



WOODLANDS PRIMARY SCHOOL



SUNBEAMS OUT OF SCHOOL CLUB

This handbook outlines the expectations with regards to daily routines and adherence to policies and practice.



WHAT IS SUNBEAMS OUT OF SCHOOL CLUB?

Sunbeams Out Of School Club (Sunbeams) is located in the infant building of Woodlands Primary School. Sunbeams provides childcare for children aged 3 to 11 years and it operates during term time with the exception of bank holidays and inset days.

The club operates weekdays during term time and the hours are as follows:

Sunrise: 7.30am - 8.45am (with breakfast snack)

Early Sunset: 3.15pm – 5pm

Late Sunset: 3.15pm – 6pm

Sunbeams will mainly operate in the infant hall but some children will also access the EYFS classrooms (if appropriate).

INTENT

Sunbeams provides a safe, secure environment for the children in our care offering seamless transition between school and wraparound provision/holiday provision. Our staff in Sunbeams endeavour to provide an atmosphere and activities similar to those found within their own home. It is the intention of everyone involved at Woodlands Primary School and Sunbeams to provide a happy, stimulating environment in which every child is supported to reach their full potential. We believe that a positive partnership with parents and carers is crucial and promotes our aim to maximise the child's learning and ensure wellbeing and well-rounded social and emotional development.

WHAT WE OFFER

We aim to provide a range of creative, stimulating and meaningful play, recreational and educational opportunities for your child. Children who attend Sunbeams will be able to choose from a wide range of activities including:

- crafts,
- construction
- creative play
- film watching
- book reading
- physical play
- large construction toys
- film club
- baking

We also have outdoor areas for the children to use to continue to develop their gross motor skills.

STAFFING & ORGANISATION

Sunbeams is staffed by a manager, deputy manager, and a range of play workers. Staff are all employed by Woodlands Primary School and will be familiar to your children. We maintain a minimum staff/child ratio of 1:30 for children in Reception-Y6 (should we at any time have EYFS children this ratio will be different and relevant to the guidance for this age range), in line with statutory requirements. The aim is to provide a smooth transition between school and club. All of

Our staff have significant experience of working with children and, in the main, already work with your children during the school day so will know the children really well. Staff receive



statutory safeguarding training and they all have a DBS. Staff also undertake professional development training, including Paediatric First Aid, that is relevant to their roles in school and Sunbeams. Sunbeams is run as a business and is part of Woodlands Primary School therefore ensuring continuity in care and provision for the children.

POLICIES AND PROCEDURES

Sunbeams is an extension of Woodlands Primary School and therefore operates in line with the school's ethos and values and high expectations of behaviour. Sunbeams operates under a number of school policies and procedures, copies of which can be found on our website and which are also available at your request. If changes are made to any policies or procedures, they will be communicated to parents/carers in a timely manner.

TERMS AND CONDITIONS

Admission & Booking

It is our intention to make Sunbeams accessible to children in our school community, managed on a day-to-day basis by the Sunbeams Manager and Deputy Manager. Parents must ensure that any Sunbeam sessions are booked 5 days in advance and paid for via their online ParentPay account. Bookings will be cancelled if payment is not made within 15 minutes. On the day bookings will not be accepted and fees are non-refundable for non-attendance such as illness, holidays, ad hoc events etc. This is what will ensure the fees are reasonable, as below, and the ratios of staff to children adhered to, as per statutory guidance.

Fees

Sunbeams Out Of School Club	
Sunrise: 7.30am-8.45am incl breakfast snack	£4.50
Early Sunset: 3.15pm-5.00pm incl teatime snack	£6.50
Late Sunset 3.15pm-6pm Incl teatime snack	£10.50
Sunrise & Early Sunset 7.30am-5pm incl breakfast & teatime snack	£10.50
Sunrise & Sunset: 7.30-am-6.00pm incl breakfast & teatime snack	£14.00



SCHOOL RESIDENTIAL VISITS/OTHER AFTER SCHOOL CLUBS

School operates several residential visits during the school year involving overnight stays. School staff and some outsider providers also offer other after school clubs for the children to attend. If parents choose to book their child onto any of these then school expects that parents will take responsibility for ensuring they have not booked a place in Sunbeams wraparound provision. If a place has been booked, and the child does not attend Sunbeams at that time, payments will not be refunded.

ARRIVAL AND DEPARTURE TO SUNBEAMS OUT OF SCHOOL CLUB

Sunrise Club 7.30am-8.45am:

Sunbeams Sunrise Club will open at 7.30am and we politely request that parents and children do not arrive earlier than the opening time as we will not admit any children prior to this for insurance purposes. Please be mindful when driving onto school premises that the car park is a staff car park and staff do arrive at school from 7:30am, also that other parents may also be dropping children off so, please drive safely and slowly as the corners can hide people.

Parents of children who attend Foxes will access Sunbeams Sunrise Club via the main playground entrance for EYFS. AT NO POINT should a child be left alone in the playground or be asked to walk to club on their own, they must be transferred to a Sunbeams member of staff.

Parents/carers of Reception-Y6 children should use the doorbell inside the Infant Reception to alert Sunbeams staff that they are wishing to drop a child off. AT NO POINT should a child be left unattended in the car park or in the infant reception area, they must be transferred to a Sunbeams member of staff.

Sunset Club 3.15pm-6pm:

Children are collected from their class by a member of Sunbeams staff, and they are then escorted to the Sunbeams wraparound club. Each child will be signed into Sunbeams by a member of staff and each child must be signed out of Sunbeams upon collection by a parent/carer.

Children in Foxes Sunset club will be collected from the Early Years classrooms via the main children's entrance and children in Reception-Y6 will be collected from the infant reception area.

All children must be collected and have vacated the premises by 6pm. Any late collections will be charged for.



LATE COLLECTION FEES:

If you are delayed for whatever reason please telephone the club on 07470 268 040 to let us know as soon as possible. We will ensure your child is kept safe in school until you arrive. However, due to staffing costs a late collection fee charge will be applied as follows:

- if a child, who is booked in to early sunset club, is not collected on time by 5pm parents will be charged an additional fee of £5. Further fees of £5 per 15 minutes will be charged thereafter until the child is collected.
- If a child, who is booked in to late sunset club, is not collected on time by 6pm parents will be charged an additional fee of £5. Further fees of £5 per 15 minutes will be charged thereafter until the child is collected.
- If a child, who is not booked into Early or Late Sunset, is not collected from school by 3.30pm parents will be charged an additional fee of £5. further fees of £5 per 15 minutes will be charged thereafter until the child is collected.

NON-COLLECTION OF A CHILD FROM SUNBEAMS

In the event that a child is not collected from Sunbeams by 7pm, and no call has been received, staff will:

- Establish if a message has been left by the parent/carer through other means;
- Try to contact the parent/carer, leaving an appropriate message asking for parents/carers to contact the club immediately;
- If a child has not been collected by 7pm and contact has not been made with the named parent and/or other authorised collectors from the registration form Sunbeams staff will inform a member of the school safeguarding team.
- After all avenues of contact have been exhausted and if Sunbeams/safeguarding staff have not received any contact from the parent or authorised collectors then a decision will be made to contact the Local Authority's i-ART team and social care and/or police will be informed.
- At no time will a staff member be permitted to take a child off the premises unless instructed to do so by either the Head Teacher, a member of the school's safeguarding team or by social care or the police.

SNACKS

Sunbeams staff will provide food that meets the School Food Standards.

- Sunrise session: Breakfast is provided for all children who attend a Sunrise session (7.30am-8.45am)
- Sunset sessions: A snack and drink are provided each day for children attending a Sunset session; this is not intended to substitute for a main evening meal which the child may receive at home.

Allergies, Intolerances and other food requirements

The Sunbeams team will provide for those children who have food allergies, intolerances or other food requirements such as restricted diets, provided the parents/carers inform us beforehand on the registration form. If you wish to provide your child with their own breakfast food or packed snack, there will not be any deduction in fees for any sessions that your child attends.



Sunrise session is likely to provide breakfast options such as:

- Bread/toast with assorted spreads
- Low-sugar cereal and semi-skimmed milk
- Fresh apple/orange juice

Sunset session is likely to provide a teatime snack options which may include:

- cheese and biscuits
- breadsticks
- fruit and/or vegetable sticks.

A copy of the current breakfast and teatime snacks menu will be available upon request; it will also be displayed on the Sunbeams notice board and shared on the school website. (Please note, however, that this is subject to change without notice).

We will promote independence by encouraging the children to prepare snacks with staff, and to clear away and tidy up after themselves. Meals will be eaten in a calm environment with fresh drinking water available at all times.

SAFEGUARDING

Sunbeams creates and operates in an environment in which all children feel safe. Staff in Sunbeams follow the school safeguarding procedures which are available to view in the Safeguarding Policy on the website. Staff in Sunbeams have all had up-to-date safeguarding training. A member of the school safeguarding team will be available for Sunbeams staff to contact each day should a safeguarding need arise.

BEHAVIOUR

It is expected that every child in Sunbeams follows the school behaviour policy of being Ready, Respectful and Safe. School policies, including those related to Behaviour, apply in the same way at Sunbeams as they do during the main school day.

We reserve the right to refuse a child who fails to meet these standards. If the behaviour of a child is unacceptable for the safe and efficient running of the club, parents will be informed of this by a member of the School's Senior Leadership Team in the first instance and a warning will be given to the child. Any additional unacceptable behaviour will result in the child being excluded from the club for a period deemed appropriate by the Senior Leadership Team.

In the case of violence or behaviour that poses an immediate danger a child will be required to be collected immediately by parents. As an ultimate sanction, a child may be excluded from Sunbeams, possibly permanently. School recognises that poor behaviour can occur from time to time for reasons that are not always evident, or as a result of special needs. It will strive to be flexible in order to accommodate such cases, but safety of staff and other service users will be paramount.

Staff in Sunbeams will discuss and reinforce behaviour expectations with children as part of the everyday running of the sessions but it is expected that:

- Children and staff will respect each other, staff and visitors.
- Staff will encourage and model an atmosphere of care and consideration between all members of the club including children, staff and visitors.
- Sunbeams staff will encourage and model appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy



we expect from them and facilitate children participating in purposeful, meaningful and engaging activities.

- Sunbeams staff will not tolerate from any member: bullying, aggressive, confrontational or threatening behaviour or behaviour intended to result in conflict.
- Procedures for dealing with unacceptable behaviour will be followed as per the school behaviour policy.

EQUAL OPPORTUNITIES

Sunbeams is committed to equal opportunities and as such follows the information shared in the school's Equal Opportunities policy.

SPECIAL EDUCATIONAL NEEDS

Sunbeams will make every effort to accommodate and welcome any child with Special Educational Needs and Disability (SEND). We will work in liaison with parents/carers and relevant professionals to meet a child's specific needs. We will endeavour to accommodate all children of all abilities, whilst working within the club's limitations. Each case will be assessed individually and risk assessed to ensure everyone's safety.

ILLNESS

We are unable to care for children who are unwell. Please inform the Manager/Deputy of any infectious illness your child contracts. If your child has had sickness or diarrhoea, as per school policy, it is expected that the child will not attend Sunbeams for 48 hours after the illness has ceased.

ACCIDENTS AND FIRST AID

Every precaution will be taken to ensure the safety of the children at all times and the Club is fully insured under the school's insurance policies. Details of the level of insurance is available upon request. Several of our staff are trained first aiders. We operate an accident procedure and fire drills are carried out regularly. In the event of an accident parents will be contacted immediately.

MEDICATION

If a child requires medicine whilst attending Sunbeams parents must let the Manager/Deputy know. Parents should complete a medication administration form. Staff will only be able to administer prescribed medicine.

COMPLAINTS PROCEDURE

If you have any queries, comments or need to discuss any matters concerning your child, please feel free to speak to the Manager, or any other member of staff.

Please refer to the school complaints policy should you wish to complain. Verbal and written complaints should be brought to the attention of the Sunbeams Manager or Headteacher for discussion and action.



SUNBEAMS OUT OF SCHOOL CLUB AGREEMENT

We want to create an environment in Sunbeams where everybody is ready, respectful and safe. This agreement forms part of the admission forms and must be read and agreed in principle before your child starts attending Sunbeam's wraparound and holiday club provision. This agreement is in line with Woodlands Primary School ethos and policies.

Sunbeams will:

- provide a safe and happy environment for your child
- provide breakfast and/or afternoon snack and a drink
- provide a range of creative, engaging and fun activities for your child to take part in
- update you, as parents, of any concerns which may affect your child's progress or behavior
- ensure equality and diversity of opportunity in all activities
- contact you if there is concern over your child's health, wellbeing, behaviour or if we have a safeguarding concern
- always ensure confidentiality
- keep you updated of any information or changes to policy via the website, email or noticeboard

As a parent/carer, I will:

- ensure that Sunbeam sessions are booked 5 days in advance and paid for via my online ParentPay account (bookings will be cancelled if payment is not made within 15 minutes)
- understand that on the day bookings will not be accepted
- understand that fees are non-refundable for non-attendance such as illness (including the 48 hour rule for sickness/diarrhoea), holidays, ad hoc events etc.
- agree that I will pay a late collection fee:
 - if my child, who is booked in to early sunset club, is not collected on time by 5pm I will be charged an additional fee of £5. I understand that further fees of £5 per 15 minutes will be charged thereafter until my child is collected.
 - if my child, who is booked in to late sunset club, is not collected on time by 6pm I will be charged an additional fee of £5. I understand that further fees of £5 per 15 minutes will be charged thereafter until my child is collected.
 - If my child, who is not booked into Early or Late Sunset, is not collected from school by 3.30pm I will be charged an additional fee of £5. I understand that further fees of £5 per 15 minutes will be charged thereafter until my child is collected.
- ensure that my child is dropped off and/or collected on time by a known adult
- contact the school promptly if there is a change in collection arrangements or collection times (or the emergency Sunbeams number – 07470 268 040 if outside of school office hours)
- contact the school if my child is going to be absent from a Sunbeams session
- support the school behaviour policy and ensure that my child is ready, respectful & safe and understand that I may be required to collect my child from a Sunbeams session if my child's behaviour is not keeping them or others safe
- inform the school of any concerns or problems that might affect my child's wellbeing or behaviour
- follow the school's administration of medicine policy if medication is required

My child will:

- do my best to be ready, respectful & safe
- be friendly, kind & helpful to others
- be responsible for my belongings and those resources that belong to Sunbeams

BY USING THE SERVICES OFFERED BY SUNBEAMS WRAPAROUND CARE PROVISION AT WOODLANDS PRIMARY SCHOOL I AGREE TO ADHERE TO THIS AGREEMENT.



CONTACT INFORMATION:

During normal school office hours (8am – 4:30pm) the school office staff will take your message and share it with the staff in our wraparound care team.

By Email: If you wish to contact the Sunbeams team, please email the school office on

r.simkins@woodlands.cheshire.sch.uk

Woodlands Primary School

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Club mobile number: 07470 268 040

Ofsted Registration No: 135136 School: Woodlands Primary School