

MAYBURY PRIMARY SCHOOL

Nursery Policy

Reviewed: Autumn 2019





Nursery Policy

Mission

Our values-based school nurtures curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all that we do. Our children learn to become resilient and self-assured in an environment where safety is outstanding. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens in modern Britain.

Vision statement

“Everyone is a learner and every experience is a learning opportunity.”

Introduction

Maybury Nursery is a Local Authority Maintained Nursery based within Maybury Primary School, which provides high quality nursery provision for rising three year olds until children move into school. Children are currently entitled to a funded place for 15 hours a week from the term after their third birthday. Some children (FEET Funded) are entitled to a funded place before their third birthday. At Maybury Nursery, children can attend flexibly in various combinations of full and part days, depending on places available.

For those parents that require more sessions, additional sessions above the 15 hours may be available; these extra sessions will need to be booked and paid for in advance. **From September 2017 we have been able to offer the 30-hour free entitlement for those children eligible.**

Options for funded sessions

1. Monday to Friday 8.30am to 11.30am
2. Monday to Friday 12.15pm – 3.15pm
3. Monday, Tuesday – 8.30am – 3.15pm and Wednesday 8.30am – 11.30am
4. Wednesday 12.15pm – 3.15pm, Thursday and Friday 8.30am – 3.15pm

Additional sessions and costs (September 2018)

Additional sessions can be purchased on a half-termly basis, subject to availability. Only sessions (either am or pm) may be purchased – for example:

If a child has free entitlement on a Monday morning, but wishes to stay for the afternoon, **a charge of £15.00 will be made.**

If a child has free entitlement on a Monday afternoon, but wishes to stay for the morning, the child needs to be in nursery by 8.30 and will be charged **£15.00.**

An all day session will be charged at **£30.00**

- Additional sessions are subject to availability and allocated in priority order as follows:
 1. Nursery children who have a sibling in Maybury Primary School
 2. Disadvantaged children in the local community (eligible for FEET funding / FSM)
 3. All other applications
- Additional sessions must be arranged termly in advance in agreement with the school

- Six weeks notice will be required if parents wish to cancel additional sessions. Maybury Primary School reserves the right to charge a half terms fees should parents not provide this notice. Ad-hoc sessions cannot be cancelled/refunded.

Lunches

If a child is staying all day, a nutritional packed lunch must be provided by the Parents/Carers.

Payment Methods

- Invoices for payment of additional nursery sessions will initially be issued four weeks in advance and payment will be due immediately, via BACS into the School Bank Account or Childcare vouchers.
- The Headteacher and Governing body reserve the right to amend the frequency of invoicing.
- **If a child is absent, refunds or reductions are not available.**
- Any invoices not paid will become nursery fee arrears. Failure to pay arrears within 1 week will result in the child's additional sessions at the nursery being withdrawn.

Cancellation of contract

- The cancellation of the free entitlement can be made at any time.
- To cancel additional, charged sessions **six weeks** written notice will be required. Ad hoc sessions cannot be cancelled.
- Any permanently cancelled sessions will be made available to children on the nursery waiting list.
- Once additional sessions are cancelled, the school cannot guarantee re-instating them.

Unavoidable closure of school

Should the school be closed for reasons beyond control, there will be no charge for the sessions affected.

Uniform

Sky blue polo shirt with school logo, Navy blue sweatshirt with school logo or navy blue cardigan with school logo, Navy blue joggers (no logos) Grey socks

Summer Uniform (optional)

Blue/ white checked dresses or navy shorts may be worn in the summer
Plain white tights or white socks (not leggings)