



St Lucia's Church of England Primary School

Sunset Club Policy

St Lucia's Sunset Club has spaces for 16 children between the ages of 4-11 years old. The provision operates from 3:15pm when the school day ends to 5:30pm.

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 16 children 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.

Exchange of Booked Sessions

We appreciate that on some occasions circumstances, parents working arrangements may change. To support this, we can change up to a

maximum of three sessions during a half-term. The alternative dates need to be arranged within the same half-term period. There will however be no refunds available for booked sessions.

Transfer of children to class

Children will be transferred to the care of the After School Club staff at 3:15pm at the end of the school day. The After School Leader will collect the children from their own classrooms and accompany them to the school hall with all their belongings.

Equal Opportunities

The After School Club is 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.
- Dangerous behaviour, which could lead to an accident, will not be allowed;
- Bad language will not be tolerated.

Parents-please note:

- The After School Club 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.
- It is the Club's policy that all children who attend follow the Club rules.

Record Keeping

A registration form must be completed for each child. Registration and booking forms are available from the school entrance area. All information provided on this form is kept confidential. Parents must inform the Club staff of any changes in circumstances, especially for a new address and telephone number.

There is a register which must be signed when your child is collected at the end of the session.

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 After School Club, procedures in line with the Shropshire Safeguarding Board 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

Please refer to the school's medicine policy.

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.

Reviewed April 2020