

Woodley Primary School Nursery
Free Early Education and Additional Payable Extended Hours Policy

Nursery Opening

Woodley Primary School Nursery will open Monday to Friday for 38 weeks throughout the year. The Nursery will close on all public holidays and during Stockport Local Authority term time holidays. See school term dates on <http://www.woodley-pri.stockport.sch.uk/>)

Times

Woodley Primary School offer a number of options for the universal 15 Government funded hours for all children from the age of 3 years. Parents can chose 5 sessions of three hours, which can be taken across the week. A morning session is 8.45am– 12.00pm. An afternoon session is 12.00 – 3.00pm. All sessions are offered on a **first come, first served basis**.

Woodley Primary School can offer additional sessions **subject to availability**. From September 2018 those parents and carers who are eligible, can choose to access these sessions using the extended entitlement, which is a further 15 hours on top of the universal entitlement. Parents and carers who wish to apply for these sessions, should refer to government guidance in relation to eligibility and the process to access the additional hours. We also offer the option to pay for additional sessions for parents and carers who either may not be eligible, or wish to pay for these additional sessions as the extended entitlement is being used with another provider. All sessions are offered on a **first come, first served basis** and if payable, are in accordance with the terms and conditions.

A morning or afternoon session is charged at £12.50.

Payment for a full day at current rates is £25.00. This includes lunchtime supervision.

Staffing 2021/22

Mrs Sally Leigh / Mrs Abby Knowles (teacher in charge)

Mrs Debbie Amato

Mrs June Bunker

Bookings and payment

For additional payable sessions, bookings and payment for your child must be made in advance. Bookings must be made on a half-termly basis. Additional sessions are available during term time only and do not operate in school holidays. Staff will be able to advise you about alternative holiday cover.

If paying for additional sessions, we cannot reserve places for children until payment has been made. Bookings and payment must be received by the penultimate Friday of the preceding half term. All payments must be made to the School office. Fees are non-refundable if your child is absent for part of a half term.

Further information is provided in our terms and conditions.

Allocation of Places

Additional sessions whether payable or accessed through the extended entitlement, are available to any child of the appropriate age attending Woodley Primary School Nursery. No child will be refused a place on the grounds of gender, religion, language, culture or disability. Allocation will be on a **first come, first served basis** and is conditional on the following undertakings by the parent/carer:

- a) Fees are paid promptly in advance (if applicable)
- b) The behaviour of the child is acceptable for the safe & efficient running of the Nursery.
Please note that school policies apply in the same way as they do during main school session times.

If your child absent for any reason e.g. illness please telephone Woodley Primary School (0161 430 6609) to confirm non-attendance.

All children wishing to attend must be pre-booked to ensure that the maximum number is not exceeded and the correct ratio of staff is maintained. If all places are taken, a waiting list will be kept and the parent/carer will be informed of the next available place.

EQUAL OPPORTUNITIES

Equality of opportunity is a fundamental right that must be allowed to all children regardless of race, culture, gender, disability or special educational needs and the Nursery will be operated in accordance with these principles. See the Equal Opportunities Policy available from the School Office.

CHARGING POLICY

1. The cost of each half a day session will be £12.50. The cost of a full day session will be £25.00.
2. Fees are payable in advance. Fees are per half term.
3. Payment will be made on the penultimate Friday of the preceding half term. Failure to pay on time will result in the withdrawal of the additional payable sessions requested. If paying by cheque, this should be made payable to Woodley Primary School and paid to the school office in person in advance. Please ensure that payment is in an envelope clearly stating the child's name and the date.
4. A charge of £10 will be incurred for late pick up from the Nursery. In addition, continual late pick up may influence the offer of wrap-around care for your child.

This policy was reviewed by the Governing Body: July 2020

Review date: July 2021

WOODLEY PRIMARY SCHOOL

Free Early Education and Additional Payable Extended Hours

TERMS AND CONDITIONS

These terms and conditions relate to the running of Woodley Primary School Nursery and the purchase of additional sessions (wrap-around care). Nothing within these terms and conditions affects the parents' and carers' statutory rights. All parents need to be aware of the following conditions since they form part of the agreed contract between parents' and carers' and nursery.

1. Woodley Nursery's Free Early Education and Additional Payable Extended Hours is open to children from Woodley Primary Nursery School only.
2. If your child is not going to be able to attend the care for whatever reason school must be informed.
3. If you commit to a session but do not regularly attend you may lose your wrap-around care place.
4. Children must be collected by 3.05pm. If parents or carers are going to be late they must inform school staff.
5. Sessions are paid for on a half termly basis (see charging policy).
6. Fees must be paid half termly or a 5% late payment charge will be incurred. Non-payment of fees will result in a child's place being withdrawn unless the head teacher has been made aware of any exceptional circumstances.
7. Fees are required in advance. They must be paid by the penultimate Friday of the preceding half term. Please send money by cheque or cash in a clearly labelled envelope to the school office. Cheques are payable to Woodley Primary School.
8. In the event of missed days due to sickness or for any other reason, fees for additional childcare sessions beyond free entitlement, will not be refunded.
9. Parents and carers are not able to negotiate individual pricing to suit their own circumstances.
10. There will be an annual review of charges each April.
11. In the event of a cheque being represented or returned by your bank there will be an additional fee of £25.00 to cover any bank charges.
12. Staff must be informed of any changes to medical information or contact details immediately.
13. If staff feel that your child is not settling they will discuss this with you and look to resolve any issues, should your child continue to be unsettled you may be asked to withdraw them from wrap-around until they are slightly older.
14. If you wish to cancel your child's place on a permanent basis you must notify school in writing giving us one calendar months' notice. If insufficient notice is given, full charge for the cancelled sessions will be made. Any increase to sessions or changes to days are subject to availability.
15. The wrap-around care is part of Woodley Primary School. All relevant school and local authority policies therefore apply. Copies of policies are available from the school office. These include the school's safeguarding and health and safety policies.
16. Children are expected to behave safely and age-appropriately at all times. Concerns about behaviour or unacceptable behaviour will be discussed with parents/carers and in a serious situation, may result in the child's place being withdrawn.
17. The school reserves the right to change these terms and conditions with one month's notice.
18. Holidays taken during your contracted sessions will be charged at the full rate.

19. Planned closures will be notified in advance. There will be no charges for sessions booked on those days when the nursery has a scheduled closure. Unplanned closures due to circumstances beyond our control cannot be refunded e.g. due to adverse weather. However, please be assured that the nursery will only close in the event of exceptional circumstances or when there is a serious concern for the wellbeing of the children and staff.

Termination:

We may immediately end this contract if:

- Parents/carers have failed to pay additional child care session fees.
- Parents/carers have breached any part of their obligation under this agreement and have not or cannot put right this breach within a reasonable period of time of asking.
- Parent/carer conduct is unacceptable.
- A child's behaviour at nursery is deemed by the head teacher to be unacceptable or endangers the safety and wellbeing of the other children at the nursery.
- We take the decision to close the nursery: we will give as much notice as possible if such decision is taken.

You may immediately end this contract if:

- We have breached any of our obligations under this agreement and we have not or cannot put right that breach within a reasonable period after you have drawn it to our attention.

When you have signed and returned the acceptance and information forms you enter into a contract with Woodley Primary School Nursery. We expect you to honour this contract as it has implications for staffing and school organisation.

I agree to these terms and conditions;

Print name:

Signed:

Date: