



Nursery Provision: Terms and Conditions

Introduction:

St. Mary's Nursery, Moles, is a Local Authority Maintained Nursery based within St. Mary's CofE Controlled Primary School, which provides high quality nursery provision for three and four year olds, until children move onto school. Children are currently entitled to a funded place for 15 hours a week from the term after their third birthday. If they meet the eligibility criteria, then some children will be entitled to up to 30 hours funded childcare from the term after their third birthday. (To check eligibility, please visit: www.surreycc.gov.uk/30hourschildcare).

Funding and Hours

At St. Mary's School, places are offered on the assumption you will use your full entitlement of hours, e.g. you will attend for every day/session that you are on roll for. If you do not use your full entitlement of hours, we reserve the right to withdraw your place and offer this to families on our waiting list. Our curriculum and provision is designed around our set day patterns and failure to attend within these, will mean your child does not access our full curriculum. Our staffing is also organised around these day patterns.

15-hour options

If your child attends Nursery for 15 hours, they are able to attend Nursery in either of the following ways:

- Monday (9:15am-3:15pm), Tuesday (9:15am-3:15pm) and Wednesday morning (8:45am-11:45am)
or
- Wednesday afternoon (12:15pm-3:15pm), Thursday (9:15am-3:15pm) and Friday (9:15am-3:15pm).

30-hour options

If your child is entitled to 30 hours funded childcare, they can attend our Nursery full time. Our full-time offer is Monday – Friday, 9:15am-3:15pm.

If you are eligible for 30 hours free funding, you will need to supply the school with your eligibility code from HMRC.

HMRC Code Renewal (30-hour placements only)

Your HMRC code needs to be re-validated every 3 months and you will be prompted to do so by HMRC directly. St. Mary's School does not remind you to do this and does not take any responsibility for your code renewal. If your code is not re-validated, you will no longer be eligible for 30-hours funding and therefore we will no longer be able to offer you a full-time place in the nursery. As such, you will be placed onto a 15-hour offer of your choice, subject to availability.

If top-up sessions (see below) are available, you will have the option to pay for additional top-up sessions to keep your 30-hour placement throughout the week. Please note that top-up sessions are allocated on a first-come, first-served basis and therefore we cannot guarantee that you will be able to book top-up sessions to retain your 30-hours.



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If you choose not to pay for the top-up sessions, therefore retaining a place across the week, we cannot guarantee that your child's full-time space will be available for them to return to once your code has been revalidated.

Should you have any questions about your HMRC funding, contact details can be found on: www.surreycc.gov.uk/30hourschildcare

Top-up sessions

Depending on availability, parents can request additional sessions to increase the hours up to a maximum of 30. These sessions are referred to as "top-up sessions". Top-up sessions are available on a first-come, first-served basis and are bookable for one term at a time. We cannot guarantee that top-up sessions will be available every term so you cannot assume you will have the same top-up sessions each term as funded places are given priority.

Top-up sessions run for mornings or afternoon sessions.

- Morning sessions run from 9:15am-12:15pm
- Afternoon sessions run from 12:15pm-3:15pm.

The cost of top-up sessions is currently £20.50 per session, or £41 for an additional day, which is subject to change.

Early drop-offs

At St. Mary's School, we offer an Early Drop Off from 8:45-9:15 is currently £3 per session, which is subject to change. These sessions are bookable via Scopay. In order to attend an early drop off session, you must book this session in advance.

We understand that sometimes you may not know you will need early drop off until the night before. To accommodate this, we have altered the booking system to allow bookings up until the evening before the session. For example, you will be able to book an Early Drop Off for Monday on Sunday evening, an Early Drop Off for Tuesday on Monday evening etc.

We do not accept Early Drop offs without prior booking, unless under exceptional circumstances.

If your child attends the beginning of the week, you do not need to book early drop offs for Wednesdays, as the 8.45am start is included within your 15 hours.

Attendance

As per our Home School Agreement and Attendance Policy, you must contact the office by 9:20am if your child will be absent from Nursery and notify them with the reason for their absence. If the school has not heard by 9.20am from a parent, someone in the office will attempt to contact parents/ carers listed as contacts to establish a reason for the absence.



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Please note that a Nursery place at St. Mary's is NOT a guarantee for a place in the school.

All admissions to St. Mary's CofE Controlled Primary School must be made through Surrey County Council.

Parents Signature:

Pupils Name:

Date: