

St. James



C. of E. PRIMARY SCHOOL

WRAPAROUND CARE SUNRISE & SUNSET CLUB



OUR TEAM

We are very lucky to have a committed team of playworkers supporting the children at Sunrise and Sunset Club at St James.

Overseen by Ms Punter in the morning, and Mrs Wyeth and Miss Montgomery in the afternoon, the team work tirelessly to provide a home-from-home experience for the children.

Our current teams are:

Sunrise: Ms Punter, Mrs Ayling, Mrs Martinez, Mrs Griffiths, Miss Montgomery, Mrs Patel, Miss Barber and Mrs Sweeting.

Sunset: Miss Montgomery, Mrs Wyeth, Mrs Bull, Mrs Griffiths, Mrs Patel, Mrs Ayling, Miss Barber, Mrs Montgomery, Miss Cowden, Miss Amoa-Forson, Miss Stiff, Mrs Thomas, Miss Seers and Mrs Johansen.

OUR TIMINGS

Sunrise Breakfast Club operates between 7.45am and 8.45am, Monday to Friday, during term time. A member of the team will open the gate from 7.45am to 8.00am to welcome the children in.

Sunset After School Club operates between 3.15pm and 6.00pm, Monday to Friday, during term time.

Parents can collect children at any between 4pm - 6pm from the main school gate. Our Sunset Club mobile number is displayed on the gate, if needed.

We have staggered collection times:- 4:30pm, 5pm, 5:30pm and 6pm and we ask parents to give a time for regular collection and we will bring your child to the gate that time.

If you arrive early, please do call the club mobile and we will endeavour to bring your child out at that time. Please bear in mind that our priority will always be to ensure adequate supervision of the children, so it may be we will not be able to facilitate this request until we can reorganise the staff. We appreciate your understanding.

OUR ACTIVITIES

We have a range of activities available for the children at breakfast and afterschool club.

As well as our adult run activities, which involves daily arts and crafts, the children also have access to a range of games, role play, books and lego. KS2 children are able to use the mindfulness garden, the junior playground, woodland area and field (weather permitting). Reception and KS1 have access to the infant playground.

Following recent child consultation, we have also added the following to the offer:

- Chromebooks for homework
- Geography games
- Uno Extreme
- Top Trumps
- Table tennis table
- Weaving ribbons
- Loom bands
- Bracelet making kits
- Outside board games
- Glee Club
- Skipping and French skipping equipment



OUR SPACE



APPLICATION PROCESS

We have limited places at Sunrise and Sunset available and in the event that the clubs are oversubscribed, a waiting list will be in operation.

To apply for a place at Breakfast or After School Club, please complete the relevant online registration form using the links below.

[Sunrise Breakfast Club Registration Form](#)

[Sunset After School Club Registration Form](#)

OUR PLACE ALLOCATION

If you require a space for Sunrise or Sunset club, please contact the office and you will be added to the waiting list.

The admission criteria :

1. LAC or PLAC children
2. Children of staff and Governors
3. Siblings
4. Children currently accessing the provision
5. Children on the waiting list on first come first served basis

SESSION COSTS

Sunrise Breakfast Club – Cost: £6.00 per session (including breakfast)

Sunset After School Club – Cost £16.00 per session (including a light hot or cold snack)

Sessions should be paid for half termly, **in advance**, through the Arbor payment system. You will be sent a reminder email each half term.

We accept Tax-Free Childcare Vouchers. The school organisation reference is 125163. If you arrange a transfer from your Tax-Free Childcare Voucher account, it will be allocated to your child's Arbor account by the school office.

OUR FOOD OFFER

Sunrise Club

At Sunrise club, all children are offered breakfast on arrival.
We offer a range of low sugar cereals,
Toast or Crumpets with butter or low sugar jam
Fresh fruit

Drinks: Water, milk or a small glass of fresh fruit juice.

Sunset Club

At Sunset club we offer a light hot or cold snack each day.
Available everyday :

- A fruit selection, prepared fruit or fruit kebabs.
- A selection of vegetables

Our menu for Sunset club typically includes:

- Tomato Wholemeal Pasta
- Mini Wholemeal Pitta Pizzas
- Crumpets with Butter or Low Sugar Jam
- Cheese/Ham Wraps
- Baked Beans on Toast

Drinks: Water

Toast, crumpets, or sandwiches/wraps with either ham or cheese will be provided as an alternative.

We will cater for all dietary requirements.

As a school, we are guided by the DFE Food in Schools Guidance.
Further information is available on request

TERMS & CONDITIONS

General

- Payment for sessions must be made online every half term **in advance** through Arbor. Places cannot be reserved without payment nor will children be accepted at the sessions.
- If payment is not made on time, the school reserve the right to withdraw your child's place at Club. If you are having any difficulties making payment, please contact the school office.
- The notice period for cancellation, or reducing the number of sessions attended, is a minimum of half a term, or six weeks (whichever is shorter). Please notify us of your intention to cancel in writing.
- There will be no deduction in your payment if your child absent for any reason.
- Please ensure that you keep the school up to date with any changes to food allergies , medical needs or contact details.
- Children should wear school uniform to the sessions and be appropriately clothed, taking account of seasonal weather conditions, especially for outdoor play.
- If your child is deemed to unwell to attend Club, you may be contacted to arrange early collection.
- If your child requires medication, you must complete a medicine in school form before it can be administered. Forms are available from the school office.
- Children should not bring any toys, games or valuable items to the Club.
- School policies will be applied to Breakfast and After School Club..
- The club reserve the right to temporarily suspend a child from the club in the unlikely event of persistent misbehaviour and as a last resort, their access to a place would be reviewed.

Sunrise

- Only sessions paid for can be attended.
- We will register children at the gate and only children who are on the register for that day will be able to attend.

TERMS & CONDITIONS

Sunset

- If your child is not going to attend on a designated day, please call the school office and email sunset@stjames-veybridge.surrey.sch.uk as soon as possible.
- Children should be collected by a parent/guardian at the agreed time, or the club should be notified in advance if there is a change of pick up time.
- If somebody else is collecting your child from Club, you must inform us in advance by emailing sunset@stjames-veybridge.surrey.sch.uk as soon as possible. Late notifications after 4pm, should be communicated to the Sunset Club mobile number.
- If you do not inform us of another adult collecting your child, you will be contacted before we allow this person to collect. If we are unable to contact you, we will not allow your child to leave with this person.
- If your child is attending an extra curricular club, either run by school or by an external company, please let Sunset Club know and communicate this to the club provider that the children should be dropped at club after when finished.
- No Y6 child will be allowed to walk home from After School Club.
- Late pick-ups, after 6:00pm, requires two members of staff to remain on site and this incurs a cost. Therefore. late pick ups will be charged £5 per child as an extra payment, for the first 15 minutes and £1 per minute thereafter.
- Sunset After School Club will not be open on the last day of term or INSET days and there will be no charge for these days.



School Office 01932 851762

Sunset Club Mobile 07843 372803

sunset@stjames-veybridge.surrey.sch.uk

