Bysing Wood Primary School

Bysing Wood Breakfast & After School Wraparound Clubs

Terms & Conditions and Parents'Handbook 2026-27

CONTACT INFORMATION

Bysing Wood After School Club
Bysing Wood School
Lower Road
Faversham
Kent ME13 7NU

Sessions are usually held in the small hall in the Key Stage 2 building.

BREAKFAST CLUB

We run a breakfast club which runs from 07:30 Monday to Friday during term time. At the moment the places are limited and the final entry time is 8.15am.

Breakfast Club is based in the small hall in the KS2 building, accessed by going straight ahead from the main green school gate, along the path between the field and Reception outdoor area. This path ends at the small playground, from where you will see the hall and entrance door ahead. Please hand your child over to the staff at the door. We employ our own staff, who the children will know, to run the sessions.

Pupils will be taken to their class by 8.45am.
Pupils are served with a choice of hot or cold breakfasts and are able to take part in a range of activities before school starts.

The breakfast club is very popular and to ensure that we have adequate staff to allow the club to run smoothly and be an enjoyable experience for your child we need all those wishing to attend to register their children and book and pay for sessions using Arbor.

Admission

Our Club aims to be accessible to families for children from all year groups on our roll. Registration and agreement to the terms & conditions is through an online Google Form. This form is accessible via a link on the school website (look in the 'Parents' menu and then find the 'Wrap around care' page. Once you have completed the registration form, please email and let us know using office@bysing-wood.kent.sch.uk . Following registration parents will be able to book through the school's Arbor app or portal.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the summer term. We cannot keep a place open for your child unless you complete a new registration form.

Payment of fees

The current fees are **£3.00** per child per session. Fees are payable in advance by cash or card at the school office. If you are interested in using Tax-Free Childcare or childcare vouchers, please contact the school office.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

We are not open on Bank Holidays or School Development Days.

Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Headteacher.

Booking

Sessions must be booked in advance through the school's Arbor app or portal. You will need to maintain a positive balance for your club booking account, for each child, to be able to book sessions. If you cannot book a session it is because you have a debt to clear or because the session is full.

AFTER SCHOOL CLUB

Bysing Wood After School Club is based in the small hall at Bysing Wood Primary School. The club is open from 3.15pm until 5.15pm weekdays, during term time.

Aims

At Bysing Wood After School Club we aim to provide a safe and relaxed environment, offering a range of activities to reflect the interests of the children in our care and support families to maintain their working hours.

What we offer

The children are able to choose from a range of activities and resources as they wish. The selection of activities will vary and will occasionally have a seasonal theme. We have an outside area and will provide external activities and games, In addition, our staff are on hand to listen to children read and/or assist with homework.

What we provide

The food we provide at the Club is not intended as a substitute for a main evening meal. We provide healthy snacks, and follow statutory guidelines. We promote independence, by encouraging the children to help prepare their own snacks where appropriate and to clear away after themselves. Fresh drinking water is available at all times. We meet individual dietary requirements and parental preferences wherever possible. We recognise the importance of healthy nutrition for children delivered in a calm, friendly setting. We will expect that food be consumed whilst sitting at a table.

Staffing

Our aim is to provide a smooth transition between school and club.

All staff are employed by the school and have experience of working with children. All staff members have appropriate DBS checks. We maintain a maximum staff/child ratio of 1:8 for children under the age of eight, and a ratio of 1:10 for children over the age of 8.

If you have a query or concern at any time, please speak to a member of staff at the club when you collect your child. If you feel that this does not resolve your query, the school headteacher would be your next contact.

Organisation

Bysing Wood After School Club is run as part of the school's provision, overseen by the school leadership team and governors and follows the school's policies.

Admission

Our Club aims to be accessible to families for children from all year groups on our roll. Registration and agreement to the terms & conditions is through an online Google Form. This form is accessible via a link on the school website (look in the 'Parents' menu and then find the 'Wrap around care' page. Once you have completed the registration form, please email and let us know using office@bysing-wood.kent.sch.uk . Following registration parents will be able to book through the school's Arbor app or portal.

We require a completed set of registration forms for your child before they can attend the club. This information will be treated as confidential and will be stored appropriately.

Re-enrolment for September is required at the end of the summer term or start of the new

school year. We cannot keep a place open for your child unless you complete a new registration form.

Payment of fees

The current fees are **£9.00** per child per session until 5.15pm. Fees are payable in advance by cash or card at the school office. If you are interested in using Tax-Free Childcare or childcare vouchers, please contact the school office.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

We are not open on Bank Holidays or School Development Days.

Please ensure that fees are paid promptly. Non-payment may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Headteacher.

Booking

Sessions must be booked in advance through the school's Arbor app or portal. You will need to maintain a positive balance for your club booking account, for each child, to be able to book sessions. If you cannot book a session it is because you have a debt to clear or because the session is full.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason you will need to inform the school office. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

Arrivals and departures

Children will be escorted to the Club by a member of staff from their class or key stage. A register is taken when children arrive in our care, and you must sign out your child each day when you collect them.

The Club is normally held in the small hall in the Key Stage 2 building. Access for collection is:

- Enter the site through the main school gate
- Go along the path from between the field and Reception outside area
- Cross the small playground to the outside door of the Key Stage 2 building
- At times when children are outside playing the small playground gate will be shut and you may need to wait for staff to let you in.
- Use the door bell to let the staff know you have arrived for collection. If for any reason the Club is being held elsewhere the collection route will be the same, but there may be a sign on the external door asking you to ring the bell or phone to notify of your arrival.

We expect that your child will normally be collected by the people you have named on the registration form. If you need a different person to collect your child on a particular day, you must notify us in advance. We will not release your child into the care of a person unknown to us without your authorisation.

If you are delayed for any reason please telephone the Club directly to let us know. A late payment fee of £5.00 per 15 minutes is likely to be charged if you collect your child after the Club has closed to make a contribution towards any extra staff wages.

If your child remains uncollected 30 minutes after the club closes and you have not warned us that you will be delayed, and we have been unable to reach you or any of your emergency contacts, we will follow our Uncollected Children Procedure and contact a member of the school leadership team who may contact the Children's Social Services.

GENERAL INFORMATION

Child protection

We are committed to building a 'culture of safety' in which the children in our care are protected from abuse and harm. Any suspicion of abuse is promptly and appropriately responded to. We comply with local and national child protection procedures and ensure that all staff are appropriately trained. For more details see the school **Safeguarding Policy**.

Equal opportunities

Our Club provides a safe and caring environment, free from discrimination, for everyone in our community including children with additional needs.

- We respect the different racial origins, religions, cultures and languages in a multi-ethnic society so that each child is valued as an individual without racial or gender stereotyping.
- We will challenge inappropriate attitudes and practices.
- We will not tolerate any form of racial harassment.

Special needs

We make every effort to accommodate and welcome any child with special needs. We will work in liaison with parents or carers and relevant professionals to fully understand your child's specific requirements. We will endeavour to accommodate all children of all abilities, whilst working within the Club's limitations. Each case will be considered individually and risk-assessed to ensure everyone's safety.

Behaviour (children)

Children are expected to behave appropriately, as they would at any other time in school, following the school rules.

The Club promotes an atmosphere of care, consideration and respect for everyone attending: children, staff and visitors.

We encourage appropriate behaviour through: praise for good behaviour; emphasis on co-operative play and sharing; talking to children with the courtesy that we expect from them and engaging children in activities

The Club has procedures for dealing with unacceptable behaviour and will inform parents if there has been an issue.

However, if your child is violent, or if their behaviour poses an immediate danger to themselves or others, we will require you to collect them from the Club immediately.

We reserve the right to temporarily or permanently remove a child's access to the Club. Such a decision would be made by the headteacher or other delegated senior leader.

Behaviour (adults)

We will not tolerate from any person, whether a parent, carer or visitor: bullying; aggressive, confrontational or threatening behaviour; or behaviour intended to result in conflict. Our Club is a place of safety and security for the children who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate

behaviour from our premises.

Illness

We are unable to care for children who are unwell. If your child becomes unwell whilst at the Club we will contact you and ask you to make arrangements for them to be collected.

Accidents and first aid

Every precaution is taken to ensure the safety of the children at all times, and the Club is fully insured. Our staff are trained in first aid and a first aid kit is kept on the premises. If your child has an accident whilst in our care, you will be informed when you collect your child.

Medication

If your child needs to take medicine whilst at the Club you will need to complete a **Permission to administer medication form** in advance through the school office.

Complaints procedure

The school's complaints procedure applies to the wrap around clubs and is available from the school office and website.

Access to wrap around services

The Headteacher reserves the right to remove access to either or both wrap around care options if circumstances make this necessary. Examples of reasons could be to do with conduct, safety or building up debt.

Privacy Notice

At Bysing Wood Wrap Around Clubs we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email, and post so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to

ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

PLEDGE TO PARENTS

We value our relationship with parents/carers and are committed to working in partnership with you to provide top quality play and care for your children. We will:

- Welcome you at all times to discuss our work, have a chat or take part in our activities.
- Keep you informed of opening times, fees and charges, programmes of activities, menus and procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your child's achievements, experiences, progress, and friendships.
- Be available to discuss decisions about running the club.
- Ask your permission for outings and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.