



TERMS & CONDITIONS

1. Beyond is managed by Warren Road Primary School (WRPS) in accordance with policies in place within the school and on the school website and registered with Ofsted (URN 136915).
2. Beyond is a high quality wraparound before and after school and holiday care service and Beyond staff will be responsible for children whilst in attendance. If children attend another after school club or activity whilst booked into Beyond, the leader of that club will have responsibility for the child during their attendance and until they are collected by Beyond staff.
3. A place at Beyond may be requested by completing the Googleform link sent with your Introductory Welcome Pack. Confirmation of the registration process will be provided by email. A place must be offered and accepted before a child can attend Beyond.
4. Each application will be reviewed on an individual basis in conjunction with the school and will consider the child's behaviour record and any other special provision. Beyond is fully inclusive but we may not be able to accept a registration if there are provisions in an EHCP (Education, Health & Care Plan) which we would not be able to support. If this was the case, we would discuss our decision fully with parents.
5. Places must be booked in advance to ensure a space is available. Bookings can be made during term time, for before school sessions (from 7.30) and/or after school sessions (to 6.00pm) by completing the Term Time booking form. Bookings can be made during school holidays for full days, morning sessions and/or afternoon sessions by completing the appropriate Googleform booking form on the website and emailing to Beyond.
6. Once a booking has been secured payment must be made regardless of attendance.

DAILY PROCEDURES

7. Children should be brought via the Warren Road entrance to Beyond by the parent/carer to ensure they arrive safely. Year 6 children, if agreed with the parent/carer, may arrive independently and sign in. The morning session starts from 7.30am and all children must be signed in to the register on arrival by a member of staff.
8. The Beyond provision is split with the Reception children in the Reception Hall, the Y1 and Y2 children in the Infant Hall and the Y3-Y6 children in the Stevens Hall. During the Holiday periods, when numbers are lower, all the children may be grouped together in one Hall. Beyond have access to the playgrounds, the Quad and the school field when the weather allows as well as the Music room and ICT suite.
9. All children in EYFS and KS1 attending Beyond before school will be escorted directly to their classroom to ensure they start the school day promptly. Children in KS2 will be dismissed from the Hall.
10. After school the infant children (YR, Y1 and Y2) will be accompanied from their classroom to Beyond by staff and the junior children (Y3 to Y6) will make their way independently to Beyond. All arrivals will be recorded on the register by a staff member and any absences accounted for.
11. On arrival after school the children are offered a drink and a light meal, and will have access to drinking water as and when required. Children may bring in their own snack if they prefer (please note that no nuts, nut products or sesame seeds are permitted).
12. If a child attends another club during their Beyond sessions, staff can, if staffing allows with notification upon booking, arrange to deliver the child and collect them once the club has finished. Junior children can make their way independently to and from the activity with the exception of football and swimming. In line with school policy staff will not be able to accompany children in KS1 to swimming lessons.
13. Parents collecting children should arrive at the school promptly by 6.00pm and their child will be signed out on departure and the time recorded. Penalty fees will be charged for late collections and registers will be retained. o5 clarifies late fees.
14. Children are NOT allowed to leave the premises without parental permission. Parents must ensure that Beyond staff are notified of any person who may collect their child and may arrange a password beforehand for other additional individuals.

FINANCE & BOOKING

15. For new reception children starting at the school and Beyond in September, a deposit of £50 is required to secure the place once confirmation has been received. The deposit payment can be paid via bank transfer or childcare vouchers. The deposit will be used to part settle the first period of fees. The same staggered entry into Reception will be used for Beyond.
16. Payments will be made online by parents using Arbor, accessible via the school website. The school accepts child care vouchers and has registered with a number of childcare voucher providers and the Tax Free Childcare (TFC) scheme. Details of these providers and account numbers are listed on the website. If your provider is not listed please advise by email. Vouchers will be posted to the School Gateway by the school and fees will be reviewed annually.
17. Block bookings are made to the Arbor for each half term period and holiday periods. Payment is expected throughout the period and at the very latest by the last day of the half term or the holiday period.
18. Payment must also be made in advance for the holiday sessions for children not attending WRPS.
19. Parents must notify the school in advance if for any reason, their child will not be attending an after school session that has been previously booked. All sessions booked but not attended must be paid for in full.
20. Bookings for additional sessions during School Holidays will be made by completing the appropriate Googleform booking form and all bookings by the stated date are guaranteed. Places cannot be guaranteed if booked at short notice. Bookings will be confirmed by email and processed to the School Gateway.
21. Bookings may be made in advance on an ad hoc basis if capacity allows, by emailing Beyond or using the ARBOR system at least 48hrs in advance. Confirmation that a place is available will be provided. All ad hoc sessions booked but not attended must be paid for in full.
22. If Beyond is closed for any reason by the school, sessions will be cancelled and refunds will be processed on the Gateway but must be spent by the end of the next half term period.
23. Any over payment of fees by parents via childcare vouchers cannot be refunded to the parent by the school.
- ~~24.~~ Beyond aims to be accessible to all children and families but is dependent on staffing and space available. Admission is approved and a waiting list system is used for new applications when the need arises. The waiting list is operated on a first come-first served basis depending on availability and number of sessions requested, with the exception of siblings who have priority for the same days as a sibling already attending.
25. Beyond sessions end promptly at 6.00pm. Late fees will apply at the rate of £10 for every 15 minutes after that time for each child. Parents will receive an email to confirm any late fees charged.
26. Parents must provide a minimum of four week's term-time notice by email, if a place is no longer required or if changes to sessions attended are required. Children already in Beyond take priority when additional sessions are requested.
27. The Headteacher reserves the right to implement the necessary processes to recover unpaid fees and withdraw any child if their account is not paid when due.

GENERAL

28. If a child is not collected by 6.30pm and staff are unable to reach a parent or the emergency contacts, the staff will follow the school's procedure for uncollected children held within the Safeguarding policy (available to download from the school website).
29. Parents must supply any additional information, which may be significant in caring for their child e.g. Allergies, medical or behavioural conditions or specific care plans. Any special need will need to be considered on a case by case basis.
30. Parents must read the Behaviour Policy and understand that the staff working within Beyond will adopt the main principles held within it. Children are expected to show good behaviour to staff and other children. If staff have concerns regarding a child's behaviour the parents will be notified.
31. The school reserves the right to revoke membership on the grounds of anti-social behaviour or any repeated behaviour by the child or parent affecting the wellbeing of Beyond in general.
32. In line with school policy, Beyond cannot accept responsibility for valuables.

33. Information held by Beyond regarding children will be treated as confidential. However, in certain circumstances, for example if there are child protection concerns, the Safeguarding Officer has a legal duty to pass certain information onto external agencies including; Local Authority Designated Officer for Safeguarding and Social Care in line with the school's Safeguarding policy.
34. It is always our intention to sort out any concerns from parents through informal discussions with the Beyond Management Team and the Headteacher. However, if an issue is not resolved the school's Complaints Policy will be followed for a formal complaint.
35. To contact Beyond please email Beyond@warrenroad.lseat.org.uk or call the Beyond mobile on 07392 081372. It is advisable to add these details to your mobile phone contacts in case of emergencies.