



1 May 2024

Dear Families,

## **September 2024 Extended Services Places and Registration – New starters in YR 2024**

Extended Services for children runs both before (Sunrise) and after (Sunset) school in order to meet the needs of the families at our school.

Once the children start for full days in September, there will be some places available for our new YR children at both Sunrise and Sunset.

Extended Services is open from 7.30am to the start of the school day for Sunrise and from the end of the school day until 6.00pm for Sunset. From September 2024, the cost of Sunrise will be £5.70 per session including breakfast. Sunset sessions will cost £17.80 for a full session that includes dinner, or £9.30 for a shorter session with a 4.30pm pick up (not including dinner).

### **Sunrise**

Children can be dropped off at 7.30am or 7.45am for breakfast at the South Gate (the gate to the left-hand side of the East Gate, where Nursery is located), where a member of Sunrise staff will be there to greet the children.

You can also drop off at 8.15am, at the South Gate, however this time slot does not include breakfast.

Children drop off their belongings in the Club House where they will be joined by the Sunrise team for indoor activities before walking to the school Hall together to wash their hands and have breakfast. After breakfast at 8.15am, they have the choice of returning to the Club House for inside activities or to go outside and play on the main playground.

Just before the school bell sounds, the children are escorted back to the Club House to collect their belongings and are then taken to their classroom.

### **Sunset**

Children will be met by Sunset staff at their classroom and taken to their Sunset Club Room after school finishes. Reception children have their own classroom for use after school and then all children come together for dinner time in the Hall. When arriving at Sunset, the children are offered a small snack of a biscuit/savoury option and a portion of fruit before playing with a free choice of either indoors or outdoors activities provided. Dinner is served in the Hall for Reception children at 4.25pm, for those staying for the later pick up.

Each week the Reception Sunset classroom is rotated between all three Reception classrooms and children are dismissed from the classroom door, which leads out onto the Reception outdoor area, at any time between 5.30pm – 6.00pm.

Pick up times and locations:

4.30pm – School Office

Anytime between 5.30pm – 6.00pm – Reception classrooms (access via East Gate). A member of staff will welcome you at the Reception classroom door.

Please note, West Gate is not accessible when collecting your child from Sunset.

We are unable to accept or release children outside of these Sunrise and Sunset times, as the staff will be with the children all around the school premises and will not be available to assist you.

If you arrive outside of these times, you will need to wait until the next time slot. The school office runs separately to Extended Services so they will be unable to help with drop off/collection.

Please use the Google Form [link](#) to complete the registration form, by 11.30am on Friday 10 May 2024, if you require a place(s) at Extended Services. Please ensure that you have read the terms and conditions and complete a separate form for each child.

Before July we will confirm via email if you have been successful in securing an Extended Services place. Please be aware we may not be able to offer all of your preferences, but we will do our best to meet your requirements and accommodate all families requiring a space.

Once spaces have been allocated, an email will be sent requesting a £50.00 deposit, which is required to secure your child's place and confirmed sessions.

In the meantime, please feel free to contact me if you have any further questions.

Kind regards,

Mrs Kerry Senior

Extended Services Leader

[es@stamford-green.surrey.sch.uk](mailto:es@stamford-green.surrey.sch.uk)



## Extended Services Terms and Conditions

### 1. Booking of places

Please contact Mrs Senior (Extended Services Leader) regarding the booking of places for Sunrise and Sunset. Mrs Senior can be contacted on 01372 725 383 or via email [es@stamford-green.surrey.sch.uk](mailto:es@stamford-green.surrey.sch.uk)

Parents are required to give 6 weeks' term time notice if they wish to withdraw their child or alter the number of sessions required. Please complete the Google Cancellation Form from the school website and contact Mrs Senior regarding any changes to sessions.

Existing places automatically roll over to the next academic year. If you wish to cancel your child's place for the start of the next academic year, notice must be given six weeks before the end of summer term.

### 2. Payment

Sunrise runs from 7.30am – 8.35am and the cost is £5.50 per session. Sunset is open from 3.15pm – 6.00pm. Children can be collected at either 4.30pm for £8.60 per session (excluding dinner) or between 5.30pm – 6.00pm for £16.60 per session. Fees for Extended Services must be paid by the first day of each half term. Fees for the next half term are placed on ScoPay at the end of each half term.

Ad hoc session may be available but can only be booked a maximum of one calendar month in advance. An administration charge of £2.50 will be made in addition to the session charge and this is non-refundable even if the place is cancelled. Cancellation of an ad hoc place less than 48 hours before the session is due to start will incur the £2.50 administration fee plus 50% of the session fee. Please ensure that ad hoc sessions are paid before the required session where possible.

Booking of places will constitute a binding contract to pay for that number of sessions per week. Failure to pay fees by the set deadline will result in a 'no pay no play' exclusion. All unpaid fees will be recovered through a debt recovery process. We reserve the right to charge a £50.00 administration fee in the event of late payment of fees.

We are happy to accept childcare vouchers for payment of fees. Our Ofsted number (should your employer require it) is **125066** and the postcode is **KT19 8LU**. If you wish to pay using childcare vouchers, please contact Miss Brown in the school office. [finance@stamford-green.surrey.sch.uk](mailto:finance@stamford-green.surrey.sch.uk)

Bookings for new and future places, will be subject to a deposit of £50.00 to secure the place until it is required. If the place is not taken as booked the deposit will be forfeited.

### 3. Waiting list

In the event that a session is full, names of children requiring that session will be placed on a waiting list. If a space becomes available, names from the waiting list will be allocated in the following priority order:

1. Looked after children
2. Exceptional circumstances
3. Children where a Parent/Carers are a member of staff
4. Siblings (an older brother or sister with a place at that session on the required start date)
5. Any other applicant on a first come first served basis

### 4. Absences

Absences cannot be refunded. If you know in advance that your child will be having a long term absence from Sunrise or Sunset please let the Mrs Senior know. These cases will be dealt with at the discretion of the school. If your child will be absent from a session (e.g. going to a friend's house instead) please let Mrs Senior know, either by calling – 01372 725 383 and entering extension 2042 to leave a message for Sunrise or Sunset or email [es@stamford-green.surrey.sch.uk](mailto:es@stamford-green.surrey.sch.uk). Sessions are not transferrable or refundable in the case of missed sessions due to clubs, sports matches, performances, residential trips etc.

### 5. Closures

If, due to unforeseen circumstances, such as adverse weather conditions and it is necessary to close Sunrise or Sunset, Parents/Carers will be informed by the school website, Twitter and via email. In these circumstances, Parent/Carers will be credited for any fees paid during the closure. In the event of a partial school closure e.g. industrial action by teachers, Extended Services will be open. In these circumstances, children absent from school and Extended Services due to their class being closed will be issued with a credit for the affected sessions.

## 6. Drop off and Collections

Children must be dropped off at the south gate for Sunrise by someone over the age of 16, who will wait with them until they are registered by a member of the Sunrise staff.

Sunset closes and gates are locked at 6.00pm. Parent/Carers are advised to arrive between 5.30pm – 5.55pm in order to collect their children in good time. Please be reminded that a late charge may be incurred if collection is after 6.00pm. Children must be collected from Sunset by someone over the age of 16 and may not walk home unaccompanied. Please ensure you inform staff if someone other than your child's Parents/Carers will be collecting them from Sunset. If you (or the person collecting your child) are running unavoidably late, please call immediately and contact the Sunset team on 01372 725 383 using the option for Sunset, so we can reassure your child. We reserve the right to charge Parents and Carers £12.00 for late pick-ups. If, after we have made every effort to reach available contacts, a child has still not been collected by 6.30pm, we will follow DfE guidelines and call Children's Services if necessary.

At the end of each whole academic term (Christmas, Easter and July), school finishes by 1.00pm. Therefore, on those occasions, Sunset will be open from the end of school but will close at 2.30pm for children who usually attend the short session and between 3.30pm – 4.00pm for those children who usually attend the full session.

For those Parents/Carers that have booked the full session but wish to collect their child at the earlier time of 4.30pm from the school office, the charge for a full session will still stand. Parents/Carers must either call or email the school office before 2.00pm on the day of collection to inform Mrs Senior to ensure the daily register is updated. Please note if we are unaware of the earlier pick up time, it may take longer for the child to be brought to you as they may have already entered the hall for dinner and will need to be escorted back to their Sunset Room to collect their items once all 4.30pm children have been safely dismissed.

Drop off and collection points are as follows:

Sunrise:

7.30am or 7.45am or 8.15am	All Year Groups	South Gate
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4.30pm Monday – Friday Sunset Collection:

4.30pm Monday - Friday	All Year Groups	School Office Door
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5.30pm – 6.00pm Monday – Thursday Sunset Collection:

5.30pm – 6.00pm Monday - Thursday	Reception	Reception Classroom – East Gate
	Y3 & Y4	Staff Room – East Gate
	Y5 & Y6	4C Classroom – East Gate
	Y1	Club Room – South Gate
	Y2	Club House – South Gate

5.30pm – 6.00pm Friday Sunset Collection:

5.30pm – 6.00pm	Reception & Y1	Club House – South Gate
	Y2, Y3, Y4, Y5 & Y6	School Hall via the – South Gate

## **7. Driving on school premises**

In line with school policy, Parents/Carers are not permitted to drive into school to drop off or collect their child.

## **8. Raising a concern**

If you have any cause for concern, please speak to a member of staff or Mrs Senior who will work with you to resolve any issues. If your concerns are not resolved then the matter should be put into writing and addressed to the Leadership Team ([parents@stamford-green.surrey.sch.uk](mailto:parents@stamford-green.surrey.sch.uk)) who will endeavour to resolve any outstanding matters.

## **9. Data Protection and Confidentiality**

Information about your child (e.g. medical needs) and contact details will be taken from the school's information management system. Contact details that the school has for during the school day will be used in the case of medical emergencies, late collection etc. All information given is treated in strictest confidence as per the School's Data Protection policy.

## **10. Safeguarding**

Children's welfare is our first priority and we have a duty to protect children under the Children's Act 2004. Our named DLSs (Designated Safeguarding Leaders) are Mrs Dray, Mrs Druce and Miss Swann. The School's Safeguarding Policy and Procedures will be followed at Extended Services.

## **11. Behaviour**

Please refer to the school's Behaviour Policy for more information.

## **12. Safety**

Room Leaders have up to date First Aid training and equipment is checked alongside the environment for suitability and safety on a daily basis. If your child requires any medicine to be given to them whilst at either Sunrise or Sunset, you will need to fill in a medication form [here](#).

**We reserve the right to update or amend these terms and conditions at any time.**

**By accepting a place at Stamford Green Extended Services, you accept  
and agree to our terms and conditions.**