

# Higher Walton CE Primary School



**Sunrise and Sunset Clubs  
Parent Information pack**

**2025-26**

# **HIGHER WALTON SUNRISE AND SUNSET CLUBS**

Higher Walton C E Primary School, Rosewood Avenue, Higher Walton, Preston PR5 4FE  
Tel: School: 01772 335945

Dear Parent/Carer

Thank you for choosing to send your child to Higher Walton Sunrise and/or Sunset Club. Please take some time to read this information booklet, which will hopefully answer many of your questions about our Clubs. This pack has been designed to share important information with you about the Clubs and their day to day operations.

We work closely with parents and carers of children attending the Clubs and appreciate your comments and compliments to assist us in providing the best service possible. We hope that you will make some time on a regular basis to talk with staff when you are collecting your child. We will use the information that you share to ensure that we are supporting your child's needs and interests while they are at the Clubs. Feedback can also be left by email - [bursar@walton.lancs.sch.uk](mailto:bursar@walton.lancs.sch.uk).

For children in reception we continue to support the Early Years Foundation Stage framework, the curriculum for the early years, and will work alongside your child's class teacher to support their development.

All contact information, medical information and collection arrangements for your child will be taken from their school records. We do, however, require you to complete the application form at the back of this booklet. This is the contract between yourself and the school regarding your child's attendance at the Clubs.

We hope your child will enjoy their time with us and we look forward to working with you.

Yours sincerely

*K Devlin*

*G Marsden*

Mrs K Devlin

\*\* Sunrise Club Supervisor

Miss G Marsden

Sunset Club Supervisor

\*\* Mrs Devlin is currently on maternity leave. Mrs Aldwin and Mrs Sadikot will be supervising Sunrise club in her absence.

## **INTRODUCTION TO HIGHER WALTON SUNRISE AND SUNSET CLUBS**

The Clubs provide a wide range of stimulating and creative activities in a safe and caring environment.

The Clubs are registered with Ofsted under the School's registration number 119393.

The age of children allowed to attend either Club is 3 -11 years.

Our opening hours are as follows:-

Sunrise Club - Monday to Friday 7.30 a.m. – 8.50 a.m. term time only  
Sunset Club - Monday to Friday 3.30 p.m. – 5.30 p.m. term time only

Breakfast will be provided at Sunrise Club **up until 8.30am** and a snack and drink will be provided at Sunset Club.

The Clubs are managed by Higher Walton CE Primary School and operate under their policies and procedures. Copies of policies relating to different aspects of school life can be obtained from the key information section of the School's website.

### **Our Premises**

We operate both Clubs from the school hall and also use the playground during the session.

### **The Team**

<b>OUR SUNRISE CLUB STAFF</b>	
Club Supervisor	Mrs Kate Devlin (Mrs Devlin is currently on maternity leave. Mrs Aldwin and Mrs Sadikot will be supervising Sunrise club in her absence.)
Assistant Supervisors	Mrs Celeste Blackburn Mrs Lynn Gallagher
Club Admin Officer	Mrs Gillian Price
<b>OUR SUNSET CLUB STAFF</b>	
Club Supervisor	Miss Gillian Marsden
Assistant Supervisors	Mrs Kate Devlin (Currently on maternity leave) Mrs Lynn Gallagher
Club Admin Officer	Mrs Gillian Price

We pride ourselves on the quality of the care we offer. To support this we ensure that all our staff members are well qualified and experienced. All staff working directly with the children are paediatric first aid trained, hold basic food hygiene certificates and complete child protection training as part of their induction.

All staff appointments are made following a rigorous recruitment procedure which includes enhanced DBS checks and references from previous employers.

With regard to staff ratios and staff qualifications, we follow the early years foundation stage statutory framework for group and school-based providers September 2025 which states:-

*'Before/after school care and holiday provision 3.57: Where the provision is solely before/after school care or holiday provision for children who normally attend reception class (or older) during the school day, there must be sufficient staff as for a class of 30 children. It is for providers to determine how many staff are needed to ensure the safety and welfare of children, bearing in mind the type(s) of activity and the age and needs of the children. It is also for providers to determine what qualifications, if any, the manager and/or staff should have.'*

We have a minimum of two staff members on site at all times when children are in attendance. Miss Marsden, Mrs Devlin and Mrs Blackburn are all qualified at Level 3 in Children's Care, Learning and Development.

### **SUNRISE AND SUNSET CLUBS - PLEDGE TO PARENTS**

- We value our relationship with parents and are committed to working in partnership with you to provide top quality play and care for your children.
- We welcome you at all times to discuss our work, have a chat or take part in our activities.
- We will keep you informed of opening times, fees and charges, programmes of activities, menus and procedures.
- We will be consistent and reliable to enable you to plan with confidence and peace of mind.
- We will share and discuss your child's experiences, friendships, achievements and progress.
- We will involve you in decisions about running the Clubs.
- We will ask your permission for outings and special events.
- We will listen to your views and concerns to ensure that we continue to meet your needs.
- No child will be discriminated against because of race, culture, class, religion, gender, ability or disability.

## **ADMISSIONS/FEES**

### **Admissions**

The criteria used to decide the issuing of places is pupils attending Higher Walton C E Primary School solely, on a first come first served basis.

A waiting list is implemented on the same basis as places are allocated.

### **Fees**

Sunrise Club fees are £5.50 per session/£27.50 full week.

Sunset Club fees are £9 per session/£40 full week.

Casual place are only available when there is space at the Club to ensure that correct staff/pupil ratios are maintained.

Late collection fees: £5 per child for each 15 minute block over the pre-arranged collection time.

Fees are non-refundable and remain payable if your child does not attend the session for whatever reason.

It is a parent/carer's responsibility to ensure correct payment is made. To aid financial planning invoices will be issued, via ParentMail, for the academic year, broken down into terms, and we would encourage parents/carers to settle each half terms invoice at their earliest possible convenience.

Fees should be paid at least one full week **in advance of attendance** via ParentMail. If you wish to pay by an alternative method, e.g tax free child care scheme, , please contact the school office.

### **Late payment of fees**

All fees must be up to date by the end of each half term. Failure to pay outstanding fees on your club account could lead to your child's place in club being suspended and allocated to children on the waiting list. Where fees are outstanding from the previous half term, children will not be allowed to access club provision until full payment is made. In these circumstances parents will be unable to drop their child off at Sunrise Club and will be contacted to collect their child from Sunset Club.

It is unacceptable for arrears to build up and we would request that all parents adhere to these arrangements. If you find yourself in financial difficulties please contact Mrs Rourke or Mrs Price.

In the event that either a parent or child is ill for a long period of time and the child is temporarily unable to attend Sunrise and/or Sunset Club, fees for the first two weeks would be charged at the parent's usual rate, reducing to a weekly rate of 25% of the parent's usual rate to retain the child's place at the club.

In the event of a casual or last minute booking, payment **must** be made prior to attendance but no later than on collection of the child to avoid late payment charges being applied.

### **Reducing sessions or leaving Sunrise or Sunset Club**

If your child will be leaving us for any reason or if you wish to reduce the number of sessions they attend, you will need to give us a **minimum of two weeks' notice in writing**. This should be given, in writing, to Mrs Rourke, [bursar@walton.lancs.sch.uk](mailto:bursar@walton.lancs.sch.uk), and Mrs Price, [clerk@walton.lancs.sch.uk](mailto:clerk@walton.lancs.sch.uk).

## **ARRIVAL AND DEPARTURE OF CHILDREN**

### **Start of the session**

Sunrise Club is open from 7.30am and children should be brought directly to the hall at the side of school.

EYFS and KS1 children attending Sunset Club will be collected from their classrooms at 3.25pm by Club staff and then join children from KS2 who will gather for registration in the hall at 3.30 p.m.

### **End of the session**

- Sunrise Club children will be brought into school at 8.50am and taken directly to their classrooms.
- On collecting children from Sunset Club, parents/carers must inform a member of staff that their child is being picked up **and not just leave.**
- Children need to be signed out on departure (including the time).
- Only adults identified on the collection arrangements form will be allowed to collect children from Sunset Club unless other arrangements have been made directly with the Club supervisors or school office.
- Parents/carers must adhere to the finishing time and strive to collect their child/children on time.
- Parents should contact Sunset Club on 01772 335945 if due to unforeseen circumstances they will be late collecting their child/children.
- Late collection of children will incur a charge of £5 per child for each 15 minute block over the club finishing time.
- Continued lateness will result in the Headteacher and Club supervisor reviewing the offer of a place.
- If a child is left for an unacceptable amount of time and we are unable to contact you, or one of your nominated contacts, then our policy is to contact the police and Children's Social Care.

## **POLICIES AND PROCEDURES**

The Sunrise and Sunset Clubs operate within the school's policies and procedures. Whilst there is an emphasis placed on having fun children are expected to adhere to the schools behaviour policy at all times. A copy of the behaviour policy can be found on the school's website.

Any child who is deemed by the staff to be putting the safety of other children or staff at risk may be excluded from a Club immediately for a fixed period. The decision to exclude will be taken by the Club Supervisor in conjunction with the school's Senior Leadership Team.

Should the parent wish to appeal against the decision of the supervisor and Senior Leadership Team to exclude the child, they should put their appeal in writing to the Chair of Governors via the school office giving their reasons for the appeal.

**Where a child is excluded from a Club, full fees will still be payable to keep your child's place open.**

### **Allergies, Dietary Requirements & Medication**

We will obtain any allergy and medical information, dietary requirements or medication requirements from the school records. Please ensure this information is kept up to date and discuss these further with the Club Supervisors if necessary.

If your child requires medication which needs administering whilst they are at Sunrise Club or during the school day, this must be handed to the Club Supervisor and the required medicine forms completed. The Club Supervisor will take any medication to the school office at the end of the session. For children attending Sunset Club, please inform Mrs Rourke when handing in medication at the beginning of the school day to ensure this is clearly stated on the medicine form you will be required to complete. This will ensure that the correct information is passed to the Club supervisor at the beginning of the session.

Appendix A contains further information about the administration of medication.

### **Photographs**

We often take photographs of the children taking part in activities. These photographs are put in our albums to share with each other, used as evidence of our good practice for quality assurance and may be used for display or advertising purposes on the school website. We will use the information from the photograph consent forms held within school to comply with your wishes regarding photographs.

### **Food & Drink**

We aim to provide a range of healthy breakfast, snacks and drinks and make breakfast/snack time a social time. Please do not send in food for your child, unless they have a specific dietary requirement that you have discussed with the Club Supervisors.

### **Equal Opportunities**

The Clubs are committed to taking positive and proactive steps to ensure that we provide a safe and caring environment free from discrimination for everyone in our community. We actively promote equality of opportunity, tolerance, fairness and anti-discriminatory practice towards all children, families, members of staff, students, and volunteers. We fully and wholeheartedly adhere to both the spirit and detail of the Equality Act 2010, the Race Relations Act 1976 and the Race Relations (Amendment) Act 2000, which outlaw discrimination against anyone on grounds of race, colour, nationality or ethnicity.

The Clubs are committed to the integration of all children with disabilities/additional needs and comply with the current Code of Practice on Special Educational Needs, the Special Educational Needs and Disability Act 2001, and the Disability Discrimination Act.

## **Safeguarding Children**

As a parent or guardian of a child at Sunrise or Sunset Club, it is important that you are aware of our Child Protection procedures.

We work together to keep all of the children in our care safe and free from harm. All of our paid staff and regular volunteers have enhanced clearance from the Disclosure and Barring Service (formerly known as the Criminal Records Bureau). Anyone who is not DBS checked MUST NOT work on their own with children. This is to help ensure that unsuitable people are prevented from working with children. All staff have received child protection training.

Who is responsible for safeguarding my child? All those who come into contact with children through their every day work whether paid or voluntary have a duty to safeguard and promote the welfare of children.

The Clubs will adhere to the School's Child Protection Policy which is available on the School's website. This Policy identifies the four categories of abuse: physical, sexual, emotional and neglect.

What would happen if someone at either Club had a concern about my child? If whilst working with a child an adult becomes concerned about:

- Comments made by a child
- Marks or bruising on a child
- Changes in a child's behaviour or demeanor

they must report their concerns to the Designated Safeguarding Lead (DSL). If this person is unavailable, it will be reported to the Deputy Designated Senior Lead (DDSL). All concerns will be logged on the school safeguarding system CPOMS.

What will happen if my child discloses that s/he is being harmed/ abused? If an adult is approached by a child wanting to talk, they be listened to positively and reassured. If possible, the adult will try to ensure a degree of privacy but this may not always be possible.

*For every child that does disclose information, evidence shows that they have usually tried up to 12 times before.*

When harm or abuse is disclosed, the adult will:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child but WILL NOT promise confidentiality- they will explain to the child that they may have to tell other adults if it helps them to stay safe
- WILL NOT interrogate the child or ask leading questions
- Reassure the child that what has happened is not their fault
- Stress that it was the right thing to tell them
- Listen rather than ask direct questions
- Do not criticise or make judgments on the alleged perpetrator

Immediately after the disclosure an electronic record on CPOMS will be made including, where possible, the exact words used by the child. The entry will be notified to the DSL or DDSL. The DSL will then take any appropriate action which may be to find out more by asking the parent/guardian to explain certain things e.g. a mark, bruise or comment. This will be recorded and may not be taken any further. If the DSL feels that the child would be at risk of significant harm should the parent be spoken to, advice will be sought from Children's Social Care and a referral may be made. In extreme cases, Children's Social Care may intervene at that moment and in some cases the police.

What if the alleged abuser is a member of Club staff? All such allegations should be reported to the Club Supervisors. If the allegation is about the Club Supervisors, it should be reported to the Chair of Governors via the school.



Appropriate Adult Behaviour - Appropriate relationships with children should be based on mutual trust and respect. Adults working at the Clubs are responsible for their own actions and behaviour, and should avoid any conduct that would lead a reasonable person to question their motivation or intentions.

Children, especially when they are young, are often spontaneously affectionate and tactile and it is important not to alienate them through lack of response or by appearing to reject this.

Whilst working with a pupil on his/her own, staff will ensure that the door is left open and that they are visible to others.

Staff will NEVER make arrangements to contact, communicate or meet with pupils outside of the Clubs, including by email, text or any other messaging system.

Information regarding individual children and child protection should NEVER be emailed - this is not a safe method of transferring information. Any parents or guardians with questions or concerns about child protection should be directed to the DSL or DDSL in the first instance.

Operation Encompass - In conjunction with Lancashire Police and Lancashire Safeguarding Board, Higher Walton CE Primary School is involved in a national initiative called "Operation Encompass". The purpose of Operation Encompass is to safeguard and support children and young people who have been involved in, heard or witnessed a domestic abuse incident. For more information visit [www.operationencompass.org](http://www.operationencompass.org) or contact the school's Key Adult, Mrs Rourke.

#### Useful numbers:

Lancashire Safeguarding Children's Board - 01772 530283 or 01772 530329  
Children's Social Care – 0845 0530009

### **Child Safety and Protection**

The safety of the children in our care is of paramount importance. No child will be released to an unnamed person. Parents must inform the Club Supervisor via the school office if someone different is to collect a child from Sunset Club. The child will only be released to the person if the staff have been informed of this change by the parent and the child is comfortable leaving with the collector.

### **Lost Child Procedure**

The Clubs have the highest regard for the safety of the children in their care. Staff will always be extremely aware of the potential for children to go missing during the session.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts in addition to the registration procedures set out in the Arrival and Departures guidance.

In the unlikely event of a child going missing from the Club the following procedure will be implemented immediately:

- All staff present will be informed and an immediate thorough search of the setting will be made followed by a search of the surrounding area. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Club Supervisor will carry out a search of the area and if the child has still not been accounted for they will contact the police and parents/carers of the missing child
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the Club.

- Once the incident is resolved, the Supervisor and the Governors of the school will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the school's site security risk assessments).
- Any incidents must be recorded on CPOMS.

### **Concerns/Complaints/Compliments**

If you are at all concerned about your child, any aspect of Club or how your child is being cared for, please don't sit at home worrying or discussing your problems with neighbours or other parents. If you need to speak to either of the club supervisors you can either see them at the start of Sunrise Club or when collecting from Sunset Club. Alternatively you can leave a message at the office for Club staff to contact you by telephone.

If you feel your concern/complaint has not been dealt with satisfactorily or you do not feel able to approach either of the Club Supervisors then please put your complaint in writing to the Headteacher giving full reasons for the complaint. They will deal with any problems in the strictest confidence and in accordance with the school's complaints procedures.

We are constantly striving to improve our provision further. If parents have suggestions which would improve our practice, they are invited to make their ideas known to the Headteacher.

If there is any aspect of our provision that you are particularly pleased with then do share this with us too!

## APPENDIX A

### ADMINISTRATION OF MEDICATION GUIDANCE FOR PARENTS/CARERS

Higher Walton Sunrise and Sunset Clubs are committed to inclusion and ensure that pupils with medical needs and on long-term medication receive proper care and support whilst at the Clubs. Whilst all staff have a duty to take reasonable care for the health and safety of children and young people in School, there is no legal or contractual duty on Club staff to administer medicine or supervise a pupil taking it. Where staff do agree to participate in these duties it is important to recognise that their participation is of a voluntary nature. All staff have the right to refuse to administer/supervise administration of medicines. The Club Supervisor will accept responsibility in principle for members of the Club staff giving or supervising pupils taking prescribed medication during the session where those members of staff have volunteered to do so.

The Clubs will have regard to the Department for Education's statutory guidance 'Supporting pupils at school with medical conditions' statutory guidance issued in December 2015.

To ensure the safe administration of medication at the Clubs the following guidelines have been produced. If these are not followed then unfortunately the medication cannot be given. Please note that we can only accept medication prescribed by a doctor, dentist, nurse or pharmacist prescriber.

1. Parents/carers are responsible for providing the Clubs with adequate information regarding their child's condition and medication. It is the parents/carers responsibility to inform the Clubs in writing when the medication is discontinued or the dosage changed.
2. Medication will not be accepted at the Clubs without complete written and signed instructions. If your child requires medication which needs administering whilst they are at Sunrise Club or during the school day, this must be handed to the Club Supervisor and the required medicine forms completed. The Club Supervisor will take any medication to the school office at the end of the session. For children attending Sunset Club, please inform Mrs Rourke when handing in medication at the beginning of the school day to ensure this is clearly stated on the medicine form you will be required to complete. This will ensure that the correct information is passed to the Club supervisor at the beginning of the session.
3. In accordance with the above statutory guidance, medicines will only be administered at the Clubs when it would be detrimental to a child's health or Club's attendance to do so. Where clinically possible, parents should request that medicines should be prescribed in dose frequencies which enable them to be taken outside school hours, however the Clubs will be guided by the prescriber's instructions.
4. The administration of non-prescribed paracetamol will be considered but will only be administered on completion of the appropriate form by the parent/carer. Unless prescribed by a doctor, dentist, nurse or pharmacist prescriber, medicines containing ibuprofen or aspirin will not be administered by the school. Once again a form MUST be completed by parent/carer where the administration of such prescribed medication is required.
5. Only reasonable quantities of medication should be supplied to the Clubs e.g. a maximum of 4 weeks supply at any one time.
6. Each item of medication must be clearly labelled with the following:
  - Pupil's name
  - Name of medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if important)

- Expiry date

Items of medication in unlabelled containers will not be accepted.

7. If a pupil suffers regularly from acute pain, such as migraine, the parent/carer should authorise and supply appropriate painkillers for their child's use with written instructions about when the child should take the medication.
8. Where a child has long-term medical needs, the parent/carer is responsible for supplying the Clubs with adequate information regarding their child's condition and medication. This information must be in writing and signed by the parent/carer. A health care plan must be completed by parent/carer. In addition, a form must be completed annually / when changes in medication routine arise.
9. The Clubs will provide parents/carers with details of when medication has been administered to their child.
10. If a child refuses to take their medicine, staff will not force them to do so. Staff will contact the parent/carer and note on administration record that medication has been refused.
11. It is the responsibility of parents to inform the Clubs of their child's medical needs, both long and short term, and parents should inform the Clubs if prescribed medication is being taken at home (that is not necessarily taken during the school day) as this can affect a child's behaviour at the Clubs. This is also important in case of emergency when staff need to know what medications are being taken.
12. Sun screen will be permitted at the Clubs however children should be able to apply this themselves. A signed note from parent/carer will be required. As previously stated this generally will have been completed in school and handed to the Club Supervisor at the start of the session. Sun screen should be clearly labelled with child's name. Younger children will be supervised in application of sun screen.