



Sunshine Clubs at Hatfield Peverel

St Andrew's Junior School

Application Pack

2026/27

Please read this document carefully and complete the
forms on P9



Hatfield Peverel St Andrew's Junior School

Sunrise Club & Sunset Club

2026/27

At Sunrise Club and Sunset Club, we provide a fun, safe and relaxed environment 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.

Location

The Sunshine Club and the Sunset Club are based in Willow base 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.

Sunset After School Club will be open Monday to Friday and two session options are available. The Junior school children will go to the sunset club at 3:05pm where they will be registered. Infant school staff will escort the infant school children into the Junior school at 3:10.

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 children from the clubs, you will access the clubs either via the intercom on the green rec gate, or by the club's phone number. A member of staff will meet you at the gate to drop-off your child.

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



Sunrise Club - **Breakfast 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 - **After-School Club**

After school, 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. Water, 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- Staff from HPINS 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 01245 914890. 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:

office@hatfieldpeverel-jun.essex.sch.uk



Fees

Fees are to be prepaid monthly, within 14 days of receipt of invoice, which will be issued monthly.

We use accounting software, 'Xero', via which, you will receive your invoice by email. Payments will need to be made via direct bank payments or childcare vouchers.

All payments must be made prior to your child attending. Any late payments may result in your child's place being withdrawn. Fees will be reviewed annually and any changes will be applied from September.

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



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.

If payment is not received by the due date, a late payment charge of £10 will be added to your account.

A reminder of outstanding payments will be issued each **week** and if these repeatedly remain outstanding, you will be contacted by the School Office to confirm that your **child's** 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 **the** 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 6.05pm.

After 6.05pm 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.

If you are late on more than two occasions, in any half term, notice may be given to you regarding your child's place.

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.

Please note: Discounts will not be available, should you decide to sign your child up to any other after-school clubs that run parallel to Sunset Club.

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 one calendar month 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:

[Privacy Notice](#)

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~~ **in the application forms** 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:

[Data Share](#)

Admissions Policy

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

Priority 1 The siblings of existing attendees of Sunshine clubs + length of attendance

Priority 2 The siblings of existing attendees (new intake September)

Priority 3 Position on waitlist

We ask that all parents/carers wishing to book a space from September **2026** complete the **booking form** 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 persist, 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 380131.

To continue your Application, please complete the following forms

Sunshine Club Contract: [Contract with Parents/Carers](#)

Child's Details: [Sunshine Child's Details](#)

Sunrise Booking Form from 2nd September 2026 until 16th July 2027: [Sunrise Club Booking Form](#)

Sunset Booking Form from 2nd September 2026 until 16th July 2027: [Sunset Club Booking Form](#)

Contact Details, (Including Emergency Contacts): [Contact Details](#)

Photograph Permission: [Photograph Permission](#)

