



Southwold Primary  
& Nursery School

*"Be all you can be and together we will shine"*

# Early Bird & Sunshine Club



Reception to Y6 children

Early Bird (7:30am ~ 8:40am)

Sunshine Club (3:15pm ~ 5:45pm)

Holm Way

Bicester

Oxfordshire

OX26 3UU

**School Tel:** 01869 324061 (*Sunshine Club is option 4*)

**Email:** [office@southwold.oxon.sch.uk](mailto:office@southwold.oxon.sch.uk)

**Headteacher:** Luke Graham

### What we provide

Early Bird Club provides breakfast and after school Sunshine Club provides a snacky dinner and out of school provision. This is open to Southwold School children in Reception to Year 6, Monday to Friday, term time only. This is based in a port-a-cabin in our school grounds.

Our club offers care for up to 30 children.

#### Early Birds

- Children are welcome from 7:30a.m.
- The practitioners will take the children into class at 8:40a.m.
- Parents are responsible for signing children into the club. Children are welcome from 07:30am each morning.
- Direct bookings can be made through ParentPay our cashless school payment system. Just log into your
- Parentpay account using your log in details and choose your preferred dates.

**The cost of Early Bird Club is £6.**

#### Sunshine Club

- Children are welcome from 3:15p.m.
- Children in the Reception, Year 1 and Year 2 are brought to Sunshine Club by a member of teaching staff.
- Children in Year 3 ~ 6 will come to Sunshine Club unaccompanied.
- A register will be taken on arrival and parents/carers will be asked to sign their child out when leaving.
- Sunshine Club is open until 5:45p.m.

**The cost for Sunshine Club is £10.**

To book your child into any of the sessions, please see the School Office who will provide you with an admissions form, alternatively this can be downloaded from our school website.

### Further Information



**Luke Graham**  
Headteacher



**Miss Amanda Nickson**  
Office



**Mrs Laura East**  
Office

### Breakfast Club Team



**Mrs Gail Rampton**



**Mrs Linda Jeffries**

### Sunshine Club Team



**Mrs Sandra Collins**



**Mrs Gail Rampton**



**Mrs Sharon Bishop**

### Mission Statement

- Early Bird & Sunshine Club is a before/after school club, especially created for the children of Southwold Primary School.
- Our aim is to provide a safe, yet exciting environment for your child, where they can feel comfortable and relaxed. They will get the chance to be involved in planned activities and outdoor play, as well as listening to music, reading or just having a chat. We will also provide your child with a snack & drink and endeavour to create a home from home for the children of busy parents and carers.
- The children are cared for by our team, in a safe and familiar environment.

### Club Times & Fees

Early Birds	Sunshine
07:30am ~ 08:40am	15:15pm ~ 17:45pm
£6.00 per session	£10.00 per session

### Policies & Procedures

**As a school, we have a comprehensive set of policies and procedures that are available for parents/carers to view on our school website, or by request.**

- Acceptable Use Policy
- Attendance Procedures
- Behaviour Policy
- Code of Conduct Policy
- Complaints Policy
- Debt Policy
- Early Bird & Sunshine Club Terms & Conditions
- Equality Statement
- First Aid Policy
- Healthy Food Policy
- Health & Safety Policy
- Home/School Agreement
- Prevent Duty Policy
- Safeguarding & Child Protection Policy
- Supporting Children with Medical Conditions Policy
- Toileting & Intimate Care Policy
- Online Safety Policy

**Upon registration, you will be asked to complete a form about your child's health and medical needs. Please ensure these are kept up to date to enable us to provide the correct care.**

**The safety of your child is a priority, therefore if someone else is due to collect your child, please inform us and we will ask for the password provided by you upon registration.**

### Early Birds Club

As our school promotes healthy eating, so the children are offered a nutritious breakfast. A variety of cereals and fruit are provided along with toast and milk or water.

Children eat together around a table in a happy, sociable environment.

If your child has any dietary requirements, please inform a member of staff when completing an admissions form.

### Sunshine Club

As our school promotes healthy eating, the children are offered a nutritious healthy snack/ light dinner.

After School Club provides a wide range of age-appropriate activities, challenges and experiences for the children.

Practitioners liaise with parents and teaching staff daily to share relevant information, to ensure your child is settled and happy.

We aim to provide an engaging environment for the children by giving them the opportunity to choose and select different activities each day, based on their interests.



### Routine and Activities

After School Club provides a wide range of age-appropriate activities that are creative, promote positive play opportunities and challenges and experiences for the children to play and enjoy their free-time in a safe and comfortable environment.

Activities include modelling, drawing, music, reading, games, watching televisions, talking, celebrating special events, spending time with friends and many outdoor activities.

The development of the children's emotional, physical, social and intellectual capabilities are promoted effectively when they take part in a wide range of activities. Practitioners meet the children's needs through sensitive and appropriate interactions which promote our school ACHIEVE values as well as self-esteem. We plan first hand experiences which enable children to make choices when developing their knowledge, skills and understanding.

Children's care, learning and play are supported best where the staff are clear about the main purpose of the provision.

Practitioners liaise with parents and teaching staff daily to share relevant information to ensure your child is settled and happy.

We aim to provide an engaging environment for the children by giving them the opportunity to choose and select different activities each day, based on their interests.



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**Early Birds & Sunshine Club**

## Terms and Conditions

### Admissions

- On arrival for each session, all children must be registered by a member of staff.
- Children in the Foundation Stage, Year One and Year Two will be brought to Sunshine Club by a member of teaching staff. Children in Years Three to Six will make their own way unaccompanied.
- In the event of your child participating in an after-school activity, Sunshine Club will need to be informed
- All parents/carers must complete this admission form before their child is permitted to start at Sunshine Club. We must insist that all parts of the form are completed and signed, in accordance with Ofsted requirements.

### Fees

- There is no registration fee.
- For advanced bookings, please book on ParentPay. This will require immediate payment.
- Ad-hoc/casual sessions **must** be booked via the school office and require immediate payment on ParentPay
- We do accept Child Care Vouchers as payment, but you will need to release your voucher in advance of the term starting so your ParentPay account is in credit. This will then allow you to make your booking selections on ParentPay until the Voucher maximum is reached.
- Please note that all sessions booked are charged and no refund given.

### Arrival and Departure of Children

- All parents/carers must present themselves to a member of staff before taking any children from the premises. Please note that the premises refers to both inside and outside and must sign the 'signing out' form, stating the time that the child was collected, before leaving the premises.
- If arrangements are made for any other person to collect your child, other than the usual persons, the staff will need to be informed in advance. The person's name should appear on the admission form. If their name does not appear on the admission form or if prior notification has not been received, the child will not be able to leave with that person.
- It is not acceptable for anyone under the age of 16 years to collect a child, or for any child to go home alone without written permission.
- If a parent collects their child later than 5:45pm, you may be charged/ fined £5 per every 15minute period. It is applied after repeated late pickups or in exceptional circumstances. The fee can be increased to £10 for subsequent repeated occurrences.
- Children attending Early Bird Club may be dropped off from 7:30am and Sunshine Club children may be collected at any time between 3.15pm and 5.45pm. The full charge for the session remains the same. If you are persistently late collecting your child/ren, a fine may be incurred.
- The success of these clubs depends on cooperation and sharing of all those involved. Parents/carers should address any questions or concerns that they have with the Sunshine Club staff. In the case of a complaint, please contact the Headteacher.
- All staff will respect confidentiality of any information exchanged between them and parents/ carers.

### Cancellations

- If you wish to withdraw your child from the breakfast or after school club, one month's notice is required, or payment in lieu of notice. In the event fees are outstanding for more than a month, Southwold School reserves the right to cancel your place. If you are having difficulties, please speak to our school team.

### Meals and Snacks

- A healthy breakfast is provided for all children attending the breakfast club.
- All children attending the Sunshine Club will be offered healthy snacks/ light dinner.
- Please note that it is the responsibility of parents to inform us of any allergies or medical conditions that their child may have.

### Valuables

- Children should not bring any valuable items, nor should they bring money on a day-to-day basis. It may be requested that they bring a precious item in for a special activity, however they bring these items at their own risk.

### Clothing

- Children must be appropriately dressed for all weather conditions e.g. warm coat, hat and gloves in the winter, and a sun hat and sun cream in the summer.

### Sickness

- **In the case of illness, staff should be notified of absence as soon as possible on the first day. This can be done by leaving a voicemail for the school office, who will pass on your message (01869 324061, option 4).**
- If your child is ill, they should not attend Early Bird/ Sunshine Club.
- Any child with a rash, sore throat, discharge from eyes or nose, diarrhoea any contagious illness should be kept away from the setting. Please also be aware that any child showing symptoms of Covid should also stay at home and follow current Government advice. If a child becomes sick during their attendance, we reserve the right to call for emergency assistance and if necessary, remove them to hospital. It is not our policy to administer medicines unless specifically



requested by the child's parents/carer. To have medicines administered, it must be prescribed by the child's doctor and parents must obtain a form from the office.

### **Behaviour**

- Children must comply with the same rules which apply to behaviour in school – see Behaviour Policy (including not bringing in forbidden items).
- Respect for others and proper use of all property and equipment on the premises is essential and must be maintained by all persons at all times.
- Behaviour by any person considered to be unacceptable or inappropriate will be reported to the Headteacher or Practitioner who will decide on the line of action to take. Behaviour deemed unacceptable is as follows:
  - Disruptive or aggressive behaviour.
  - Use of bad language or disrespectful behaviour.
  - Bullying or victimisation by any member of the Sunshine Club.
  - Destructive or abusive behaviour.
- Parents/carers will be informed if a child displays unacceptable behaviour. This disruptive behaviour will be recorded and noted with the Headteacher. If a child's behaviour is in breach of our Behaviour Policy terms and conditions, this will be reported to the Headteacher and/or the Chair of Governors. This may result in your child being at risk of exclusion for Early Birds/ Sunshine Club.
- If a child has displayed unacceptable or disruptive behaviour, a member of school staff will speak to the parent and inform them that the first warning has been issued. If there is another incident, a second, written warning will be issued. They will also be advised that a future incident will result in their child losing their space in wrap-around provision. This is to ensure that the parent/carer can consider exploring alternative childcare options. If a child has their privilege to attend wrap-around withdrawn (exclusion from Sunshine Club) after a third incident of unacceptable behaviour, the parent/carer will be informed in writing. Warnings last for one year, commencing the date that a first verbal warning is given. They are not reset every academic year.
- If a child's behaviour is dangerous to themselves or others, the school reserves the right to immediately withdraw their privilege to attend Sunshine Club. The school may not apply the warning system if it is deemed appropriate to take action to remove the child immediately, on a permanent basis due to a serious breach of behaviour expectations. Examples of this include but are not limited to physical behaviour towards peer/adult or damage to property. The parent / carer will be formally written to in order to inform them that their child has had their privilege to attend withdrawn.

### **Health & Safety**

- High standards of hygiene and the prevention of the spread of infection are essential to children's good health. Our staff have a good knowledge of our policies and arrangements for health and hygiene and are committed to following the procedures.
- All our staff hold relevant Food Hygiene Qualifications and adopt a strict routine in order to meet standard requirements.

### **Medicines**

- Only prescribed medicines can be administered – please see School Policy which is displayed on the School Website – <https://www.southwoldschool.org/about-us/school-information/policies-procedures>

### **Accidents**

- All accidents or injuries will be recorded on an accident form. Parents will be asked to counter-sign the form once they have been informed of the injury and the treatment given when picking up their child.

### **Incidents**

- Incidents that do not result in injury but cause concern or pose a risk will be recorded on an incident form by the member of staff witnessing the incident. Where the incident is related to the behaviour of children, parents will be made aware of the incident. These forms will be handed to a senior member of staff and uploaded to CPOMS.

**Sunshine Club Tel: 01869 324061, option 4**

PLEASE READ AND SIGN THE ATTACHED CONSENT FORMS AND 'HOME/CLUB' AGREEMENT ON THE FOLLOWING PAGES AND RETURN TO THE SCHOOL OFFICE.

PLEASE KEEP THESE TERMS AND CONDITIONS FOR FURTHER REFERENCE.

### **Terms and Conditions Consent**

I have read and understood the Terms and Conditions of the Early Bird and Sunshine Club and agree to abide by them. I understand all bookings are non-refundable and non-changeable.

Child's Name \_\_\_\_\_ (please print)

Parent/ Carer's Name \_\_\_\_\_ (please print)

Parent/ Carer Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Photograph Consent Form**

During sessions we often take photographs of the children participating in their activities. We keep these in a file as evidence of our planning. We also like to put them into a photo album for the children to look through. Sometimes the children may have their photograph taken for a newspaper, school event or to put on the school website.

Children may not be photographed without parental consent; therefore, we would ask that you read and fill in the form below and return it to the school office as soon as possible.

#### **Please delete where appropriate:**

*I give my permission/do not give my permission for my child to be photographed participating in activities.*

*I give my permission/do not give my permission for my child to be photographed for publications e.g. newspaper items, school website*

*I give my permission/do not give my permission for my child's photograph to be placed in a photograph album, displayed in the room, or placed in a planning folder.*

Child's Name \_\_\_\_\_ (please print)

Parent/ Carer's Name \_\_\_\_\_ (please print)

Parent/ Carer Signed \_\_\_\_\_

Date \_\_\_\_\_





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## Southwold School Early Birds/ Sunshine Club Home/Club Agreement

### The club will:

1. Keep the children safe in a happy and secure environment.
2. Provide activities that are broad, balanced and to which all children have access.
3. Inform parents of any new initiatives or alteration to the club policy.
4. Celebrate children's success' with parents.
5. Tell parents of any behaviour, which is causing concern.

### Parents/Carers will:

1. Pay fees in advance by the first of each month. ☐
2. All children must be collected on time, or the place may be withdrawn. If not notified and its past 6pm then social services will be notified.
3. Pay for any absences taken during term time due to holidays or illness.
4. Inform the club of changes to contact phone numbers etc.
5. Take part in correcting unacceptable behaviour in the club.
6. Inform the club of any problems or concerns, which may affect their child's behaviour.

### Children will:

1. Show our ACHIEVE values including, politeness and helpfulness to all others.
2. Listen carefully and follow instructions given by school staff.
3. Treat everyone respectfully.
4. Be kind, honest and polite.
5. Take care of our club's toys, games and other equipment by showing respect.

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Signed \_\_\_\_\_ Member of the Early Birds/ Sunshine Club Team

Signed \_\_\_\_\_ Parent/Carer

Signed \_\_\_\_\_ Child



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## Early Bird/ Sunshine Club Admission Form

If you have any difficulties in filling in this form, please tell a staff member who will be willing to help.

### **PUPIL DETAILS**

Child's Name \_\_\_\_\_

Year Group \_\_\_\_\_ Class Teacher \_\_\_\_\_

Family Name \_\_\_\_\_ Date Of Birth \_\_\_\_\_

Class Teacher \_\_\_\_\_ Year Group \_\_\_\_\_

### **CONTACT 1**

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

### **CONTACT 2**

Name \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

### **CHILDMINDER** (If Applicable)

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

### **EMERGENCY CONTACT**

PLEASE GIVE THE NAME, ADDRESS AND TELEPHONE NUMBERS OF TWO OTHER PEOPLE WHO COULD BE CONTACTED IN AN EMERGENCY.

NAME

ADDRESS

TELEPHONE NUMBER

1. \_\_\_\_\_

2. \_\_\_\_\_

NAMES OF ALL PERSONS AUTHORISED TO COLLECT FROM SUNSHINE CLUB:

THIS SHOULD NOT INCLUDE PARENTS. PLEASE NOTIFY US OF ANY CHANGES. NO CHILD WILL BE RELEASED TO ANY UNAUTHORISED PERSON WITHOUT PRIOR NOTICE.

### **ADDITIONAL INFORMATION**

Child's Nationality \_\_\_\_\_

Child's Ethnic Background \_\_\_\_\_

Language Spoken \_\_\_\_\_

THIS INFORMATION DOES NOT DISCRIMINATE BUT ENABLES US TO ENSURE WE ARE CATERING FOR YOUR CHILD'S NEEDS.

### **MEDICAL & OTHER REQUIREMENTS**

Name And Address Of Doctor

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Does your child have any allergies? \_\_\_\_\_

Does your child have any medical conditions? \_\_\_\_\_

Does your child need medication? \_\_\_\_\_

IN THE EVENT OF AN ACCIDENT REQUIRING HOSPITAL ATTENTION YOUR PERMISSION IS SOUGHT. PLEASE NOTE THAT ANY CHILD ATTENDING HOSPITAL WILL BE ACCOMPANIED BY A MEMBER OF STAFF AT ALL TIMES.

I am/am not willing for \_\_\_\_\_ (child's name) to attend hospital when required.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Does your child have any special dietary requirements for either health or religious reasons?

\_\_\_\_\_

PLEASE NOTE THAT IF YOUR CHILD SUFFERS FROM ANY MEDICAL CONDITION, SUCH AS ASTHMA OR ALLERGIC REACTION, THEY NEED TO HAVE THEIR MEDICATION ON THE PREMISES AT ALL TIMES. THIS WILL BE KEPT IN A SAFE PLACE ALONG WITH A CONSENT FORM AND INSTRUCTIONS ON HOW TO ADMINISTER THE DRUG.

### **OTHER INFORMATION**

IF YOU HAVE ORGANISED AN EMERGENCY CONTACT TO COLLECT YOUR CHILD, YOU NEED TO CONTACT US TO LET STAFF KNOW AND THEY WILL NEED TO TELL US THE 'COLLECTION WORD/ PHRASE.'

Collection Word/ Phrase \_\_\_\_\_

Please include any information which you feel would be useful for the staff to know with regard to your child's well-being. This may include toileting, speech, hearing difficulties, behaviour etc

Additional Information \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE SIGN AND DATE BELOW:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Relationship To Child \_\_\_\_\_

**THANK YOU FOR COMPLETING THIS FORM.**



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Oxfordshire

OX26 3UU

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**Email:** [office@southwold.oxon.sch.uk](mailto:office@southwold.oxon.sch.uk)

**Headteacher:** Luke Graham



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