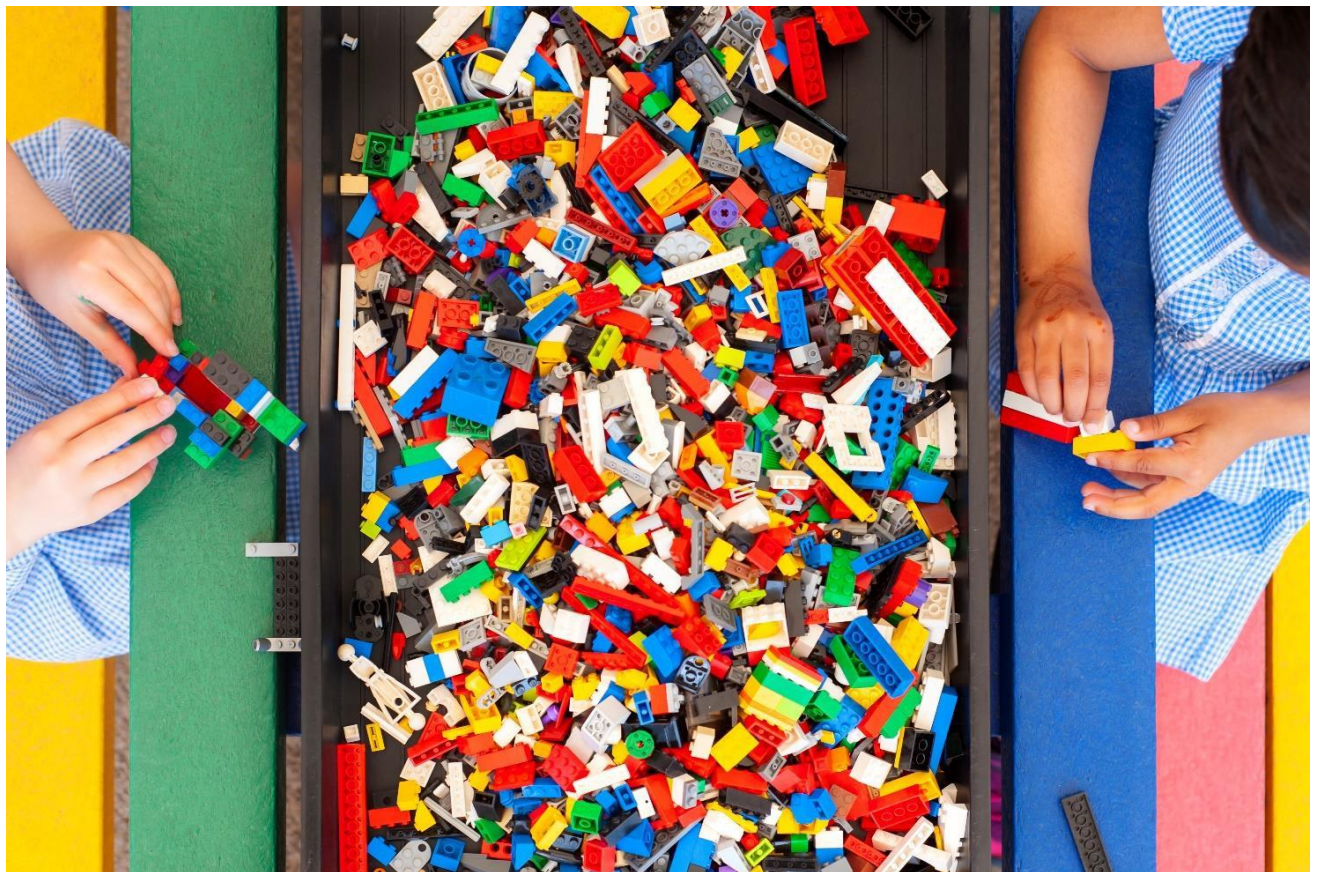




EXTENDED DAY PROVISION 2026-2027



Written: June 2021
Last Review: January 2026
Next Review: October 2026
Version 3

Our Extended Day provision provides wrap-around care for pupils attending The Winns Primary School. We provide Breakfast Club and Tea-Time care for all children from Nursery to Year 6.

Our Extended Day provision includes:

Breakfast Club 7:30 am 8:45am

Tea- Time Club 3:30 pm – 5:55pm

Nursery Wraparound 3:30 – 5:55pm (Monday -Thursday only except breakfast Club open Monday – Friday)

Our Breakfast Club

Our Breakfast Club operates from 7:30 am. Children should arrive at the small gate on Elphinstone Rd. Children attending the club are offered breakfast and activities before the school day. At 8:50 am children collect their belongings and go to class. Younger children or those who are identified as needing support will be escorted by staff.

Children have a choice of, cereals, toast and fruit to begin their day. Parents are asked to complete an application form to attend specifying any medical or dietary needs. Breakfast is served until 8.30am. Children arriving after 8.35am will be offered a piece of fruit.

If the club is full, the school operates a waiting list which is determined as per the criteria below.

Admissions/Allocation of places for all Wraparound services

Places will be allocated on the following basis:

- Subject to a Safeguarding plan or Child in Need Plan
- Staff children
- Siblings (not including Nursery Wraparound Provision)
- Position on waiting list (first come, first served basis)

Fees

Breakfast club £8.50 per day

Start Date for Nursery and Reception Children – September 2026

Children who have been offered a place in our Breakfast Club will be required to start attending within one week of their start date.

Our Tea-Time Provision / Reception – Year 6

Our Tea-Time provision operates from the end of the school day (3:30pm) and children are collected from either the classroom or the school playground.

Any children attending after-school/ extra-curricular clubs will be escorted to our Tea-Time club for registration once the extra-curricular activity has concluded.

Application

Application forms can be downloaded from the school website.

All applications are held on a waiting list until a place becomes available. Upon availability of a place, parents/carers will be asked to complete a contract or placed on a wait list.

Application Dates

Parents can apply for places for Breakfast and Teatime Club from 9am on Monday 27th April 2026. Places will be offered on a first come, first served basis.

Reception Entry 2026

The application window for Wraparound will open on Monday 27th April 2026. Children entering Reception from Nursery in 2026 must apply, regardless if they have previously attended Nursery Wraparound at The Winns.

Children currently attending wraparound (academic year 2025/26) in years Reception – Year 6

For those parents whose children currently attending wraparound are not required to reapply.

The start date for Reception Children - September 2026

Children who have been offered a place in our Tea-Time provision will be required to start attending within one week of their start date.

Snack

Parents are asked to provide their children with small snack to eat at Nursery Wraparound. This may include a sandwich, a piece of fruit. We ask that no chocolate or nut products are included in the snack. We are a nut free school.

Fees

Teatime Club £13.70 per day

Sibling discount (teatime club) £11.00 per day per child*

*Sibling discount applies if you have more than one child attending Reception – Year 6 Tea Time Club and does not apply to our Nursery provision.

Our Nursery Wraparound Provision

Our Nursery Wraparound provision operates Monday – Thursday. Parents can choose wraparound from 3:30- 5:15pm or from 3:30 until 5:55pm. The wraparound care will take place in the Nursery and Yellow Hall.

Nursery Entry 2026

Those children entering the nursery in September 2026 were able to apply from 8th December 2025 until 10th January 2026. Applications for Nursery Wraparound are closed and any new applicants will be added to our wait list.

The start date for Nursery Children - September 2026

Children who have been offered a place in our Nursery Wraparound provision will be required to start attending within one week of their start date.

Snack

Parents are asked to provide their children with small snack to eat at Nursery Wraparound. This may include a sandwich and a piece of fruit. We ask that no chocolate or nut products are included in the snack. We are a nut free school.

Fees

Mon – Thursday 3:15pm – 5:15pm	£15 per day
Mon – Thursday 3:15pm – 5:45pm	£18 per day

Ad-Hoc Places

There are occasions when we are able to accept requests from parents/carers requesting a place at the Breakfast/Teatime Clubs on a temporary basis. These places can only be offered if there are unfilled places. Due to the temporary nature of the places, they can be withdrawn when a request for a permanent place is agreed. Requests for temporary places must be made at least 24 hours in advance via e-mail to: wraparound@winns.waltham.sch.uk. and copy in office@winns.waltham.sch.uk.

Collection of Pupils

Children from Year 2 to Year 6 are collected from the small gate in Elphinstone Rd.

Reception, Year 1 and Nursery children will be collected at a small gate further along Elphinstone Rd. Children can only be collected by an adult who has been authorised to collect them on their registration form or who is on the main school dismiss list.

- Parents/carers must inform the school in advance if someone who is not listed on the registration form is to collect their child. Staff will contact the main parent/carer for confirmation if they have any concerns regarding departures.
- Children will not be allowed to leave alone and must be collected by an adult.
- Late collection fees. Parents will be charged a late collection fee. Please refer to 'fees' for more information.

Activities

Activities include:

-  Board games
-  Lego or construction games
-  Comics or books
-  Crafts, drawing and art
-  Puzzles
-  Homework club
-  Coached sport sessions
-  Outside Free Play

Allocation of Places

If the club is full, the school operates a waiting list which is determined as per the criteria below.

Admissions/Allocation of places for all Wraparound services

Places will be allocated on the following basis:

- Subject to a Safeguarding plan or Child in Need Plan
- Staff children
- Siblings (not including Nursery Wraparound Provision)
- Position on waiting list (first come, first served basis)

- Parents/Carers must complete a registration form before their child/children can attend. These are available from the school office/website.
- Parents/Carers who no longer wish for their child to attend are asked to give one calendar month notice.
- All Parents/Carers will be asked to sign a contract agreeing to the terms and conditions of the provision.

Payment of Fees

- Payment is made via Parent Pay.
- Accounts should be in advance and not be in arrears.
- **If your account is in arrears and the account holder is sent more than two emails requesting payment during the period of a term, the place will be put on hold and pupil(s) will not be able to attend until the account is settled. If payment has not been made within one week of the place being put on hold, the place will be cancelled and offered to the next person on the wait list.**

Refunds

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry the payment forward into the next week.

Termination of places

The school reserves the right to terminate any child's place if:

- Any fees remain unpaid (Please see Debt Recovery Policy for more information on school procedures)
- Any section of the agreement is breached
- The safety/enjoyment of other children is being compromised

Notice Period

To allow the school to process any changes to the days your child attends, we would ask that an email is sent to wraparound@winns.waltham.sch.uk with the amendment you would like to make. The notification will be actioned on the next calendar month. Please note, that we may not be able to fulfill requests to increase your child's days until a place becomes available.

Communication

The telephone number for Breakfast Club and Tea-time Club is 0208 527 1872. This number will be automatically directed to the Breakfast Club or Teatime Club outside office hours.

E: wraparound@winns.waltham.sch.uk.

M: 07720637480

Please ensure you add your child's name and year to the subject line of your email.

Parents should contact the school office on 0208 527 1872 or office@winns.waltham.sch.uk for any queries in regards to the After-School provision e.g football, athletics etc.

Working in Partnership

The Extended Day provision staff aim to provide a fun and varied experience for our pupils. Parents are asked to work in partnership with our staff to create a safe environment. Please see 'Parent Code of Conduct' on school website. Pupils attending our clubs will be expected to adhere to 'The Winns Primary School Rules.'

- ❖ Be kind
- ❖ Be respectful
- ❖ Be brave
- ❖ Be curious
- ❖ Be you

Safety

Staff will ensure that an accurate record is kept of all children in the Clubs, and that any arrivals or departures are recorded in the registers. The registers are kept in an accessible location on the premises at all times.

Each provision will ensure that a member of staff holding a Paediatric First Aid Certificate is present. Any member of staff involved in food preparation hold a Food Hygiene Certificate.

Any of the Extended Day provisions will follow the guidance/statutory requirements determined in the school's **Health & Safety and Child protection and Safeguarding Policies**.

Accidents and Illnesses

In the event of a child falling ill or having an accident, normal school policy and procedures will be followed and parents will be contacted as soon as possible. Basic first aid will be given by a qualified member of staff and the accident book filled in.

The Extended Day provision follows the school's **Supporting Children with Medical Conditions in School and First Aid Policies**, which includes guidance and procedures on medicines in school and individual health care plans (IHCPs), and Asthma policies and procedures.

Staffing

We will always ensure that there is adequate staffing to ensure supervision is safe and in accordance to DfE guidelines at all times.

Refunds & Late Collection

There will be no credits, refunds or alternative sessions for sessions booked but not used, even in the case of your child being off school sick. However, if the school cancels the club, a refund will be offered or the chance to carry payment forward into the next activity.

Charging for Late Pupil Collection (Extended Day and After School Clubs)

Our Extended Day Provision operates a charging policy for pupils collected late from services. If a child is collected late a charge will incur as follows.

Tea-time Club /Nursery Wraparound

Number of minutes Late	Charge	Notes
First 10 minutes 5:55pm – 6:05 pm	£5	If your child continues to be collected late the child may lose their place in the activity.
6:05pm – 6:15pm	£10	