



# Wincham Community Primary School

## Nursery Terms & Conditions

### **Our School Mission Statement**

Learning together for the future in a safe,  
happy and supportive community.

### ***Our commitment to you***

At Wincham Community 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 Wincham Community Primary School & Nursery 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; copies are also available from the school office.

---

### ***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 get 570 free hours per year. 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 - this equates to £120 if you are over 25

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](http://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 staff in the Nursery will be happy to discuss these options with you and provide advice.

---

### **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.

Our current 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.

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. (Current fees are available on the Nursery section of the school website.)

Should you wish to take fewer than 15 sessions in Butterflies 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 one calendar month'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 finding 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 2019 are:

Morning (3 hours) £12.00

Lunch Club (30 minutes) £2.50 *If you would like your child to have a school dinner, there is an additional charge of £2.35 per day*

Afternoon (3 hours) £12.00

Full day (6 ½ hours) £26.50

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 midday assistants.

In September, fees are added to your School Gateway 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 School Gateway account towards the end of each half term with payment due no later than the end of term. Payments should be made on School Gateway. Parents may also use childcare vouchers or the government's tax-free childcare scheme, (TFC). 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

#### *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 not required to wear a uniform. However, polo shirts and sweatshirts are available from the school uniform supplier, Stitch Designs.

---

#### **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.

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.

For further information from the NHS, [please click here](#).

---

#### **Medication**

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

Allergies, asthma and medical conditions We ask for details of any allergies 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.

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.

We operate a password system for collecting children if a different person from normal collects your child.

---

### ***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 others children, we may require your child to be withdrawn for a period of time.

Please also see the school's [Behaviour Policy](#) for more details.

---

### ***Termination***

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.