MAYBURY PRIMARY SCHOOL

Nursery Policy

Reviewed: Spring 2026

Maybury Primary School

Produced : Autumn 2017
Reviewed : Spring 2026
To be reviewed: Spring 2028

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
Believe. Achieve. Succeed.

Introduction

Maybury Nursery is based within Maybury Primary School, which provides high quality nursery provision for rising three- and four-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. All children are offered places in line with our admissions policy. Children will be offered either a morning or afternoon session.

We currently offer a limited number of 30-hour free childcare places for nursery age (ages 3-4) children only. Due to significant demand for Nursery places at our school, we offer the 15 hour places initially as a priority, in line with our admissions policy. If there are vacant spaces remaining they will be offered to children with eligible codes on a first come first served basis, based on date the application form and preference is received. The redistribution of hours will be reviewed for all children at the end of each year dependent on the number of children and the Nursery capacity. If there are any further spaces parents are able to pay for additional sessions. For those parents that require these additional sessions, these will need to booked and paid for in advance.

Options for funded sessions

1. Monday to Friday 8.30am to 11.30am
2. Monday to Friday 12.15pm – 3.15pm

Additional sessions and costs
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 £20.00 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 £20.00.

An all day session will be charged at £40.00

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 or parents can order and pay for a school lunch.

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)
Children are not allowed to wear any jewellery to Nursery for health and safety reasons, this includes earrings.

The school manages our own Nursery admissions. Unfortunately, by attending our Nursery this does **NOT** automatically entitle you to a place in Reception.
All admissions to Maybury Primary School main school must be made through Surrey County Council Admissions.