



Excellence, Respect, Friendship

CAWSTON GRANGE PRIMARY SCHOOL



Cawston Grange Primary School – Sunset Club (After School Care) Terms and Conditions 2026–2027

Cawston Grange Primary School's Sunset Club provides after-school childcare for children attending the school. It is operated by the school under the supervision of the Headteacher and the Academy Trust. These terms and conditions outline how the provision operates and may be reviewed or changed at the school's discretion.

1. Session Times and Charges

- 3.30pm – 5.00pm: £9.00 per session
- 3.30pm – 6.00pm: £12.00 per session
- Late collection charges:
 - After 5.00pm (for children booked until 5.00pm): £3.00
 - After 6.00pm: £5.00 per 15 minutes or part thereof
- All fees are charged per child per session
- Invoices for late collection must be paid within 48 hours
- A term's notice will be given before any increase in charges

2. Booking Procedures

- Regular bookings must be made via Scopay at least five days in advance; booking closes five days before the session
- Parents must select the correct time and pay at the time of booking
- Ad hoc bookings may be made when Scopay bookings have closed, up to and including the day that the Sunset Club space is required, by emailing (preferred) or phoning the school office; ad hoc places are subject to availability
- Ad hoc bookings are confirmed by the school office

3. Payment and Debt Recovery

- Parents who pay for the child care themselves must pay in advance via Scopay
- You cannot book without sufficient credit on Scopay
- Parents using Child-care vouchers must notify the school of the provider and reference number on the registration/agreement form
- Missed payments: a reminder will be issued; any remaining balance must be cleared within seven calendar days
- Unpaid balances may lead to the child's place being suspended and, if unresolved, referred to the school's legal representatives for recovery
- Sunset Club fees are non-refundable and non-transferable except when the school is closed, the child is away on a residential trip or for long term absence through the child's illness (long term is defined as two weeks or more).

4. Attendance and Collection

- Children are collected from classrooms at 3.30pm by Sunset Club staff and attendance recorded
- Children must be collected by an authorised adult
- Collection changes must be communicated by 2.30pm. If the adult collecting is not on the authorized collection sheet, the school must be informed of this and a collection password must be provided
- If staff have any concerns regarding whether an adult is authorized to collect the child or not, they will not release the child to the collecting adult until the parent/carer has authorised this
- Repeated late collections may lead to the place being withdrawn

5. Behaviour and Conduct

- Children are expected to follow the school's behaviour policy
- Persistent or serious inappropriate behaviour may result in the place being reviewed or withdrawn after consultation with parents

6. Health, Illness and Medication

- Staff are not permitted to administer medication unless a medical care plan is in place
- Unwell children must be collected immediately
- In a medical emergency, staff will act in the child's best interest and seek appropriate treatment

7. Food and Drink

- A healthy snack and drink are provided each session (fresh fruit, baked goods and savoury items; all snacks are nut-free)
- Parents must inform staff of dietary requirements or allergies; a sample snack menu is available on request

8. Personal Belongings

- Staff cannot accept responsibility for personal items
- For pupils with mobile phones, these must stay switched off in bags; if used they will be confiscated until collection

9. Communication and Queries

- Urgent messages (e.g. late collection or change of collector) must be sent before 3.15pm by phoning 01788 816820 or emailing cgps-enquiries@triumphlearning.org.
- For urgent messages during the Sunset Club session, a direct telephone number will be shared with parents
- General queries should be addressed to the Sunset Club Manager; unresolved matters may be referred to the Headteacher
- It is the responsibility of the parent/carer to ensure that any changes of contact details or medical information is updated on their child's registration form

10. Extra-Curricular Clubs

- Children attending extra-curricular clubs may attend Sunset Club afterwards
- Sunset Club staff will collect and sign them in; the full session charge applies

11. Staffing and Safeguarding

- Sunset Club is staffed by experienced school staff and trained playworkers
- All staff hold enhanced DBS checks and training in safeguarding, the staff team will always include at least one staff member with paediatric first aid and food hygiene training
- Staffing ratios follow best practice to ensure safe supervision
- Any concerns around safeguarding at the Sunset Club should be reported to the Headteacher

12. Absences and Missed Sessions

- Parents must inform the office by 2.30pm if a child will not attend a booked session
- Refunds are only issued in the circumstances set out in section 3

13. First Aid and Accident Reporting

- Minor first aid (e.g. bumps, scrapes, grazes, nosebleeds) will be treated on site and parents/carers will be informed at the end of the session

- For serious accidents or injuries parents/carers will be contacted immediately and, if necessary, emergency services will be called
- All accidents are recorded in the school accident book and reviewed in line with the school's health and safety policy

14. Data Protection and Privacy

- Personal data is collected and stored in line with the UK General Data Protection Regulation and the school's privacy notice
- Information is used only for safeguarding, operational and billing purposes
- Parents may request access to or amendment of their child's personal data at any time by contacting the school office

15. Acceptance and Review

- Completion of the registration form and signing the agreement form constitutes acceptance of these terms and conditions,
- The terms are reviewed annually; any changes will be communicated to parents with at least a term's notice

16. Operational Framework and Key Policies

- Sunset Club operates within the framework of Cawston Grange Primary School's statutory and operational policies.
- This includes policies on Health and Safety, Safeguarding, Behaviour Management, GDPR and Data Protection, Inclusion and Equal Opportunities. These policies are available on the school website or upon request from the school office.
- All bookings are subject to the condition that relevant information will be shared with Sunset Club staff. This includes parent/carers contact details, medical and allergy needs, and any SEND information necessary for safe and inclusive care.

Cawston Grange Primary School Sunset Club Registration Form

DfE Number 937/3594

Ofsted Registration number: 140127

Please complete one form per child

Child's name	Home address		
	Post Code		
Sibling within school:			
Home telephone number	Date of birth	Male / Female	Preferred name
Class	Email Address		
1. Parent/ Carer Name		Address if different from child (Invoice address)	
Relationship to child:			
Mobile telephone number	Home telephone number	Work Telephone Number	
2. Parent/Carer Name		Address if different from child	
Relationship to child:			
Mobile telephone number	Home telephone number	Work Telephone Number	
Please give details of any specific needs, notified health issues, allergies or regularly administered medication.		Please give details of any dietary requirements.	
Any other information relating to your child that you think may be significant or helpful.			
Permissions			
1.	Permission to seek emergency medical care if unable to contact parent and to give details provided to relevant doctor. To receive necessary emergency medical and dental treatment, for an anaesthetic to be administered and for an operation to be performed when such treatment is necessary and only when a parent cannot be contacted		Yes / No
2.	Permission for photographs of my child to be displayed at the Sunset Club		Yes / No
3.	Permission for photographs of my child taken by the Sunset Club to be displayed on the school website and/or social media		Yes / No
4.	Permission for photographs of my child taken by the Sunset Club to be displayed on the school newsletter		Yes / No

Authorised Collection	
Please list the adults who are authorised to collect your child from Sunset Club. Staff will not release your child to anyone who is not on this list without prior permission from parents and an agreed safe word being correctly shared at the point of pick-up. It is the responsibility of parents/carers to ensure that this list remains up to date.	
Adult's full name:	Relationship to child:

Sunset Club September 2026 – Parental Agreement

Child's Name..... Class

I/we have read the terms and conditions of Cawston Grange Primary School Sunset Club and agree to follow its policies and procedures.

I am aware that Sunset Club places must be pre-booked (via Scopay or ad hoc through the school office) and paid for via SCOPAY or Childcare Vouchers / Government Tax Childcare Service.

I/we will be using the following method to make payment:

- Paying directly through SCOPAY
- Government Tax Childcare Service Voucher

Child's reference number

Childcare Voucher's name

Reference

I consent to any emergency medical treatment necessary during the running of the club.

Parent/Carer Signature:

Print Name:

Date: