

Wingbats After School Club 2026/2027 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:
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: Work: Mobile:	Name: Address: Relationship to child: Telephone - Home: Work: Mobile:

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:

☐ Within the setting	☐ In setting publications
☐ Website	☐ Social media

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

Bookings

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.

For regular bookings we require one calendar months' notice for changes or cancellations. For ad hoc bookings we require 24 hours' notice to cancel.

No refund will be made for any booked sessions not used.

Ad hoc/Emergency bookings can be made, if there are free spaces.

24 hours notice must be received to cancel an ad hoc booking; otherwise, the full fee will be charged.

Fees

The club has a membership fee of £10 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.

The club is £17.50 per session.

Payments

Payments must be made by bank transfer, childcare vouchers or cash.

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.

Collection

Children must be collected at the agreed time. The sessions end at 6.00pm.

Should arrangements be made at any time for another adult to collect any child/ren, the Duty Manager in charge must be informed. The password should be used if appropriate.

Adults collecting children must present themselves to a member of staff and sign the register before escorting the children from the Club.

Junior children will be collected from the Junior School at 3.20 pm and escorted to the 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.

Absence

Parents are required to notify us if the session is not required, for whatever reason, to enable us to maintain safeguarding procedures.

If your child is not going to attend on a designated day, an email or text message to the Wingbats phone must be given before or on the day of the day in question.

There will be no deduction in your payment if your child does not attend for any reason; i.e. playdate, school trip, dentist etc.

Late Collection

Children must be collected by 6pm at the latest. A fee of £15 per child for the first 15 minutes and each 15 minutes thereafter will be charged for late pick ups after 6pm.

Persistent offenders, in particular any parent collecting their child after 6.00 pm three or more occasions in a single academic year, may have their child's place at Wingbats removed.

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.

Behaviour

Behaviour in the Club that is considered by the Manager to be unacceptable and/or inappropriate will not be tolerated. Continuous disruptive behaviour 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.

Respect for, and proper use of, all property, equipment and the premises is essential and must be maintained by all persons at all times.

All information exchanged by any person involved with the Club must be kept strictly confidential.

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.

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 2026

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 & return this copy.

June 2026



**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.

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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 2026