed in to staff, a copy will be sent home for your records.

Parent/Carer's Name _____

Child's Name _____

Club Procedures

- I consent for my child to attend either/or Sunrise Club and Sunset Club. I understand that the club has policies and procedures (which are available for reference at the club), and that there are expectations and obligations relating both to the club and to myself and my child, and agree to abide by them.
- I understand that Sunrise Club and Sunset Clubs adhere to the policies of Hatfield Peverel St Andrew's Junior School.
- I understand that any changes in policies will be communicated to me immediately.
- I understand that children attending Sunrise Club and Sunset Club must be on roll at either Hatfield Peverel St Andrew's Junior School or Hatfield Peverel Infant School.
- I understand that I must complete and sign the registration form before my child attends either/or Sunrise Club and Sunset Club.
- I am aware that all staff supporting in Sunrise Club and Sunset Club treat all the children in their care with equal concern and in doing so respect each child's religious persuasions and meet each child's specific needs with regard to their ethnic origin, cultural and linguistic background, gender or disability.
- I understand that Sunrise Club and Sunset Club are a play setting and that whilst my child is there Sunrise Club and Sunset Club is legally responsible for him/her.
- My child will be provided with a snack and drink whilst at the club unless otherwise requested.
- Once my child arrives at either/or both Sunrise Club and Sunset Clubs he/she will be in the care of staff until collected by an authorised person.
- If my child attends Hatfield Peverel St Andrew's Junior School or Hatfield Peverel Infant School, the adult dropping off at Sunrise club will accompany them into the building. Children in Year 6 may come into the club unsupervised at discretion of the Headteacher and after discussion with the parent/carers and it is confirmed in writing.
- I will notify the club before the start of the session if I am collecting my child from school on a day that he/she is booked to attend the club. I understand that I will be charged for the booked session.
- It is my responsibility to keep the junior school office informed of any alterations to the information regarding my child (e.g. contact details, medical conditions, etc.).
- I understand I will be required to give all the names and contact details for all adults who may collect their child from Sunrise Club and/or Sunset Club on the registration form. If for some reason an adult who is not detailed on the registration form will be collecting your child, advance notification **MUST** be given.

- I accept that my child may take part in messy activities while at Sunrise Club and Sunset Club. I understand that I can provide my child with appropriate clothing to accommodate this if I wish.
- Sunset Club closes at 5.45pm. If, due to unforeseen circumstances, I am going to be late, I will contact the Club Leader as soon as possible.
- If I do not collect my child by 6.30pm, and the club has been unable to reach me or any of my emergency contacts, I understand that Sunrise Club and Sunset Club will follow its Uncollected Children Policy and contact Social Care.
- Whilst Sunrise Club and Sunset Club try to ensure the safety and security of items, I understand that it cannot be held responsible for loss or damage to my child's property whilst at the Clubs.
- I understand that an adult or persons aged 16+ will need to bring my child to the club and collect them. Staff will not allow any persons under the age of 16 to collect my child unless agreed with the Headteacher in advance.
- If there are any accidents or incidents at Sunrise Club and Sunset Club involving my child, I will be informed.
- If my child has an accident at the club, he/she will be treated by a qualified first aider and I will be informed as soon as possible. If my child needs urgent medical treatment and I am unavailable, a member of staff from Sunrise Club and Sunset Club will sign any consent forms necessary for treatment on my behalf, as stated on the club's Medical Form.

I understand that if my child may require any medication whilst attending Sunrise Club and Sunset Club (i.e. asthma inhalers, Epipens etc.) this must be detailed on the registration form.

- I understand that medication cannot be given without a copy of an individual care plan and signed permission.
- I understand that any ad-hoc medicines to be administered will need to be agreed by the Club Leader and that I will need to sign to say that I give consent.
- I understand that it is my responsibility to ensure that the medication I supply is in date.
- I understand that all medication should be clearly labelled with my child's name and dosage required. (In the event of medication being given at Sunrise Club and Sunset Club, parents/carers will be notified).
- I give consent for Sunrise Club and Sunset Club to seek necessary emergency advice or treatment if necessary.
- I understand that I am required to give details of dietary requirements and allergies on the registration form and inform the Clubs if circumstances change.
- I understand that Sunrise Club and Sunset Club operates on the same policy as Hatfield Peverel St Andrew's Junior School in terms of child illness. If my child is unwell and does not attend school, they may not attend either club. If my child becomes ill while at Sunrise Club and Sunset Club, I understand that every effort will be made to contact me and I will collect my child as soon as possible.
- I understand that my child will not be allowed to use a personal mobile phone while attending either club.
- I understand as a parent/carers I am not permitted to use my mobile phone while in either club.
- I understand that I need to access the clubs via the junior school office.
- Information held by Sunrise Club and Sunset Club regarding my child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, I understand that the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and health care professionals.

- I understand that all staff who support at Sunrise Club and Sunset Club are aware of the Child Protection Procedures for Hatfield Peverel St Andrew's Junior School and will report any concerns to the safeguarding lead/deputy.
- I understand that if I wish to make a complaint, I should in the first instance request an appointment with Miss Smith, School Business Manager.

Payments

- I will book my child into the club on a half termly basis and will pay promptly for all booked sessions whether my child attends or not (e.g. due to illness or holidays), unless I have made other arrangements with the junior school office.
- I understand that fees will be payable monthly and must be paid within 14 days from receipt of invoice. If fees are not received on a regular basis, I understand that Hatfield Peverel St Andrew's Junior School reserve the right to discontinue reserving my child's place at Sunrise Club and/or Sunset Club.
- If I have requested a place until 4.30pm and am late, I understand that charges will occur from 4.35pm until 5.45pm and I will be charged £4.00 per 15 minutes until 5.45pm when a higher rate charge applies.
- If I have requested a place until 5.45pm and am late, I understand that charges will occur from 5.50pm and I will be charged at a rate of £4.00 per 10 minutes until 6pm. After 6pm I will be charged at a rate of £10 per 15 minutes (subject to change) to cover the costs of the staff who are legally required to supervise my child.
- If I want to cancel my child's space at Sunrise Club and/or Sunset Club, I understand that I need to give half a term's notice and will do so in writing. Unless I instruct in writing that I wish to cancel my place, I understand that I will be charged.
- Full fees will be payable if my child is absent from either Club as the fee secures their place which will not be available to others. If the school has to close either or both clubs for any reason the cost of this session will be deducted from my next invoice.

Club Expectations

- I understand that aggressive and abusive behaviour towards staff or other children will not be tolerated.
- I am aware of and have read Hatfield Peverel St Andrew's Schools Behaviour Policy and agree to its terms and appreciate that in some circumstances it may be necessary to exclude my child from the club if unacceptable behaviour persists.
- I understand that any incidents of negative behaviour (i.e. hurting staff or other children, using inappropriate language, behaviours that impact negatively on other children's wellbeing or any other aggressive or abusive behaviours) will be discussed with parent/carers at the earliest convenience.
- I understand that a support plan will be agreed to help my child improve their behaviour at club if necessary. If negative behaviours continue, I understand that my child will no longer be able to attend the club. This will be at the Headteacher's discretion.
- I understand that if my child breaks something intentionally, I will be asked to contribute towards a replacement.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature: _____ **Name** _____ **Date:** _____
(Parent/Carer)