



# Beanfield Extended Provision - 2020-2022

## Terms and Conditions

### Beanfield Extended Provision (EP) Services:

- Before School
- After School
- Some School Holidays
- Some Beanfield Training Days

***Booking an EP place indicates that you accept these terms and conditions***

### 1. Hours and Provision

- 1.1 The **Breakfast Club** Provision is open daily from 7.30am until school starts, every day of the school term.
- 1.2 The **After School** Provision is open daily from 3.15pm to 6pm, every day of the school term.
- 1.3 The **Holiday club** Provision is open from 7.30am to 6pm.
  - Sessions are charged at under 5.5 hours or over 5.5 hours
  - The EP closes for two weeks during the summer break and over the Christmas holiday
  - Training days and school holidays for Beanfield Primary can be found on the website. We are not open on other Brooke Weston Trust school training days unless, they are the same as the Beanfield training days
- 1.4 The provision is available to children attending our Nursery and school aged children 3 to 11 from a Primary School within the Brooke Weston Trust. Places for children under 8 are limited as a higher staffing ratio is required.
- 1.5 The provision is provided 5 days weekly, except where banks holidays occur.
- 1.6 Breakfast is provided providing your child arrives before 8.30am (or 9am during holidays and training days).
- 1.7 Lunches **are not** provided for your children; we suggest your children bring healthy packed lunches. A takeaway or fast food meal is not permitted.
- 1.8 Snacks and drinks are provided during the day for Holiday bookings and during after school sessions.

### 2. Booking and Payment

- 2.1 Current fees can be found via [www.beanfieldprimary.org](http://www.beanfieldprimary.org).
- 2.2 Bookings and payments for Extended Provision are made via our online parent pay solution Wisepay.
- 2.3 In the event of a booking option not being available this is likely to be due to the maximum number of bookings permitted having already been taken. If this should occur, please email [Extendedprovision@beanfieldprimary.org](mailto:Extendedprovision@beanfieldprimary.org).

- 2.4 Once an Extended Provision booking is confirmed changes cannot be made and refunds will not be issued.
- 2.5 Cancellations will not be subject to a refund.
- 2.6 Extended Provision staff will have a register of children who have booked for the session and due to planned staffing ratios will not be able to accept additional children.
- 2.7 Fee changes are reviewed annually; any change will be featured on the school website and updated on our Wisepay payment solution.
- 2.8 Families who book regularly with us and have multiple children may be subject to agreed and occasional concessions which will be applied as credits to the Wisepay accounts.
- 2.9 Children who are invited to attend by the Wellbeing Team or have pre-arranged funding must be pre-booked into Extended Provision via the Wisepay system, but no payment will be requested.
- 2.10 Should your child be collected over their booked session time, a charge of £1 per minute will be charged for every minute late.
- 2.11 Failure to make settle any invoices of late charges may result in your child being removed from the provision.
- 2.12 All bookings MUST be made by midnight on the Thursday the week before a place is required. All bookings after midnight for the week ahead will not be processed.

### **3. Collection Arrangements for Children**

- 3.1 Outside of school hours, you must ensure that your child is brought to Extended Provision and collected by someone over the age of 16 years.
- 3.2 You will need to indicate, who may collect your child and if they are permitted to travel to and from the Extended Provision without parental supervision.
- 3.3 Children attending school clubs will still be required to pay for the full session in Extended Provision, as staffing will have been arranged for the whole session.

### **4. Medical Care**

- 4.1 The provision is not able to care for sick children. If your child becomes ill or has an accident, you will be contacted and asked to collect your child.
- 4.2 If your child is suffering from an infectious disease such as chickenpox, you must keep him/her away from the holiday club until he/she is symptom-free. For diarrhoea and vomiting there is a minimum 24-hour exclusion period after symptoms have ceased.
- 4.3 First Aid staff can administer prescribed medication. Permission forms must be completed.

### **5. Security and Safeguarding**

- 5.1 Staff have limited access to school systems, therefore Extended Provision records about your child are held separately.
- 5.2 It is the parents/carers responsibility to complete our data collection forms. You will need to provide and keep up to date details of your home, workplace and mobile telephone numbers together with details of any other person (such as a grandparent) to be contacted in the event of an emergency.
- 5.3 Access to the Extended Provision is via the middle pedestrian gate, the Extended Provision is located at the rear of the building via Key Stage 2 playground. Parking is limited to the road only.
- 5.4 In the event of **school closure** for any reason, the Extended Provision will also close, information will be made available on the school website and efforts to contact parents/carers individually will be made.

- 5.5 Photographs of the children and the Extended Provision Team will be shared online on our social media pages. If this causes you any concern, please contact the Extended Provision Manager.
- 5.6 Children regularly enjoy watching a DVD which may be rated as PG. If this causes you any concern, please contact the Extended Provision Manager.

## **6. Staffing**

- 6.1 Staffing ratios are based on risk assessments.
- 6.2 Staff are suitably qualified for children who do not require any form of special care and all are DBS checked.
- 6.3 Staff working at the provision will be able to bring their own children during their working hours, providing this has no impact on staffing ratios and risk assessments.

## **7. Other**

- 7.1 The Extended Provision has limited access to the school site and resources, and therefore cannot accommodate children with any special needs requirements who may need to access the main school building.
- 7.2 On occasions, children who attend the Beanfield SEN unit may be able to attend the Extended Provision, where qualified staff and ratio's permit. Individual needs are to be discussed with the Extended Provision Manager.
- 7.3 Children must be able to attend to their own personal hygiene and be able to eat unassisted.
- 7.4 Sessions are structured with activities and games readily available.
- 7.5 Behaviour expectations are the same as children in school would be expected to follow.
- 7.6 We reserve the right to withdraw a place for any children not adhering to the appropriate behaviour expectations.
- 7.7 Failure to persistently book a place or book incorrect times may lead to a suspension of placement until fees are settled.
- 7.8 On occasion the children will watch movies, PG films may be shown, no rating above PG will be shown.

## **8. Admittance**

- 8.1 Children who are admitted to school mid-year are required to attend school for 5 school days before accessing the Extended Provision.
- 8.2 Nursery children starting in September are required to complete at least one-half term before they can access the Extended Provision.
- 8.3 The decision to admit Nursery children is down to the Extended Provision Manager.
- 8.4 Children who are admitted to Nursery in January or Easter before they commence their full nursery year will not be permitted to access the Extended Provision. Access for the children will be from the September of their full nursery year.
- 8.5 Children who start their reception year are required to attend school for a minimum of 5 days before accessing the provision. This is to ensure a settled start for children is had. This also ensures that discussions can take place should your child not be settled at school and the extended hours of being at school required is not in the best interest of the child.

## **9. Policies and Procedures**

- 9.1 Policies applied are those of the Brooke Weston Trust which can be viewed from the Brooke Weston Trust or Beanfield Primary website.
- 9.2 The Extended Provision Manager and Beanfield Primary Senior Leaders reserve the right to adapt and amend the hours and provision provided at any time.
- 9.3 These terms and conditions are subject to change. An up to date version will be made available on the school website and when booking via Wisepay.

## **10. Communication**

- 10.1 Telephone – 01536 262000 for before/after school and Holiday Clubs.
- 10.2 Email – [extendedprovision@beanfieldprimary.org](mailto:extendedprovision@beanfieldprimary.org)