



Terms and Conditions

Brighton Evolving Education Hub Ltd ("Beehub") | Version: August 2026

These terms take effect from 1 September 2026 and supersede all previous versions.

1. About Beehub

- 1.1 Beehub is a not-for-profit provision for children who are home educated. It is the parents' responsibility to ensure that their child receives a suitable full-time education, of which Beehub sessions form only a part.
- 1.2 Due to Department for Education regulations, Beehub cannot be named on an Education, Health and Care Plan (EHCP).
- 1.3 In these terms, "parent" means the parent or carer who signs the Fee Payment Agreement; "we" and "us" mean Brighton Evolving Education Hub Ltd; and "session week" means one of the 36 weeks in the published academic year during which Beehub sessions run.
- 1.4 Term dates, half term dates and the published list of session weeks for each academic year are set out at beehub.uk and are fixed in advance.

2. Application and enrolment

- 2.1 Applications are made through the Registration form at beehub.uk, together with a covering email to contact@beehub.uk so that we know your application has been submitted. The family and child will then be invited to meet a member of the Beehub team, and may be invited for a trial.
- 2.2 A place is confirmed when we offer it in writing and you return a signed Fee Payment Agreement for the academic year concerned.
- 2.3 Parents must provide accurate and complete information during application and enrolment. Providing false or misleading information may result in the withdrawal of a child's place.
- 2.4 By accepting a place, parents confirm that they have read and agree to these Terms and Conditions and to the Beehub Code of Conduct, Safeguarding Policy, Exclusion Policy and Communications Policy, each as published at beehub.uk.
- 2.5 An application fee of £45 per family is payable when you submit the Registration form. This fee covers the administration of your application, including arranging and holding the meeting with the Beehub team and any trial session offered. It is a charge for that process and is not a payment towards fees for a place. It is payable whether or not a place is subsequently offered, and it is not refundable once your application has been processed.
- 2.6 Once a child is enrolled, the place continues automatically from one half term and one academic year to the next, unless notice is given under section 7 or the place is withdrawn under section 12. Parents do not need to re-enrol, but a Fee Payment Agreement is signed each academic year, recording the fee and the payment route agreed for that year, and some permission and consent forms must be renewed annually.

3. Your right to cancel within 14 days

- 3.1 Because a place is applied for and offered remotely, you have the right under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 to cancel within 14 days of accepting the place, without giving a reason.
- 3.2 To cancel, write to contact@beehub.uk within that period. We will refund all sums you have paid towards fees within 14 days of receiving your cancellation, subject to clause 3.3. The application fee under clause 2.5 is not a payment towards fees and is not included in this refund, as it relates to the separate application process that was completed before a place was offered.
- 3.3 If you ask us to begin providing sessions during the 14-day period, and you then cancel, you agree to pay for the session weeks provided up to the point of cancellation, charged at the weekly rate set out in your Fee Payment Agreement.
- 3.4 After the 14-day period has ended, the notice provisions in section 7 apply.

4. Fees and what they cover

- 4.1 Fees are set annually and published in the Fee Payment Agreement for that academic year. For 2026-27 the fee is £4,500 per child, calculated as a weekly rate of £125 multiplied by 36 session weeks. The application fee under

clause 2.5 is separate from, and not credited against, the annual fee.

- 4.2 Fees cover 14.5 hours per week across 36 session weeks in the academic year. Each half term is a full package and cannot be divided into individual mornings or sessions unless a specific individual arrangement has been agreed with us in writing.
- 4.3 Refunds are not given for sessions a child does not attend, including absence through illness, holiday or family commitments.
- 4.4 Class groups sometimes go on outings and trips. Parents may be asked to contribute towards the cost of these, and we will always tell you the amount in advance.
- 4.5 We review fees annually. We will give parents at least one full half term's written notice of any change to fees before it takes effect.

5. How and when fees are paid

- 5.1 **Half termly payment (standard).** Unless a different arrangement has been agreed in writing, fees are payable half termly in advance. Half terms are not equal in length, and the number of session weeks varies from one half term to the next. Each half termly instalment is therefore the weekly rate multiplied by the number of session weeks falling in that half term, so that the six instalments together come to the annual fee.
 - 5.1.1 The schedule of half term dates, session weeks and instalment amounts for the academic year is published at beehub.uk and is issued with your Fee Payment Agreement. We will invoice you ahead of each half term, and payment must reach us on or before the first day of that half term.
- 5.2 **Monthly payment (by prior written agreement only).** Where we have agreed in writing in advance, a family may instead spread the annual fee across eleven monthly instalments running from September to July. The instalment amounts are set out in the Fee Payment Agreement, and each is due within the first week of the month, that is, on or before the 7th day. An agreement to pay monthly applies to one academic year only and must be renewed in writing for each subsequent year. We may decline a request to pay monthly, or end an existing arrangement at the close of an academic year, at our discretion.
- 5.3 Both routes pay the same annual fee for the year. Where monthly payment has been agreed, each monthly sum is an equal instalment towards the annual fee and is not a charge for the sessions falling within that particular month.
- 5.4 Parents paying half termly must pay by the date shown on the invoice. Parents paying monthly are asked to set up a standing order for the correct amount.
- 5.5 A family may switch between the two routes only at the start of an academic year, and only with our written agreement.

6. Late payment and unpaid fees

- 6.1 If a payment has not reached us by its due date, an administrative charge of £25 will be added to your account. This charge reflects the staff time involved in identifying, recording and chasing the missed payment, and may be applied once in respect of each late payment.
- 6.2 If fees remain unpaid, we may suspend or withdraw the child's place, having first written to you and allowed a reasonable opportunity to bring the account up to date.
- 6.3 Suspension or withdrawal of a place for non-payment does not cancel fees that have already fallen due, and does not remove the obligation to serve notice under section 7.
- 6.4 Where a balance remains outstanding, we may recover it, together with any late payment charges, through the County Court small claims procedure. Before doing so we will write to you in accordance with the Pre-Action Protocol for Debt Claims, setting out the sum owed and giving you the opportunity to respond or to propose a repayment arrangement.
- 6.5 If you are having difficulty paying, please contact us before the payment falls due. We would much rather agree a workable arrangement with you than apply charges.

7. Notice and withdrawal

- 7.1 Beehub is a small not-for-profit setting. Staffing, room hire and class planning are committed in advance on the basis of the number of children enrolled, and a place cannot usually be filled at short notice. The notice period below allows us to offer a vacated place to another family, and gives children time to say a proper goodbye.

- 7.2 Notice to withdraw a child must be given in writing to the Director or the General Manager at contact@beehub.uk. Notice given verbally, or given to a class teacher or other member of staff, is not valid notice. We will acknowledge valid written notice within three working days.
- 7.3 A half term's notice means written notice received by Beehub on or before the first day of a half term, taking effect on the last day of that same half term.
- 7.4 If written notice is received after the first day of a half term, the withdrawal takes effect on the last day of the following half term, and fees remain payable in full for that period whether or not the child attends.
- 7.5 Notice received during a school holiday is treated as having been received on the first day of the next half term.
- 7.6 To withdraw a child with effect from the start of a new academic year, written notice must be received on or before the first day of the final half term of the preceding academic year, that is, the half term beginning after the May half term break.
- 7.7 In place of serving notice, parents may pay a sum equal to the fees that would have fallen due during the notice period. This sum reflects our committed costs for that period and is payable within 14 days of the child's last day.
- 7.8 On receipt of valid notice, your account will be recalculated at the weekly rate then in force, so that every session week up to and including the effective date of withdrawal has been paid for in full. Instalments already paid, whether monthly or half termly, will be credited against that figure. Any shortfall is payable on or before the child's last day. Any overpayment will be refunded within 14 days of that date.
- 7.9 We may at our discretion waive or reduce the notice period in cases of genuine hardship or exceptional circumstances. Any such waiver applies only to that family and that occasion, does not create a precedent, and does not affect our right to enforce this section in any other case.
- 7.10 The notice period in this section does not apply where Beehub withdraws a place under section 12 or under the Exclusion Policy.

8. Sessions we are unable to run

- 8.1 We will always strive to keep sessions running. In unforeseen circumstances, such as extreme weather or the illness of all main tutors, we reserve the right to cancel a session. Where one tutor is unwell, we will arrange cover so that the setting runs as normal.
- 8.2 Where we cancel a session, we will either arrange a replacement session or credit the equivalent value of that session against your account. Fees are not reduced for sessions a child chooses not to attend.
- 8.3 In the event of a national lockdown or comparable restriction, we will provide work and activities remotely, and fees for that period remain payable in full.

9. Communication and partnership

- 9.1 Parents must provide a current contact email address and telephone number, and keep these up to date. We ask that communications from us are responded to within five days, and we will strive to answer emails from enrolled families within the same period.
- 9.2 Parents are expected to attend scheduled parent meetings and class gatherings through the year. Please let us know in advance if you cannot attend, so that alternative arrangements can be made.
- 9.3 In the spirit of a community of Waldorf-inspired home educating families, we invite parents to join us in celebrating the passing of the year through regular festivals. These take place during our usual hours and replace certain activities on those days.

10. Inclusion and support needs

- 10.1 We value and appreciate diversity and aim to support all children to attend our groups. We make as many adjustments as we reasonably can to enable inclusion.
- 10.2 We reserve the right to decline a place, or to ask a parent to withdraw a child, where we conclude that we cannot adequately or safely support that child's needs within the whole group context. Any such decision will be reached in discussion with the family, with reasons given in writing and reasonable notice wherever possible.
- 10.3 Nothing in these terms affects our duties under the Equality Act 2010.

11. Health, safety and consent

- 11.1 Parents must inform us of any medical condition, allergy, dietary requirement or other matter affecting their child's safety or wellbeing, and must keep that information current.
- 11.2 Parents must complete and renew the consent forms we issue, including those covering outings, emergency medical treatment and photography.

12. Code of Conduct

- 12.1 Beehub is committed to a safe, respectful and harmonious environment for all children, families and staff. We expect all families to follow our Code of Conduct.
- 12.2 Where a child or family persistently acts in a way that is not in accordance with the Code of Conduct, and after prior communication and attempts to resolve the concerns, we reserve the right to withdraw the child's place. Such decisions are made with careful consideration, in consultation with the family, with reasons given in writing and with reasonable notice wherever possible.
- 12.3 Where a place is withdrawn under this section, fees are payable up to the effective date of withdrawal only, and any overpayment is refunded within 14 days.

13. Concerns and complaints

- 13.1 If you have a concern, please raise it informally in the first instance with your child's class teacher or with the General Manager, so that we can try to resolve it quickly and directly.
- 13.2 If a matter is not resolved informally, you may make a formal complaint in writing to contact@beehub.uk. Our Complaints Policy sets out the process, and we will respond in writing within ten working days.
- 13.3 Nothing in these terms affects your statutory rights, your right to take independent advice, or your right to pursue a matter through any other lawful route.

14. Data protection

- 14.1 We process personal data about children and families in accordance with the UK GDPR and the Data Protection Act 2018, and in accordance with our Data Protection Policy, published at beehub.uk.
- 14.2 We will not use images of your child for publicity or on our website without your written consent, which you may withdraw at any time.

15. Liability

- 15.1 Beehub holds public liability insurance. Details are available on request.
- 15.2 We do not exclude or limit our liability for death or personal injury caused by our negligence, for fraud, or for any other liability that cannot lawfully be excluded.
- 15.3 Subject to clause 15.2, we are not liable for loss of or damage to personal property brought to the setting.

16. Changes to these terms

- 16.1 We may update these Terms and Conditions from time to time. Where a change materially affects families already enrolled, we will give at least one full half term's written notice before it takes effect.
- 16.2 If you do not wish to accept a material change, you may give notice under section 7, and the existing terms will continue to apply through your notice period.

17. General

- 17.1 These Terms and Conditions, together with your signed Fee Payment Agreement and the policies referred to in clause 2.4, form the whole agreement between you and Beehub.
- 17.2 If any provision of these terms is found to be unenforceable, the remaining provisions continue in full force.
- 17.3 Our failure to enforce any provision on one occasion does not prevent us from enforcing it on another.
- 17.4 These terms are governed by the law of England and Wales, and the courts of England and Wales have jurisdiction.

Brighton Evolving Education Hub Ltd is a company limited by guarantee, registered in England and Wales, company number 14900560. Registered office: 85 Church Road, Hove BN3 2BB. Sessions take place at One Church, Florence Road, Brighton. Version: August 2026. Next review: August 2027.