WOODSIDE ACADEMY

Principal: Ms J Ryder BEd
Chair of Governors: Mr R Sopp

Grangewood Avenue
Grays, Essex
RM16 2GJ

Tel: 01375 372513
Website: www.woodsideacademy.org

Woodside Academy Out of Hours Wraparound Care Terms & Conditions 2026-2027

1. By booking sessions to attend Woodside Academy's Out of Hours provision, this forms an agreement to abide by the expectations and obligations relating both to the club, the parent/carer and the child. The Behaviour Management Policy should also be abided to.
2. Woodside Out of Hours are a play setting and whilst the child is there Woodside Out of Hours are legally responsible for him/her.
3. The child will be provided with healthy snacks, food and drink whilst there, unless otherwise requested.
4. Once the child arrives at Woodside Out of Hours, he/she will be in the care of Woodside Out of Hours until collected and signed out by the parent/carer or a person previously authorized.
5. Notification must be made to the club if the child is collected early from school on a day that he/she is booked to attend the club, either by text to the Out of Hours phone, 07704 575246, or to the school office by 2.30pm on the day.
6. After School and Breakfast Club must be booked and paid for in advance via ParentMail. This will be on ParentPay from 1st January 2027.
7. It is the responsibility for the parent/carer to keep the school informed of any alterations to the information regarding the child (e.g. contact details, medical conditions, etc.).
8. The cost for After School is £5.50 per hour and Breakfast Club is £2.75 per 30 minutes, charged from the club start time.
9. Breakfast Club runs from 7:15am each day until the start of the school day.
10. Woodside After School Club starts at 3.15pm and closes at 6.15pm. If, due to unforeseen circumstances, the parent/carer will be late collecting, they should contact the club manager/deputy as soon as possible on 07704 575246.
11. Late collection after 6.15pm will incur a charge of £20 per child for every 10 minutes to cover the costs of the staff who are legally required to supervise the child. If the child is not collected by 6.30 pm and the club has been unable to reach the parent/carer or any of the emergency contacts, the club will follow its Safeguarding procedures and contact Social Care.
12. Children may take part in messy activities while at Woodside Out of Hours and the parent/carer can provide their child with appropriate clothing to accommodate this if they wish.
13. Whilst Woodside Out of Hours try to ensure the safety and security of items, it cannot be held responsible for loss or damage to any child's property.
14. For safety reasons there is no parking in school for Breakfast Club and parking should be made sensibly and safely outside the school, ensuring that there is a clear passage on the road for the other drivers to pass. Parking or drop off should not be made on the zig-zag lines.
15. If there are any accidents or incidents to a child whilst in the clubs the parent/carer will be informed.
16. If a child has an accident at the clubs, he/she will be treated by a qualified first aider and the parent/carer will be informed as soon as possible. If the child needs urgent medical treatment and the parent/carer is unavailable, a member of staff from Woodside Out of Hours will sign any consent forms necessary for treatment on their behalf.
17. Information held by Woodside Out of Hours regarding the child will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, the club has a legal duty to pass certain information on to other agencies, including Police, Social Care and Health Care professionals.