



HARDWICK SCHOOL NURSERY TERMS AND CONDITIONS

Hardwick School Nursery is open Monday to Friday term-time only. We can accommodate up to 26 three and four-year-olds and a further 8 two-year-olds. Our full school day hours are 8:40am-3:15pm.

In accepting a place at Hardwick Nursery, parents are agreeing to the following terms:

1. ADMISSIONS TO NURSERY:

Children are normally admitted at the start of the Autumn, Spring and Summer terms unless there are exceptional circumstances. As our nursery can accommodate a maximum of 30 children per session, it may not be possible to admit children at the January and April intake if we do not have sufficient space. Where this is the case we will notify parents in the term before and ask them if they would like their application to be retained for the September intake.

For applications on our waiting list, letters will be sent out at the beginning of the previous half term to confirm what sessions we can offer and a start date. The letter will also explain how we manage the transition into our nursery with home-visits and settling-in sessions.

1.1 Allocation of places

Places are allocated using the Hardwick Primary School Admissions Policy. If you would like a copy, please [CLICK HERE](#) or email the school office: info@hardwickschool.org

The offer of a place at Hardwick School Nursery, does not guarantee a child a place in the reception class at Hardwick Primary School. A fresh application will be required in accordance with the criteria for admissions to reception class via the Oxfordshire County Council Admissions Team.

Children who have started nursery in January or Easter and who will remain in the nursery in the following September will be guaranteed the sessions that they currently attend. They will be required to submit a fresh application for any extra sessions / changes that they require and these will be allocated using the above criteria.

1.2 Changes to nursery sessions

Any requests for changes to nursery sessions should be put in writing to the school office via email info@hardwickschool.org. If we have space to accommodate the change then this will happen from the beginning of the next half term. One half term's written notice is required for the removal of a child from nursery or for a reduction / change in nursery hours. Where no notice is given, one term's fees will be charged.

2. FUNDED HOURS

2.1 2-year-old Early Education Entitlement:

Children who are eligible for 15 hours of funded provision at 2 years will receive the funding from the term after their second birthday.

This funding can be used for 15 hours attendance either Monday all day, Tuesday all day and Wednesday until 11am *or* Wednesday from 1pm, all day Thursday and all day Friday.

The funding can be split between two providers if required.

2.2 Universal Funding:

From the beginning of the term after their 3rd birthday, every child is entitled to up to 15 hours of free childcare per week, for the 38 weeks that make up the school academic year. This is a total of 570 hours free care, and is known as Universal Funding.

At Hardwick School nursery, the 15 hours of funded provision is delivered in the form of Monday all day, Tuesday all day and Wednesday until 11am *or* Wednesday from 1pm, all day Thursday and all day Friday.

Extended Offer Funding:

Some 3-year-old children are entitled to receive 30 hours free childcare per week, for the 38 weeks of the school year (1140 hours free care). For details of eligibility, visit this website: <https://www.gov.uk/30-hours-free-childcare>

All 3-year-olds who receive the Universal Funding for 15 hours, and those eligible for the Extended Offer of 30 hours, will receive the funding from the term after their third birthday.

Cut-off dates for eligibility and free early years education provision are:

- Autumn Term: your child must have turned 3 on or by 31st August.
- Spring Term: your child must have turned 3 on or by 31st December.
- Summer Term: your child must have turned 3 on or by 31st March.

3. FEES

3.1 Fees will be payable to Hardwick School and made to the bank account detailed on your invoice. Payments can also be made via your Parent pay account, by request. Fees can be paid via childcare voucher and or tax free childcare (parents responsible to send details of the provider to the school)

3.2 Fees are payable in advance at the start of every half term. The payment due date will be stated on the invoice.

3.3 Any Increase in fees will be advised in writing by the Headteacher giving at least four weeks' notice.

3.4 Fees paid for sessions not taken due to sickness, holidays are not refundable.

3.5 You are required to give at least half a term’s written notice to the Headteacher to cancel this Agreement. The Headteacher may similarly cancel this Agreement half a term’s written notice.

3.6 Overdue payments may result in correspondence being sent out by the School. Letters chasing overdue fees will incur an administration cost of £5 per letter.

3.7 The School will not charge for the funded 15 hours per week sessions as they are covered under the free early years provision component of your child’s nursery care. The additional 15 hours free early years provision (totalling 30 hours) is not charged for whilst a current eligibility code is provided for exemption from fees. If an invalid code or no eligibility code is provided, fees will be charged at our current rates.

3.8 In return, You will complete any necessary forms required by the School in order to claim the free early years provision component of your child’s nursery care from the local authority.

4. NURSERY HOURS AND PROVISION

4.1 The School nursery will be open during school term times only, details are available on the school website. The session times are as follows:

SESSIONS:

	Nursery Sessions	Funding accessible	3 year olds	2 year olds
15hrs beginning of the week	2.5 days - Monday and Tuesday 8:40/50-3:15pm - 6hours 25mins (12hrs 50 mins) Wednesday morning 8:40/50am- 11am (2hrs 10mins)	FEE, FEET universal 15hrs	£80 top up fee	£95
15hrs end of the week	2.5 days – Wednesday afternoon 12.55/1.05pm-3:15pm – (2hrs 10mins) Thursday and Friday 8:40/50- 3.15 6hours 25mins (12 hour 50 mins)	FEE, FEET universal 15hrs	£80 top up fee	£95
30 hrs over the week	Monday, Tuesday, Thursday, Friday 8:40am-3:15pm (25hrs 40min) Wednesday 8:40am- 1pm (4hr 20mins) home time at 1pm or the option to stay until 3.15pm on Wednesday for extra activities, please see below for costs.	30 hour code	£160.00	not available

Top up session	Wednesday pm 1:00-3.15- for extra activities during a top up session	not Available	£13.50 for top up session	not available
School hot lunch	School lunch not included- please choose to bring a healthy packed lunch or pay for a school hot lunch at £2.30 daily	not available	£2.35	£2.35

Children staying all day need to bring a packed lunch. We are a nut-free and healthy-eating school so request that no chocolate or sugary snacks or drinks are provided. We can also provide a hot meal from the school kitchen at a cost of £2.35 per day, these would need to be booked and paid for in advance, using ParentPay, our cashless payment system.

- 4.2 If your child is collected late you will be charged £5 for each 15 minutes or part thereof from the end of your contracted session to the time when you collect your child. This charge will be added to your fees.
- 4.3 The School nursery will be closed for bank holidays and for agreed training days. A list of these holidays can be found on the school website.
- 4.4 **In exceptional circumstances there may be an event that triggers the closure of the School nursery for example transport strikes, severe adverse weather conditions, personal health or acts of terrorism. In such or similar circumstances, School will not be held responsible nor will we issue refunds for such forced closures.**

5. COLLECTION ARRANGEMENTS FOR CHILDREN

- 5.1 You must ensure that your child is brought to and collected from School nursery by someone over the age of 16 years, in the event that your child is collected from nursery by someone other than another Parent, please do let the nursery know in advance and provide an appropriate means of identifying themselves to the staff of the School nursery using a password system.

6. ILLNESS

- 6.1 The School nursery is not able to care for sick children. If your child becomes ill or has an accident at the School nursery, you will be contacted and asked to collect your child from the School office.
- 6.2 You will 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.
- 6.3 If your child is suffering from an infectious disease such as chickenpox, you must keep him/her away from nursery until he/she is symptom-free. In the case of diarrhoea and vomiting, there is a minimum 48-hour exclusion period after symptoms have ceased.
- 6.4 Prescribed and correctly labelled medication will be administered only with your written permission on the school medication request form obtainable from the school office.

7. TERMINATION OF THIS AGREEMENT BY THE NURSERY

- 7.1 In the event of parents failing to pay the half term's fees and no arrangement to clear the arrears is made within 14 days, your child's place shall be withdrawn and the School nursery shall be entitled to serve a formal demand for payment of such monies.
- 7.2 The School nursery may require parents to withdraw or remove their child from School nursery in the event that the Headteacher considers the child to be disruptive or displaying inappropriate behaviour.
- 7.3 The School will not tolerate staff being spoken to in an abusive or threatening manner by parents, carers or children. Such behaviour may result in the termination of a nursery place.