



**Southwold
School**

Sunshine Club



School Office: 01869 324061 (All Bookings)
office.2607@southwold.oxon.sch.uk

Sunshine Tel No: 07876 320 705
(3:15pm ~ 5:45pm)



**Southwold
School**

Staff Contacts

Headteacher: Anna Ballance

School Office: Alison Allen & Vicki Ponting

Sunshine Club

Mrs Sarah Brook
Mrs Vanessa Hawkins
Mrs Michelle Shepherd

Tel: 07876 320705

OFSTED NO: 123089

Mission Statement

- Sunshine Club is an after school club, especially created for the children of Southwold 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 a qualified team, in a safe and familiar environment.

Sunshine Club Times & Fees

3:15pm ~ 5:45pm

£9.00 per session

Sunshine Club

Terms and Conditions

- 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 and a permission slip completed.
- All parents/carers must complete an 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.
- For advanced bookings, please complete the required booking form, which is available from the school office, Sunshine Club or the school website www.southwoldschool.org. Once received an invoice will be generated by Oxfordshire County Council, which must be paid in full within the given timescale indicated. The invoice will be sent directly to your home address and should be paid directly to Oxfordshire County Council.
- Ad-hoc/casual sessions **must** be booked via the school office and paid for in full at the time of the booking.
- Parents paying using Child Care Vouchers will pay the school directly – please contact the school office.
- 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 persons 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.
- Children attending Sunshine Club may be collected at any time between 3.15pm and 5.45pm. The full charge for the session remains the same.
- 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.
- **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 or text on the Sunshine Club telephone. Alternatively, contact the school office, who will pass on your message.**
- Please note that all sessions booked are charged and no refund given.
- 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.
- Children must be appropriately dressed for all weather conditions eg: warm coat, hat and gloves in the winter, and a sun hat and sun cream in the summer.
- Only prescribed medicines can be administered – please see School Policy which is displayed on the School Website – www.southwoldschool.org
- Children must comply with the same rules which apply to behaviour in school (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 Play Leader 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. Continuous disruptive behaviour by any person will be recorded, noted with the Headteacher and parents/carers will be informed. Any further incident will be reported to the Headteacher and/or the Chair of Governors and may result in exclusion for Sunshine Club.

PLEASE READ AND SIGN THE ATTACHED CONSENT FORM ON THE FOLLOWING PAGE 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 Sunshine Club and agree to abide by them.

Signed _____ Parent/ Carer

Name _____ (please print)

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 eg 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 _____

Parent/Carer's Name _____

Parent/Carer's Signature _____

Date _____



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

SECTION 1

CHILD'S NAME _____

FAMILY NAME _____ DATE OF BIRTH _____

MOTHERS/CARERS NAME _____

ADDRESS _____

POST CODE _____ HOME TELEPHONE _____

WORK TELEPHONE _____ MOBILE TELEPHONE _____

SECTION 2

FATHERS/CARERS NAME _____

ADDRESS _____

POST CODE _____ HOME TELEPHONE _____

WORK TELEPHONE _____ MOBILE TELEPHONE _____

SECTION 3

CLASS TEACHER _____ YEAR GROUP _____

POSITION IN FAMILY _____ SIBLINGS NAMES _____

CHILDMINDER NAME _____

ADDRESS _____

TELEPHONE NUMBER _____ MOBILE TELEPHONE _____

SECTION 4

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

NAME	ADDRESS	TELEPHONE NUMBER
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1.	_____	
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2.	_____	
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NAMES OF ALL PERSONS AUTHORISED TO COLLECT FROM SUNSHINE CLUB:

THIS SHOULD 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 _____

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 HEALTH PROBLEMS? _____

DOES OUR 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 PROBLEM, SUCH AS ASTHMA OR SEVERE 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

PLEASE INCLUDE ANY INFORMATION WHICH YOU FEEL WOULD BE USEFUL FOR THE STAFF TO KNOW WITH REGARD TO YOUR CHILD'S WELL BEING.

ADDITIONAL INFORMATION _____

THIS MAY INCLUDE TOILETTING PROBLEMS, IMMATURE SPEECH, HEARING DIFFICULTIES, BEHAVIOUR PROBLEMS ETC
PLEASE SIGN AND DATE BELOW:

SIGNATURE _____ DATE _____

NAME _____

RELATIONSHIP TO CHILD _____

THANK YOU FOR YOUR HELP IN COMPLETING THIS FORM.