



## St Lucia's Church of England Primary School

### Sunrise and Sunset Clubs Policy

St Lucia's Sunrise and Sunset Clubs has spaces for 20 children (16 children if nursery aged children are present) 'Provision is from three year olds **(who are fully toilet trained)** and above. 'The school reserve the right to charge any additional costs to cover extra staffing which may be required if a child is not fully toilet trained.' The provision operates from 7:45am until 8:50 when school day begins.

#### Our pledge to you

We value our relationship with parents, which we include to be guardians, foster parents and others who have care responsibilities for children and are committed to working in partnership with you to provide high quality play and care for your child/ren.

We will:

- Welcome you at all times to discuss our work;
- Keep you informed of opening times, fees and charges;
- Be consistent and reliable, to ensure you plan with confidence and peace of mind.
- Listen to your views and concerns to ensure that we continue to meet the needs of your child.

#### Admission

At present, we can take up to 20 children (16 if nursery aged children are present) per session. There is no minimum requirement for the number of sessions you need to book, although we ask that all sessions are booked and paid for in advance at the beginning of each half-term so that staffing, provision and resources can be accurately arranged. The provision is reviewed by the finance governors each term based on the number of children who attend the club to monitor sustainability.

### Transfer of children

Children will be transferred from the care of the Sunrise Club staff to the supervised playground at 8:50am before school starts.

Children will be safely transferred to the Sunset Club at the end of the school day, 3.15 pm by the adult(s) running the club.

### Equal Opportunities

The Sunrise and Sunset Clubs are an equal opportunity employer and operates an equal opportunities policy towards parents and children regardless of sex, gender, religion, culture, ethnic origin or any form of disability.

### Good Management and Discipline

Good behaviour is expected at all times and is actively encouraged in line with the school's behaviour policy.

### Behaviour Guidelines

- Be kind, friendly and polite to others;
- Care for and respect each other and the Club's property;
- Sit down when eating and/or drinking;
- Do as you are asked by all adults in the Club's.
- Dangerous behaviour, which could lead to an accident, will not be allowed;
- Bad language will not be tolerated.

Parents-please note:

- The Sunrise and Sunset Clubs staff will not take responsibility for any valuable items
- Any serious incidents will be recorded and parents/carers informed
- Continued poor behaviour will result in a letter being sent home

- Repeatedly poor behaviour, after three warnings and depending on the severity and circumstances, will result in total exclusion from the Club's.
- It is the Club's policy that all children who attend follow the Club's rules.

### Child Protection

Staff have undergone safeguarding training. If any concerns relating to any type of neglect are expressed by a child, one of the school's designated leads will be kept informed. The procedure for these arrangements are outlined in the school's Safeguarding Policy. In the case of an allegation made by a child against a member of the Sunrise and Sunset Club, procedures in line with the Shropshire Safeguarding Board Lone Working Policy guidance will be followed.

### Sickness

Fees are still payable for your booked sessions in advance at the beginning of each half term. No refunds can be given if your child is absent due to illness, unless he/she is hospitalised.

### Administration of Medicine

If your child requires medicine, a medicine form will need to be completed.

### First Aid

Staff are qualified in administering basic First Aid. All accidents requiring treatment will be recorded on the school's green accident slips and sent home to parents. If staff consider it necessary, they will contact you to take your child to the doctor or hospital if a more serious accident occurs. If staff are unable to make contact with you and they believe it is in the best interest of your child, they will call 999 for an ambulance.

This policy was written *December 2015*

This policy was reviewed *October 2018*