



SUNBEAMS WRAPAROUND CARE PROVISION HOME-SCHOOL 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.