

**Sunbeams**  
**After School Club**



**Information Pack**  
**2023**

# Sunbeam's After School Club



Tywardreath School, Southpark Road, Tywardreath, Par. PL24 2PT  
Tel: 07513 033482 Email: tywardreath@tpacademytrust.org

## WELCOME TO SUNBEAM'S AFTER SCHOOL CLUB

The Club provides after school care and activities in a safe and secure environment for children from the age of 4. Reception children are delivered from their classroom while the older children make their own way to the Sunbeams room at 3.15pm.

The children can take part in a variety of games and activities or they can just unwind, relax or play as they wish. A light snack of fruit, biscuits and juice is provided on arrival.

We have 16 spaces Monday to Friday in any session. Please book as far in advance as you can and by 11am of the day you require the session – always check if you are making a short notice booking! Should our numbers increase beyond the adult to child ratio of 1:8 then a waiting list would be brought into operation. Such a waiting list will be administered on a first come first served basis.

Bookings are available in three separate sessions:

- 3:15pm – 5:45pm £5.00 per session
- 3:15pm – 4:15pm £3.50 per session
- 4.15pm – 5.45pm £4.00 per session

We also run a breakfast club from 8:00am until 8:30am. We have 8 spaces in any session and children can have a drink and choice of toast, cereal or fruit. Breakfast club is £2 per session. At 8:30am the children will go into the playground.

The children are constantly supervised by experienced staff. All our staff have had appropriate DBS and reference checks carried out, and there are ongoing training courses, to enhance the experience of all staff members.

Please feel free to discuss any queries that you may have with Caroline Turner or Amanda Rundle in the School Office.



# Sunbeam's After School Club

## QUICK NOTES!

1. To register your child you must complete a registration form **before** your child attends.
2. Please then use a booking form to book sessions and do so as far in advance as possible! Booking forms are available from the Sunbeams team, the school office and the school website.
3. If a session needs to be cancelled please do so by 11am on the day of the booking or a charge of £3.50 will be incurred. This allows for the place to be offered to any children who may be on the waiting list.
4. Please pay for sessions via ParentPay. Please check if you are entitled to help with Childcare costs with HM Revenue and Customs as our fees can be claimed for with Tax Credits. We also accept Childcare Vouchers.
5. Children who are collected after 5:45pm will incur a £5 late collection fee.
6. Children must be collected by a named adult and any changes to their normal collection routine must be made known to the Sunbeams team. Children will not be permitted to walk home alone.

## WHAT CAN I DO AT MY AFTER SCHOOL CLUB?

Variety of indoor games

Variety of outdoor games

Board games

Lego

Arts and Crafts

Role-play

Watch DVDs

Quiet corner to relax and read





## **UNACCEPTABLE BEHAVIOUR**

Whilst we think it is very important to highlight the positive, we also believe we must state very clearly what is unacceptable.

To ensure the well-being and enjoyment of everyone at the Club, we have decided that the following behaviour is unacceptable.

1. Physical violence towards either children in the club or members of staff;
2. Threatening behaviour;
3. Deliberate disobedience;
4. Discrimination;
5. Deliberate destruction of property;


## **THE CLUB PROCEDURE FOR DEALING WITH UNACCEPTABLE BEHAVIOUR**

Of course, most misdemeanours will be dealt with on the spot, with a reminder of our agreed code of conduct (the school charter).

If the behaviour persists or is of a more serious nature, the club may decide that the following procedure should be adopted.

1. A calm and clear explanation will be given of why the behaviour is unacceptable;
2. Any incident considered as unacceptable will be discussed with the child's parent /carer in order to seek a way forward;
3. If no progress is made or there is a recurrence of the behaviour, other options will be considered, including exclusion from the Club.

Our aim in compiling this policy is to ensure a secure, happy environment in which your child can enjoy the range of after school activities we offer.





# SUNBEAMS CLUB REGISTRATION FORM

## Registration Form

Child's name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Allergy / Food Intolerance: \_\_\_\_\_

Medication: \_\_\_\_\_

Medical Practice: \_\_\_\_\_

Surgery Contact Number: \_\_\_\_\_

Do you give consent for Emergency Medical Treatment?      YES / NO

### **Parent/Carer contact details:**

Name: \_\_\_\_\_

Contact Number 1: \_\_\_\_\_

Contact Number 2: \_\_\_\_\_

I give permission for the following person/s (over 18) to collect my child from the after school club:

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

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



**Tywardreath School, Southpark Road, Par, Cornwall, PL24 2PT**

Telephone: 01726 812807    Mobile: 07513 033482

Email: tywardreath@tpacademytrust.org

Website: www.tywardreathschool.org.uk

Breakfast Club: Mrs Poskitt

After School Club Supervisor's: Mrs Poskitt and Mrs Knott - Assisted by Mrs Bray, Ms Kelley, Ms Thomas, Mrs Bird



# SUNBEAMS CLUB BOOKING FORM

*Please submit this form to the school office in advance of the requested date.*

**Name of Child/ren** \_\_\_\_\_ **Class/s** \_\_\_\_\_

Please place a tick in the appropriate box for your required booking.

If you wish to book for more than one child, please write each child's initials in the relevant section of the table.

	<b>£2.00 session 8.00 – 8.30am BREAKFAST</b>	<b>£5.00 session 3.15 - 5.45 pm</b>	<b>£3.50 session 3.15 – 4.15pm</b>	<b>£4.00 session 4.15 – 5.45pm</b>
Monday ...../.....				
Tuesday ...../.....				
Wednesday ...../.....				
Thursday ...../.....				
Friday ...../.....				

In the event of a session being over-subscribed, please provide a contact

telephone number \_\_\_\_\_

Signed \* \_\_\_\_\_ (parent/carer)

\*By signing this form, I agree to the terms and conditions as set out in the **Sunbeams Information Pack**.