



Overleigh St Mary's CE Primary School

Nursery Terms & Conditions

Our commitment to you

At Overleigh St Mary's CE Primary School & Nursery, we passionately believe that Nursery and Primary School years are the foundation and building blocks for every child's education, where they learn to read, count and write. They also make friends, build independence and develop their attitudes to learning. We do all we can to ensure our Nursery provides the right environment for your children, supporting their early development in becoming literate, numerate and confident with a focus on play, learning and achievement for all.

Nursery is an exciting time for your children. They visit new places, meet new friends and enjoy new experiences. Together, we can make this time very happy and rewarding. We also aim to provide the best support for you and your child, to make the transition from home to Nursery and Nursery to Reception, as easy and enjoyable as possible.

Admissions

If you are interested in registering for a place at Overleigh St Mary's CE Primary School Nursery, please complete our Expression of Interest online form (available on our website under the Nursery section).

When you submit the form, you will be offered a place or join our waiting list until a place becomes available.

We offer Early Years Education funded and non-funded places for three and four year olds. A child is eligible for admission to our Nursery the term after their third birthday. The actual offer of a place is dependent upon availability. In some cases, a child may start as soon as they are three - these places are unfunded by the state so must be paid directly to the school, and subject to availability.

When your place is confirmed, you will be sent our full admissions forms.

All forms must be completed in full and you must provide a copy of the child's birth certificate. Our more detailed Nursery Admissions Policy is on the Nursery section of our website or we can email it to you.

Entitlement to free Nursery education

We offer both 15 hour and 30 hour funded places.

Three and four-year olds are entitled to up to 30 hours of free early years education depending on eligibility.

All funding - 30 and 15 hours - becomes available the term after a child's third birthday:

- Autumn Term - 1st September to 31st December,
- Spring Term - 1st January to 31st March,
- Summer Term - 1st April to 31st August

All children in England may receive 570 hours per year from aged 3. This is usually taken as 5 three hour sessions each week for 38 weeks. Parents may also choose to pay for additional sessions. From September 2017, families may also be eligible for up to 30 hours free childcare if parents are:

- in work - or getting parental leave, sick leave or annual leave;
- earning at least the National Minimum/Living Wage for 16 hours a week

If you are not working, you may still be eligible if your partner is working, and you get Incapacity Benefit, Severe Disablement Allowance, Carer's Allowance or Employment and Support Allowance.

You cannot get 30 hours free childcare if you earn £100,000 or more. Please see www.childcarechoices.gov.uk for more information.

You can find more information by visiting the [Family Information Service section](#) of the Cheshire West and Chester Council website.

The School Administrative team will be happy to discuss these options with you and provide advice. Email on: admin@overleighstmarysce.cheshire.sch.uk

Session Times

The Nursery is open 38 weeks throughout the year in accordance with the school's published term times. Any additional planned closures will be notified in advance.

Unplanned closures due to circumstances beyond our control cannot be refunded e.g. due to adverse weather. However, the Nursery will only close in the event of exceptional / extreme circumstances or where there is a serious concern for the wellbeing of pupils and staff or there is a national or regional requirement / instruction to do so.

Our session times are:

Morning

8.45am - 11.45am

Lunch Club

11.45am - 12.15pm

Afternoon

12.15pm - 3.15pm

We can offer 15 hour funded sessions that can be used in a range of ways, depending on the needs of the family. If you want to use more sessions, these are available on request,

so parents can access 15 funded hours and additional sessions paid directly to school. Our preferred model is 15 hours over 2.5 consecutive days with the half day falling on a Wednesday. However, we do try to be as flexible as we can whilst being mindful of continuity for the children.

For example, 15 funded hours could be used for Monday to Wednesday, then an additional fee could be paid to school to cover the cost of staying for lunch and the Wednesday afternoon session, giving 3 full days.

Should you wish to take fewer than 15 sessions in Nursery, please speak to the office team. We are flexible and will always do our best to accommodate any pattern of attendance to suit your child's needs.

Changes to booked sessions / cancellation

We require half a term's written notice if you wish to reduce or cancel your child's sessions. If insufficient notice is given, full charge for the cancelled sessions will be made. Any increases to sessions or changes to days are subject to availability.

We cannot accept changes to funded sessions after each term has started. This is due to the termly cut-off dates for funding applications. If you do wish to book extra sessions our normal fees will apply - even if you are not using your full 15/30 hours.

Nursery Fees

Our fees from September 2021 are: £4.50 a session
Morning (3 hours) £13.50

Lunch Club (30 minutes) £2.50 plus £2.35 if you would like your child to have a school lunch provided by our canteen.

Afternoon (3 hours) £13.50

Full day (6 ½ hours) £29.50 (excluding cost of school provided lunch)

Morning & afternoon sessions are staffed by a qualified teacher and a teaching assistant with a level 3 qualification or above.

Lunch Club is staffed by Mid-Day Assistants.

In September, fees are added to your Parentmail account in the first two weeks of term. All fees must be paid before the end of the half term. After that, fees will usually be added to your Parentmail account towards the end of each half term with payment due no later than the end of term. Payments should be made on Parentmail. Parents may also use childcare vouchers or the government's tax-free childcare scheme, (TFCS). Please contact us if you wish to use vouchers or the TFCS.

It is your responsibility to ensure your account is fully paid up each half-term. Failure to

do so will result in your place being withdrawn or limited to your free entitlement.

There is a cut-off date for accessing the 30 hour funding code. The Validity Start Date must fall on or before the following dates:

Autumn Term 31 August

Spring Term 31 December

Summer Term 31 March

Additional Fees

We also offer on site dedicated wrap around care for children aged 3-5 in our EYFS provision. Fees are charged per session to allow for staffing organisation. All our staff are members of the wider Overleigh staff team and many are Teaching Assistants that are actually qualified teachers.

Fees Here:

7.30am until entry to class - £6.00

From class until 6pm - £12

Sickness, absence and holidays

In the event of days missed due to sickness, holiday or any other reason, fees will not be refunded.

Uniform

Children attending Nursery are asked to wear school uniform. This consists of a red sweatshirt and white or red polo shirt, which are available from Uniformity in Handbridge with the logo on or can be purchased as plain items from most supermarkets.

Children can also wear grey or black trousers, skirts or pinafores, as they do in Reception class and beyond, however, many children find jogging bottoms or leggings much easier to manage in Nursery. School shoes or plain black trainers should be worn but please try and opt for easy fastening options rather than laces!

Only stud earrings are permitted in terms of jewellery and long hair must be tied back.

Illness

Children who are unwell should not attend Nursery. Children who have suffered from sickness or diarrhoea cannot come back to Nursery until 48 hours have passed since the last episode. If children are unable to attend the Nursery due to illness, please let us know via the phone messaging system.

Parents must inform the Nursery immediately if their child is suffering from any contagious disease. For the benefit of the other children in the Nursery, we cannot allow children to attend if they are suffering from a contagious disease which could be passed on to another

child during normal daily activities.

Covid -19 Amendment – During the current pandemic there are additional measures that must be taken to ensure necessary isolation and shielding measures are followed accurately. National and Local PHE advice will always be sought and followed and families informed accordingly.

Medication

Medication is only given when prescribed by an appropriate person and with parental permission. The administration of medicines permission form must be completed by parents / carers and the medication clearly marked with the child's name and dosage instructions.

Please ensure you provide details of any allergies, asthma or medical conditions on our registration documents. If your child has a medical condition, we will ask you to complete a healthcare plan with us. Plans are reviewed annually, and associated medicines are stored with a copy of the plan.

We must be informed immediately, in writing, if your child develops an allergy, asthma or any other medical condition to ensure we can work with you to support and protect your child.

As the number of children with nut allergies is on the increase, we ask parents to support us in our aim to keep the school a nut-free environment. Please do not send your child with any items that may contain nuts or any empty food packaging that may have contained nuts.

Collection arrangements

Children must be collected by a responsible adult, over the age of 16. We will only allow your child to leave with an authorised person. If someone other than the people listed on your application form is collecting your child, we need evidence of the person's identity when they arrive at Nursery and your permission to release your child. If you know that someone different is collecting your child, or they are going home with a friend, you must let us know in advance.

It is important that your child is collected promptly at the end of their session. Please contact the school office if you are going to be late. If you are persistently late collecting your child, we reserve the right to charge an extra fee of £5.

Behaviour and conduct

Our staff will maintain a courteous and professional attitude towards children, parents, carers and other staff at all times. We will not tolerate staff being treated inappropriately by parents, carers or children. Such behaviour may result in the termination of a Nursery place.

Where necessary, we will support parents and carers in managing a child's disruptive or

inappropriate behaviour. However, if behaviour is deemed to be unacceptable by the Headteacher, or to be endangering the safety and wellbeing of other children, we may require your child to be withdrawn for a period of time. Please also see the school's Good Behaviour Policy on the School Website.

Termination of Contract

We will work with you to address any concerns or issues you may have when your child is attending our Nursery. However, we reserve the right to terminate our contract with you if:

- you fail to adhere to agreements made by you to clear outstanding Nursery fees;
- a parent/carer has behaved unacceptably; or
- a child's behaviour at Nursery is deemed by the Headteacher to be unacceptable or endangers the safety and wellbeing of the other children at the Nursery.

March 2021