

# Scotforth St. Paul's CE Primary School

## Nursery class terms and conditions

1. These terms and conditions are to be read in conjunction with the Nursery class admissions policy.
2. Places are allocated on the understanding that your child will attend nursery for 15 hours per week for at least 3 terms. Extra top up sessions may be booked at the time of application, subject to availability (please see prospectus and/or application form for our pricing structure).
3. Government funded places are available for a total of 15 hours. You would be expected to choose either:
  - 5 morning sessions/week
  - 5 afternoon sessions/week
  - 2  $\frac{1}{2}$  days (Monday, Tuesday, Wednesday morning) or
  - 2  $\frac{1}{2}$  days (Wednesday pm, Thursday, Friday)

Morning sessions start at 8:45am and finish at 11:45am

Afternoon sessions start at 12:30pm and finish at 3:30pm

We will try to accommodate other session patterns, subject to availability. Please indicate on the application form your requirements. If over-subscribed, the admissions policy will be applied to funded places first. Any top-up sessions will then be allocated according to availability and priority on the admissions list.

4. Parents will be informed by letter in the week beginning 2<sup>nd</sup> June which sessions they have been allocated. The reply slip enclosed with your letter must be returned to secure your place.
5. Parents are expected to give 4 weeks' notice if they plan to withdraw their child from nursery.
6. Parents accessing top up sessions need to be aware of the following:
  - 1) Fees are to be paid in advance with invoices being sent out on the first of the month for the month ahead. Payment is due 7 days from the date of the invoice. The first month's fees are payable in advance unless you are accessing the 15 hours free funding only. Bills can be paid by cash or cheque. Ask us about paying online.

- 2) At the start of each calendar month, we will produce an invoice to the parent/guardian for any additional charges as detailed in the prospectus (or as separately advised in advance) in relation to the child's attendance at nursery in the previous calendar month, including any unscheduled additional sessions, the cost of any outings or sessions, and any late pickup charges.
- 3) Without prejudice to any other right or remedy that Scotforth St. Paul's School may have, if any amounts due fail to be paid within 5 days of their due date, Scotforth St. Paul's School may charge interest on such sum from the due date for payment at the annual rate of 3% above the base lending rate from time to time of the Bank of England, accruing on a daily basis and being compounded quarterly until payment is made, whether before or after any judgement.
- 4) If any fees or charges (including late payment charges) are outstanding for more than 14 days from the relevant due date then Scotforth St. Paul's School may offer your child's place to another child on the waiting list.
- 5) There shall be no pro-rata reduction of fees if the child is (or is to be) withdrawn from the nursery or absent from the nursery for any period due to illness or holidays or for any other reason. Accordingly, where such circumstances are envisaged the parent/guardian is obliged to make the full monthly payment in advance, and there will be no obligation on Scotforth St. Paul's School to repay fees paid in advance to the parent/guardian where such circumstances arise.
7. Fees payable to Breakfast and After School Club will be invoiced separately.
8. The parent/guardian will pick up the child from nursery no later than the relevant session-end time detailed on the Nursery Registration Form. The parent/guardian will pay the late pick-up fees detailed in the prospectus if they fail so to do.
9. Admission to the Nursery class does not give automatic entry to the Reception class in main school.