



Newquay Primary Academy, Trevenson Road, Newquay, Cornwall, TR7 3BW  
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## **Newquay Primary Sunrise Club and Sunset Club Policy and procedure**

### **Sunrise Club**

Sunrise Club will open at 7.30am and finish at 8.40am. The Club will be based primarily in the wraparound room. Miss Sutherland, Miss Chapman and Mrs Kearn run the Sunrise Club. Should you require a space we kindly ask you to book using our online booking system on ParentPay under the service Sunrise Club. Please book and pay in advance **by Thursday** of the preceding week to enable our staffing to be put in place. All sessions booked are charged for, even if your child does not attend due to illness, leave of absence or a session no longer being required. This is because Sunrise Club must reserve a place for your child with appropriate staffing, in advance.

### **Enrolment**

If you are using the Sunrise Club for the first time, we kindly request that you complete an enrolment form. This can be accessed from the academy office and on the academy website. Please return the completed form to the academy office.

### **Fees**

8.00am – 8.40am with breakfast: £3.75

8.00am – 8.40am with breakfast: £1.88 (CELT staff)

Total cost for whole or part Club: £3.75 per morning Club

Total cost for whole or part session: £1.88 (CELT staff)

CELT staff, irrespective of the school they work at or grade of pay, will receive a 50% discount on wraparound fees. Children of staff working at the wraparound provision can attend free of charge. However, this is only applicable for sessions whilst they are working.

Breakfast includes a drink of water, toast, and fruit during the session.

All children will be supervised by learning support staff.

There will be a range of activities for your child to engage in whilst at Breakfast Club.

These activities will include:

- Reading
- Art and design technology
- PSHE (playing games, social interaction)
- Indoor and outdoor Physical Education
- Child initiated play based on their interests, both indoors and outdoors

## **Childcare vouchers**

We are happy to accept childcare vouchers. We ask that parents using this method of payment ensure their accounts are in credit, so that they can book sessions themselves via ParentPay. For more information, please contact the academy office.

## **Dropping your child off at Sunrise Club**

When dropping your child off please go to the main entrance and ring the bell located on the shelf, underneath the window. A member of the Sunrise Club team will come and greet you in the main entrance and collect your child.

## **Payment of fees**

Our online booking system requires payment at the time of booking (unless your account is already in credit). Booking will only be accepted by the ParentPay system if your account is in credit to cover the required sessions.

Newquay Primary Academy reserves the right to review the fees at their discretion. However, in the event of any change in fees a minimum of one month's notice will be given in writing. If at any time you have any issues concerning payment of fees, please make an appointment to discuss this with the Headteacher.

Sunrise Club is open Monday to Friday, term time only as per the information above.

We are neither registered nor insured outside these times. Therefore, parents/carers must not drop off their child before 7.30am.

## **Cancellation**

Unfortunately, once Sunrise Club is booked, it cannot be cancelled on the day as staff have been confirmed. The academy office 01637 820150 to inform a member of staff as soon as possible.

If children fall ill whilst at Sunrise Club, parents will be contacted so that arrangements can be made to collect them. If the parents are unavailable other authorised contacts will be called.

## **Sunset Club**

The Sunset Clubs opens at 3.00pm and closes at 6.00pm. It is based primarily in the wraparound room. Miss Chapman leads the Sunset Clubs and is supported by other learning support staff.

Should you require a space, we kindly ask you to book using our online booking system on ParentPay under the service Sunset Club. Please book and pay in advance **by Thursday** of the preceding week to enable our staffing to be put in place. All Clubs booked are charged for, even if your child does not attend due to illness, leave of absence or a Club no longer being required. This is because the Sunset Club must reserve a place for your child with appropriate staffing, in advance.

Alternatively, should you require an emergency booking on the day or have changing working patterns which means you are unable to book in advance, you may contact the academy office. Spaces can be reserved on an hourly basis, but should you only require, for example, 15 minutes of a Club we will still charge for the hour.

## Enrolment

If you are using the Sunset Club for the first time, we kindly request that you complete an enrolment form. This can be accessed from the academy office. Please return the completed form to the academy office.

## Fees

3.00pm – 4.00pm	£5.00 per hour	
3:00pm – 4:00pm	£2.50 per hour (CELT staff)	
4.00pm – 5.00pm	£5.00 per hour	(£10.00 for 2 hours)
4.00pm – 5.00pm	£2.50 per hour (CELT staff)	(£5.00 for 2 hours)
5.00pm – 6.00pm	£5.00 per hour	(£15.00 for 3 hours)
5.00pm – 6:00pm	£2.50 per hour	(£7.50 for 3 hours)

These charges are inclusive of a snack.

All children will be supervised by learning support staff.

There will be a range of activities for your child to engage in whilst at the After Academy Club. These activities will include:

- Reading
- Art and design technology
- PSHE (playing games, social interaction)
- Indoor and outdoor Physical Education
- Child initiated play based on their interests, both indoors and outdoors
- Cinema sessions

## Childcare vouchers

We are happy to accept childcare vouchers. For more information, please contact the academy office

## Collecting your child from the Sunset Session

When collecting your child please go to the main entrance and ring the bell which is located on the shelf underneath the window. Our learning support staff will only dismiss children to their parent or carer. If you would like someone other than a parent or carer to collect your child, then please notify Miss Chapman via the academy office. If you know you are going to be late, please arrange for somebody else to collect your child and call the academy office on **01637 820150** to inform us.

## Payment of fees

Our online booking system requires payment at the time of booking (unless your account is already in credit). Bookings will only be accepted by the ParentPay system if your account is in credit to cover the required sessions.

Newquay Primary Academy reserves the right to review the fees at their discretion. However, in the event of any change in fees a minimum of one month's notice will be given in writing. If at any time you have any issues concerning payment of fees, please make an appointment to discuss this with the Headteacher.

## **Opening times**

The Sunset Clubs are open Monday to Friday, term time only as per the information above.

We are neither registered nor insured outside these times. Therefore, parents/carers must collect their child/children promptly by 6pm. We must also be informed in advance of any academy trips and events which would affect your child's collection.

## **Cancellation**

Unfortunately, once Sunset Club is booked, it cannot be cancelled on the day as staff have been confirmed. You can go online via ParentPay and book or cancel up until Thursday of the preceding week. If children are unable to attend the Sunset Club due to illness, please telephone the academy office on **01637 820150** to inform Miss Chapman as soon as possible.

If children fall ill whilst at the Sunset Club, parents will be contacted so that arrangements can be made to collect them. If the parents are unavailable other authorised contacts will be called.

## **Uncollected children at the Sunset Club**

If it is after 6:00pm the procedure that follows will come into force. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below. Please note that penalty charges may be added to late pick ups (charged at £5 per 15 minutes).

### **Over 15 minutes late**

If a parent or carer is more than 15 minutes late in collecting their child, Miss Chapman will contact them using the contact details on file.

If there is no response from the parent or carer, messages will be left requesting that they contact the Sunset Club immediately. Miss Chapman will then try to call the contact listed on the child's registration form. When the parent or carer arrives, they will be reminded that they must call the Sunset Club to notify us if they are delayed.

### **Over 30 minutes late**

If Miss Chapman has been unable to contact the child's parents or carers after 30 minutes, they will contact the local Social Care team for advice.

The child will remain in the care of two of the Sunset Club staff, on the academy premises, if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.

If it is not possible for the child to remain on the academy premises, a note will be left on the main academy entrance door informing the child's parent or carer where the child has been taken (into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

## **Emergency contact**

It is the responsibility of parents to keep us informed of any changes in contact numbers.

## **Notice of termination**

Once Sunset Club is booked, Clubs can only be cancelled up until Thursday of the preceding week. All parents are required to give one months' notice in writing to withdraw their child or reduce their Clubs.

Immediate cancellation or reduction shall render the parents liable to the normal monthly fee in lieu of notice. Newquay primary Academy reserves the right to terminate a child's place at the Sunrise Club or the Sunset Club with immediate effect, if a child does not consistently follow the Newquay Primary Academy behaviour policy, if a serious breach of these terms and conditions occurs or if the termination of a place is considered by the Headteacher, in their absolute discretion, to be in the best interests of the Sunrise Club or the Sunset Club and/or the continuing welfare of the other children at these Clubs.

## **Policies**

As the Sunset Club is an extension of the academy day all academy policies will be followed. If you would like a copy of any academy policy, please visit our website [www.newquayprimary.net](http://www.newquayprimary.net)

## **Security**

In line with the academy's safeguarding policy, if your child is going to be collected by someone other than yourself, Miss Chapman will require prior notification and an agreed password.

## **Dress**

Children's belongings – please label your child's clothes, shoes, and bottles etc. using a permanent marker or labels to help avoid items going missing or being misplaced.

The Sunset Club does not accept any responsibility for the loss of property in the Sunset Club. Please provide any sun cream as required. Please ensure your child is appropriately dressed for the time of year i.e. coat, hat.

## **Health, safety, and sickness**

Children who are unwell should not attend the Sunrise Club or the Sunset Club. Children who have suffered from sickness or diarrhoea will not be admitted back to the Sunrise Club or the Sunset Club within 48 hours after the last episode. Parents must inform the Sunrise Club or the Sunset Club immediately if their child is suffering from any contagious disease. For the benefit of the other children in Clubs, we cannot allow children to attend the Sunrise Club or the Sunset Club if they are suffering from a contagious disease, which could easily be passed onto another child during normal daily activities.

In the event of an emergency the child will be taken to the nearest hospital, accompanied by a senior member of staff who will act in 'loco parentis' until such a time as the parents arrive. Medication is only given when prescribed by an appropriate person and with parental permission. Full written details must be provided, and the medication clearly marked with the child's name and dosage instructions.

## **Publicity**

From time to time, we photograph the children taking part in their activities. These are sometimes shown at parent's evenings and photographs are kept as evidence of work and sometimes displayed on walls. If you do not wish your child to be photographed, please inform the Sunrise Club or the Sunset Club in writing.

## **Unwanted games**

Do you have any unwanted board games, toys, resources etc. that are in excellent condition (no pieces missing) that you would like to donate to the Wraparound Clubs? If so then please contact the academy office.

**July 2025**