



Nursery Additional Hours (incl 30 Hours free childcare) and Lunch Club

Additional hours in nursery are offered subject to availability.

A charge of £25 is made for each self-funded additional session (8.45 – 11.45am or 12.30 – 3.30pm), and a further £5.50 for each Lunch Club session. These charges will be reviewed annually.

Subject to availability, Lunch Club may be booked separately from additional hours but see *Item 7* of the Terms and Conditions below.

April 2020

Terms and Conditions

Additional hours

1. All additional sessions must be arranged and agreed in advance with the school. The school office can advise of availability.
2. A £50 deposit is payable to confirm acceptance of the allocation of self-funded additional sessions – not applicable for 30 hours children. This deposit will be deducted from the final invoice, provided there has been no breach of these terms and conditions.
3. Notice in writing must be given a minimum of four weeks before the end of the half term if the additional sessions are not required in the following half term.
4. Refunds and credits will not be given for days where a child does not attend due to sickness or holiday. We do not allow swapping of days unless it is permanent and there is availability.

Lunch Club

5. Lunch Club is defined as the 45 minutes' supervised session from 11.45am to 12.30pm. It is a supervisory charge and does not include lunch itself. Refunds and credits will not be given for days where a child does not attend due to sickness or holiday. Lunch should be provided from home or, alternatively, children may choose to have a school lunch at a cost of £2.25 per meal. This must be arranged in advance with the school office and payment made via Scopay.
6. Invoices for school meals will be sent out in the first week of each half term. Where meals are missed due to sickness or other absence, credit will be given against the next invoice.
7. Lunch club can accommodate a maximum of 20 children. Priority for lunch club sessions is given to children staying at the nursery for additional hours. In the event that a place is needed to accommodate a new booking for additional hours, the school reserves the right to give two weeks' notice of termination of provision of a Lunch Club Only place. In this event, notice would be given on the basis of 'Last in, first out' and a full refund will be made for future sessions.
8. Lunch club for children with 30 hours funding - The 30 hours free childcare covers the time that your child is being taught. Therefore the only cost that is applicable will be for the lunch club session. Lunch Club is defined as the 45 minutes' supervised session from 11.45am to 12.30pm. It is a supervisory charge and does not include lunch itself. The sessions will be invoiced half-termly in advance.

PTO

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Payment of nursery fees¹

9. Payment of nursery top-up/additional hours, lunch club fees and dinners may be made by:
 - a. Scopay online payment system – you will be issued with login details at the beginning of the school year.
 - b. Childcare Vouchers
 - c. Tax-Free Childcare scheme
10. Additional sessions and lunch club sessions will be invoiced half termly in advance.
11. If payment is not received by the due date, a reminder letter will be sent out. If payment is still not received when requested, parents will be advised that their child will not be allowed to continue additional sessions or lunch club sessions until the payment is made.

¹ For payment of lunch monies, see paras. 5 and 6