



Sunset Club Handbook

Extended day provision at Cookham Rise Primary School

September 2026

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Our Sunset Team



Michelle



Rhys



Jumana



Leah



Tiffany



George

Our aims

The purpose of our school-led after-school care provision is to provide a safe, inspiring and nurturing environment for our pupils to engage in activities to support their development and well-being, whilst being cared for in a familiar environment.

The provision of after school care is essential for parents who work during the day and need their children to be cared for until they return home. A school led provision enables a stress-free option for our parents to extend the available care for their children, knowing the values and ethos of the school will continue to be upheld.

Our Sunset club offers our pupils the opportunity to engage in activities to complement their academic learning in addition to developing life skills, such as problem solving and communication, and enrichment skills, such as art and sport.

It is open to all pupils of Cookham Rise Primary School and children will have the opportunity to mix with others from across the school through our free play session, incorporating the values from our OPAL project.

Location

The club will be based in the school hall. Children will have access to the toilets in the KS1 lobby to use.

The club will also use the school playground and field as appropriate.

On a Friday, when there are just a few children attending Sunset Club, it will be based in the Reception classroom and playground.

Staffing & Ratios

The school employs a team of childcare providers for our Sunset Club. They are part of our school team and receive the same high standard of regular ongoing training as our teachers and school support staff. We typically have at least one adult for every 10-12 pupils, but ratios will depend on the needs of those children attending the club.

At least one member of staff present will have completed the 12-hour paediatric first aid course.

Timings and activities

Sunset Club runs from Monday to Friday during our term times. There will be no childcare provision during school holidays or on INSET days, unless specifically advertised

The session runs from 3:15 until 6:00pm Monday to Thursday and 3:15 to 4:30pm on a Friday, although children can be collected earlier if parents wish. Additionally, if children attend one of the after-school activities held at school, they can join the Sunset Club afterwards.

A typical session looks like this:

3:15 – 3:40 | Arrival / Wind-down / Small snack

👉 Children sign in, put bags away, and have a drink of water.

Purpose: Transition from school day to after-school setting

Activities: Choose from quiet table games (colouring, Lego, puzzles etc.) or complete the weekly themed activity

Calm music will be playing in the background

3:40 – 4:25 | Active Play / Outdoor Session

👉 Children can run around and play.

Purpose: Burn off energy after sitting all day

Options: Choose between playground free play, organised team games (relay races, dodgeball, football), scooter/bike time (if available), or complete a simple fitness challenge/obstacle course. If weather is poor, indoor movement games such Just Dance, yoga, balloon volleyball.

4:30 – 4:50 | Light Tea

👉 Staff sit with children to encourage calm conversation.

Purpose: Refuel & social time

Set-up: Children required to wash hands and select their food then sit to eat

4:50 – 5:30 | Creative / Focused Activity/Outdoor activities

👉 Children will choose an activity from a varied number of options

Purpose: Learn through play via a variety of activities

Options: There will be various options for outside play, themed arts and crafts, STEM challenges (marble run and den building), board games and group puzzles, or drama / role-play games.

Set Up: activities will be rotated across the week and term to create variety and excitement.

5:30 – 6:00 | Choice Play & Homework Support

👉 Children move to the hall for flexible end-of-day engagement to include tidying up

Purpose: Wind down and prepare for home time.

Available Zones: Homework / reading zone (quiet), Construction and small world play, drawing, comics, craft, or calm games

Please note: Not all children need to do homework, it is optional and supported as needed.

Food

A small snack such as crackers, plain biscuit, or fruit will be given on arrival.

A simple cold tea will then be provided for children staying after 4:30pm. A sample two-week menu is below. Wholemeal and low-fat options will be provided.

	Week 1	Week 2
Monday	Pitta pockets with tuna and sweetcorn or cheese Cucumber sticks and cherry tomatoes Apple or banana	Mini Chicken/Cheese sandwiches Vegetable sticks (carrot, cucumber) Fruit yoghurt or fromage frais
Tuesday	Wraps with houmous, grated carrot and cucumber Breadsticks with cheese triangles Fruit yoghurt or fromage frais	Bagel with cream cheese and cucumber Handful of cherry tomatoes Fresh orange segments
Wednesday	Rolls with ham or cheese and salad Mixed vegetable sticks with yoghurt dip Mandarin segments or banana	Pitta strips with houmous dip and vegetable sticks Handful of raisins Fruit yoghurt or fromage frais
Thursday	Bagels with cream cheese Cucumber and Carrot sticks Fruit yoghurt or fromage frais	Jam or Marmite rolls Crackers and cheese Apple or pear slices
Friday	Cold sausage rolls Cheese Twists Grapes or raisins	Cheese cubes and crackers Sliced Apple Fruit yoghurt or fromage frais

Resources & Budget

The club has access to its own materials such as stationery, sports equipment, board games, and art materials. However, there are also times when the club borrows equipment from the main school or OPAL project to enhance the provision for all pupils.

The club is funded through parental fees to cover its running costs including the cost of staff, snacks, materials and first aid supplies. No school budget is allocated to the cost of running the provision, although support will be given to families who may need it.

Behaviour

Staff at the club follow our school rules of ready, respectful and safe.

Safeguarding & Policies

Emergency contacts will be sourced from school systems, so we ask parents to ensure that they are kept up to date.

School policies and procedures will be followed e.g. with regards to Safeguarding

Michelle is a trained DSL and works with the school safeguarding team as required.

Medical needs

Parents are asked to complete a separate medical form for the club and provide any medication needed e.g. inhaler. As medicines provided for during school are kept in different parts of the building it is necessary for Sunset staff to hold their own. Parents are also asked to complete a form if their child has a specific allergy or dietary needs.

Communication

We are aware of the high levels of communication that parents receive and so we give general feedback about Sunset Club via the school newsletter.

If there are specific updates that families who use the club need, we will email you via our school email system.

Collection of children

Children are to be collected via the main school entrance.

The office is manned each day until 4.30pm and so up until this time simply use the buzzer and then a member of the office team will go to the hall to collect your child.

Between 4.30 and 5.15pm, if there is no one visible in the office, please phone the number on the door and say who you are collecting, and they will be brought to you.

After 5.15pm all children will be in the hall so, if there is no-one at reception, please use the buzzer, and a member of the Sunset team will come up to let you into the lobby area whilst they collect your child.

If someone different is going to collect your child, please email the extended day email address to let the team know.

Fees

Our session fees are shown below and will be reviewed on an annual basis.

Session	Fee
Short session (3:15 to 4:30pm)	£10
After Club session (4:15 to 6:00pm)	£13.50
Full session (3:15 to 6:00pm)	£18

Regular bookings are invoiced for the whole term, with payments spread across the term and due monthly on the 1st of the month. Once invoiced, the bookings will show on Scopay with credit made to your account on the basis that the invoices will be paid.

Adhoc bookings can be made by emailing extendedday@cookhamrise.org and will be payable immediately on Scopay.

Cancellations made with more than 24 hours' notice will be credited to your Scopay account for a maximum of 3 sessions per term. Any further cancellations or those made with less than 24 hours' notice will not be credited.

We are currently not charging for late fee payments or late bookings but will review this at the end of each term. A fee of £4 will be charged for a late pick up.