

Wingbats After School Club 2025/2026 Registration & Membership Form

Child's Surname:	Date of Birth: / /
Forenames:	Gender Male Female
School:	Year/Class

Home Address:

Postcode:

Primary Contact Name:	Primary Contact Number:
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Primary Email (Please print clearly)

By supplying us with your e-mail address here you are giving your permission for Wingbats to contact you by e-mail regarding matters related to the club.

Details of Parents/Carers	
Name: Address: Relationship to child: Telephone - Home: <div style="text-align: center;"> Work: Mobile: </div>	Name: Address: Relationship to child: Telephone - Home: <div style="text-align: center;"> Work: Mobile: </div>

Who has parental responsibility?

Who has legal contact with the child?

Which parent/carer does the child normally live with?

Child's Nationality:

Child's Home language(s):

Does your child have any special educational needs/disabilities? No Yes

Does your child receive any additional support in school? No Yes

If yes, please give details:

Please give details of any special dietary requirements including allergies or preferences (e.g. vegetarian, gluten free, vegan, Halal, etc.)

Please give details of any health requirements that your child may have (e.g. inhaler, epipen, etc.)

Please use this space to tell us anything else about your child you may feel is relevant:

I confirm that I am aware that Wingbats' policy documents are available on the school website and agree to comply with them.

Signed: (Parent/Guardian) Date:

Full Name..... (Please print)

I have read and agree to abide by the terms and conditions:

Signed:(Parent/Guardian) Date:

Full Name:(Please print)

Please Note:

All fees are billed monthly in advance. Any extra sessions will be invoiced separately.

Fees are payable during periods of absence including family holidays and sickness.

Wingbats reserves the right to exclude a child as a result of payment arrears.

A late collection charge will be made for every 15 minutes late or part thereof after 6pm.

If your child is sick or not attending Wingbats please email wingbats@wbis.org.uk

Please notify us of any changes to addresses and contact numbers as soon as possible.

A minimum of one month's notice must be given to change or cancel a regular booking. A full month's fees may still be payable should less notice be given.

In the case of an emergency the following information may be required:

Is your child up to date with their vaccinations? Yes No (please give details)

Doctor's name:

Practice:

Telephone:

Please note that in an emergency, staff may be asked to provide information to NHS staff regarding your child's medical history. Please complete and sign the statement below:

I give/do not give permission for Wingbats staff to seek necessary emergency medical advice or treatment and to discuss my child's medical history if needed

Signed: (Parent/Guardian) Date.....

Permission for emergency/operative treatment

In the event of sudden illness or accident affecting my child, if recommended by a doctor, I agree to emergency treatment and / or administration of a general anaesthetic to my child.

Signed: (Parent/Guardian) Date.....

We will make every endeavour to contact parents and seek permission by telephone should such an emergency arise.

I give permission for my child to be collected from Wingbats by the following named people:

Name of Adult	Contact Telephone Number
1.	
2.	
3.	

If it is necessary for me to give permission for someone not known to Wingbats to collect my child I will inform Wingbats of that person's identity and give that person the following password:-

.....

If anyone arrives to collect my child who is not on the list, please do not let my child go with them.

Signed: (Parent/Guardian) Date:

The setting uses cameras to record activities. Please tick to give permission for photographs of your child to be used:

<input type="checkbox"/> Within the setting	<input type="checkbox"/> In setting publications
<input type="checkbox"/> Website	

Signed:..... (Parent/Guardian) Date.....

Please email to wingbats@wbis.org.uk or return to the school office for the attention of Wingbats.

TERMS AND CONDITIONS

1. Children must be collected at the agreed time. The sessions end at 6.00pm.
2. Should arrangements be made at any time for another adult to collect any child/ren, the Duty Manager in charge must be informed and, where possible, introduced to the adult concerned. The password should be used if appropriate.
3. Adults collecting children must present themselves to a member of staff and sign the Collection register before escorting the children from the Club.
4. Unless it is requested or optional as part of any activity, children should not bring any toys, games or valuable items to the site. They should not bring money unless specifically requested.
5. Behaviour in the Club that is considered by the Manager to be unacceptable and/or inappropriate will not be tolerated. Continuous disruptive behaviour by any person (child or adult) will be reported to the Management Committee. This will be followed by discussion with other staff and the person(s) concerned. The Committee reserves the right to exclude any person from the Club should such incidents occur.
6. Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons at all times.
7. All information exchanged by any person involved with the Club must be kept strictly confidential.
8. The success of the Club depends on the co-operation and sharing between all involved. Parents should address any comments they have to the Manager, in the first instance.
9. The club has a membership fee per child which is initially payable on joining and thereafter annually in September. Failure to pay this fee will result in cancellation of membership and regular bookings.
10. **Regular bookings must be made for a minimum of a calendar month.
A regular booking is defined as the same day or days every week.
Regular bookings must be paid a minimum of monthly in advance.
No refund will be made for any booked sessions not used.
Variations to regular bookings will require a minimum of one month's notice. Whilst every effort will be made to accommodate changes there can be no guarantee that requirements will be met.**

**Ad hoc bookings can be made, if there are free spaces, up to one month in advance.
24 hours notice must be received to cancel an ad hoc booking; otherwise the full fee will be charged.**
11. Payments must be made by cheque, childcare vouchers or directly into the Wing Bats bank account wherever possible. Cash payments may only be made via the school office. The club will not accept cash payments via the sessions.
12. Parents are required to notify us if the session is not required, for whatever reason, to enable us to maintain security levels. This applies especially to children who do not attend West Byfleet Infant School.
13. Any emergency booking for the day must be made directly with the Infant School Office, subject to availability, and paid for at time of collection.
14. All bookings for Junior children must be made via the Infant School.
15. Junior children will be collected from the Junior School at 3.20 pm and escorted to the Club. Children attending after-school clubs will be expected to report to the escort meeting the children. They will be escorted to Wing Bats at the end of their club. Should any child from the Junior School not report to the escort, the Duty Manager will search for the child and will contact parents if unable to find the child.
16. **Wingbats sessions end at 6.00 pm. Owing to many incidents of late collections, the Management Committee find it necessary to impose a penalty of £15 per child for every 15 minutes, or part thereof, delay on any late collection. This penalty is to compensate the Duty Managers who have the responsibility of supervision. Occasional unavoidable delay cannot be helped and although we are sympathetic to unforeseen circumstances, we have good and caring staff and they should not be taken for granted.**

Persistent offenders, in particular any parent collecting their child after 6.00 pm three or more times in a single academic year, will have their child's place at Wing Bats removed.

17. **A late payment charge of 5% of the amount owed will be applied to all balances outstanding for more than three months. Further late payment charges, at the same rate, may be applied after this period and the Club reserves the right to remove a child's place at Wingbats if fees remain unpaid for more than three months.**
18. Please note that in the event of a parent failing to contact the Club on the mobile or school answer phone and not arriving to collect, contact numbers will be called. If, by 6.30 pm no arrangements can be made via parents or contacts, then Social Services will be informed. If, however, a contact collects and the parent has not been in touch, then Social Services will be advised of the child's whereabouts. Parents must make every effort to inform the Club on the mobile number that they are running late.
19. The club has a Password system for use when a child is to be collected by someone not known to the club. This password is chosen by the parent and is unique to that child. If the correct password is not given to the supervisor enquiries will have to be made with the parents concerned before the child is allowed to leave the club. Please ensure you have a password for your child and that it is only known to the club and the person collecting your child.
20. Should any parent post negative, inappropriate or derogatory comments about Wing Bats on Social Media sites the Management Committee reserves the right to withdraw that family's place at Wing Bats.
21. The club will collect, store, use and share any personal data which is provided to it in accordance with the Privacy Notice attached to this Registration & Membership Form.

June 2025

Wingbats Contract of Agreement

The parents of any child attending the club should have read the Terms & Conditions before signing the following declaration:

1. Having read, understood & accepted all statements made in the Terms & Conditions and Privacy Notice, I would like my child to be accepted in the Club.
2. I/We undertake to explain all appropriate statements to my child and emphasise the importance of abiding by those statements.
3. I/We understand that should I/we/my child/children, or any other person nominated to attend the Club on my/our behalf contravene any of those statements, it could result in any of those persons being excluded from the premises and/or the Club.
4. I/We understand that any decisions made by the Management Committee will be final.

Signed:..... (Parent/Guardian) Date:

Print Full Name:

Name of Child:

Please sign this copy & retain another copy for your records

June 2025



**WINGBATS AFTER SCHOOL CLUB
of WEST BYFLEET INFANT SCHOOL
PRIVACY NOTICE FOR PUPIL RELATED PERSONAL DATA
Effective Date – 25 May 2018**

Wingbats of West Byfleet Infant School is committed to protecting the privacy and security of personal data.

This privacy notice describes how we collect and use the personal data which you provide to us about yourself and your child(ren), in accordance with the General Data Protection Regulation (**GDPR**).

Who Collects This Personal Data

Wingbats of West Byfleet Infant School is a “data controller.” This means that we are responsible for deciding how we hold and use the personal data which you provide to us.

The Categories of Personal Data That We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal data:

- personal data about pupils such as name, surname, date of birth, gender and contact information;
- personal data about parents/carers such as name, surname, relationship and contact information (phone numbers and email addresses);
- emergency contact details including names, phone number and email address (if you provide us with personal information about someone else, you must ensure you are authorised to disclose that information to us and that, without us taking any further steps required by applicable data protection or privacy laws, we may collect, use and disclose such information for the purposes described in this Privacy Notice);
- family lifestyle information;
- characteristics (such as ethnicity & language);
- attendance details (such as sessions attended, number of absences and reasons for absence);
- behavioural information (including exclusions);
- special educational needs information;
- relevant medical information;
- special categories of personal data (including ethnicity, relevant medical information, special educational needs information);
- images of pupils engaging in school activities, and images captured by the School's CCTV system;
- information about the use of our IT, communications and other systems, and other monitoring information.

We need all the categories of information in the list above primarily to allow us to comply with legal obligations. Please note that we may process information without knowledge or consent, where this is required or permitted by law.

Collecting This Personal Data

Whilst the majority of personal data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

It is important that the personal data we hold about you, your child(ren) and your emergency contacts is accurate and current. Please keep us informed if any of your personal data changes at any time during your relationship with us.

How We Use Your Personal Data

We collect, use and store pupil data to: -

- communicate with you as part of our business;
- identify you and manage your account with us;
- carry out our obligations arising from our contract with you;
- send you important information regarding our services, policies and other administrative information;
- provide marketing information to you in accordance with the preferences you have expressed;

- provide extra-curricular activities to pupils, and monitoring pupils' progress and educational needs;
- inform decisions such as the funding of pupils with additional needs;
- safeguard pupils' welfare and providing appropriate pastoral (and where necessary medical) care;
- legal and regulatory purposes (for example child protection and health and safety) and to comply with legal obligations and duties of care; and
- where otherwise reasonably necessary for the club's purposes, including to obtain appropriate professional advice and insurance for Wingbats.

The Lawful Basis on Which We Collect, Process, Hold and Share Your Personal Data

We will only use your personal data when the law allows us to.

Most commonly, we process it where:

- the processing is necessary to give effect to a contract between you and us;
- we have obtained consent to use it in a certain way (where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn); and
- we need to comply with a legal obligation.

Less commonly, we may also process your personal data in situations where:

- we need to protect the individual's vital interests (or someone else's interests); and
- we have legitimate interests in processing the data.

Some of the reasons listed above for collecting and using pupils' personal data overlap and there may be several grounds which justify our use of this data.

Sharing Your Personal Data

We may need to share your personal data with third parties where it is necessary and there will be strict controls in place on who can see your personal data.

We share information with: -

- Ofsted
- welfare services (such as social services);
- law enforcement officials such as police, HMRC;
- local Authority Designated Officer;
- professional advisors such as lawyers and consultants;
- support services (including insurance, IT support, information security); and
- the Local Authority (to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions);
- Suppliers and service providers – to enable them to provide the service we have contracted them for; and
- our auditors.

Where we share personal data, we will do so securely or anonymised where possible and the recipients of the information will be required to respect the security of your data and to treat it in accordance with the law.

We do not transfer your personal data outside the EU.

Storing Pupil Data

We keep the personal data which you provide to us on computer systems and sometimes on paper.

Except as required by law, we only retain this personal data for as long as necessary in accordance with timeframes imposed by law and our internal policy.

If you require further information about our retention periods, please let the Wingbats Business Manager know in writing and we will provide you with a copy of our policy.

Security

We have put in place appropriate measures to protect the security of your personal data (i.e. against it being accidentally lost, used or accessed in an unauthorised way) and procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your Rights

Under GDPR you have the right to request access to the personal data which we hold about you. To make a request for your personal data please contact the Wingbats Business Manager in writing.

You also have the right to: -

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purposes of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the data protection regulations.

If you want to exercise any of the above rights, please contact the Wingbats Business Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the personal data (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Wingbats Business Manager in writing. Once we have received notification that you have withdrawn your consent, we will no longer process your personal data for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Contact

If you would like to discuss anything within this privacy notice or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Wingbats Business Manager in writing in the first instance.

**Wingbats Business Manager:
Telephone: 01932 343260 or email wingbats@wbis.org.uk**

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time and we will provide you with a new privacy notice when we make any substantial update.

TERMS AND CONDITIONS – PARENT/CARER COPY

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 - i. A regular booking is defined as the same day or days every week.**
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June 2025

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- 2 I/We undertake to explain all appropriate statements to my child and emphasise the importance of abiding by those statements.
- 3 I/We understand that should I/we/my child/children, or any other person nominated to attend the Club on my/our behalf contravene any of those statements, it could result in any of those persons being excluded from the premises and/or the Club.
- 4 I/We understand that any decisions made by the Management Committee will be final.

Signed:..... (Parent/Guardian) Date:

Print Full Name:

Name of Child:

Please retain this copy for your records

June 2025