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. 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 meet. If this were the case, we would discuss our decision fully with the school Senco and parents.
4. Places must be booked and paid in advance to ensure staff ratios are managed along with catering requirements. Bookings can be made during term time, for before school sessions (from 7.30) and/or after school sessions (to 6.00pm) using the Arbor app or portal. Bookings can be made during school holidays for full days, morning sessions and/or afternoon sessions via Arbor. Holiday Club runs from 7.45am to 5.15pm with mid morning and afternoon snacks provided. Children attending all day will need a packed lunch.
5. Parents of non-Warren Road students who wish to apply for a place at Beyond Holiday Club will need to complete a Registration Pack available on our website beforehand. Payment to be made via bank transfer or childcare vouchers. Any Epiens etc. required by non-Warren Road pupils must be provided by parents at the start of every session.
6. Once a booking has been secured payment must be made regardless of attendance. Booking cannot be swapped for alternative dates or cancelled.
7. Minimum age for anyone collecting from Beyond is 14yrs, with prior notice given to Beyond Team.

DAILY PROCEDURES

8. 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. All children must be registered on arrival by a member of staff.
9. 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 Holiday periods, when numbers are lower, children may be grouped in one Hall. Beyond have access to the school grounds, Music room and ICT suite.
10. All children in EYFS, and KS1 attending Beyond before school are escorted to their classroom.
11. After school the infant children (YR, Y1 and Y2) are accompanied from their classroom to Beyond by staff and the junior children (Y3 to Y6) make their way independently to Beyond. All arrivals will be registered by a staff member and any absences accounted for.
12. On arrival after school the children are offered a drink and a light meal. Children may bring in their own snack if they prefer (please note that no nuts, nut products or sesame seeds are permitted). No sweets.
13. 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.
14. 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 arrivals.
15. 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

16. Payments will be made online by parents using Arbor, accessible via the school website. The school accepts childcare 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 Arbor by the school and fees will be reviewed annually. Email a screenshot of the childcare voucher clearly showing the amount, date, child's name and any payment reference to beyondpayments@warrenroad.lseat.org.uk
17. Block bookings can be made via Arbor for each half term period to be paid in advance to secure booking. This also applies to holiday club booking for Warren Road.
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 their child will not be attending an after school booked session. All sessions booked but not attended will still be charged.
20. Bookings may be made on an ad hoc basis if capacity allows and sessions are paid at time of booking.
21. If Beyond is closed for any reason by the school, sessions will be cancelled and refunds will be processed on Arbor but must be spent by the end of the next half term period.
22. Any over payment of fees by parents via childcare vouchers cannot be refunded to the parent by the school.
23. 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 and will be charged to the child's Arbor account.
24. 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

25. If a child is not collected by 6.00pm and staff are unable to reach a parent or the emergency contacts, staff will implement the school's procedure for uncollected children which could lead to involvement of Bromley Social Care.
26. 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.
27. 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.
28. The school reserves the right to remove a place in Beyond due to concerns regarding the safety and wellbeing of other children or staff.
29. In line with school policy, Beyond cannot accept responsibility for valuables.
30. Information held by Beyond regarding children will be treated as confidential unless there are child protection concerns, the Safeguarding Officer has a legal duty to pass certain information onto external agencies.
31. Any concerns raised by parents should be initially discussed with the Beyond Leads. However, if unresolved the Headteacher will liaise with parents and staff. The school's Complaints Policy will be followed for a formal complaint.
32. 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.