

ST. MICHAEL'S C.E. (AIDED) PRIMARY SCHOOL

NURSERY ADMISSIONS AND CHARGING POLICY ACADEMIC YEAR 2016-2017



INCLUSION

St. Michael's Nursery aims to provide a welcoming and caring Christian environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. St. Michael's Nursery is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs or abilities.

ENTITLEMENT TO NURSERY EDUCATION

St. Michael's C.E. (Aided) Primary School offers 3 and 4 year olds the entitled 15 hours weekly, free Nursery education for 38 weeks per year, during term time. This free entitlement can be shared between more than one setting. Parents will be required to sign a parent/school contract stating when and where children are accessing their 15 hours free entitlement.

St. Michael's Nursery Session times are as follows:

Morning Session	8.55 a.m.	.	11.55 p.m.
Afternoon Session	12.25 p.m.	.	3.25 p.m.

The 15 hour free entitlement will be made up using 5 x 3 hour morning or afternoon sessions.

St. Michael's also offers Breakfast and After School Club provision for three and four year olds. The private provider, Coolkids, apply separate charging, application and admissions policies. Contact: Cath Roberts 07734598086

ADMISSIONS POLICY

- The responsibility for determining the admissions for nursery age children lies with the Governing Body of St. Michael's School.
- St. Michael's has 26 places available for nursery age children in any one of the morning or afternoon sessions.
- The Governing Body has agreed that any available sessions, over and above the 15 hours free weekly provision will be chargeable.

ADDITIONAL NURSERY SESSIONS AND CHARGES

- Additional 3 hour nursery sessions are subject to availability and will be allocated on a first come first served basis.
- Sessions are charged at £13.00 for 3 hours and this charge will be reviewed annually.
- Additional sessions and charges will be outlined in the parent/school contract.
- Additional sessions must be arranged termly in advance in agreement with the school.
- A half term's notice will be required if parents wish to cancel additional sessions at St. Michael's Nursery. St. Michael's School reserves the right to charge a half term's fees should parents not provide this notice.

SPRING/SUMMER TERM ADMISSIONS

If there are still sessions available after the September intake for the 15 hours entitlement, and requests for additional sessions have been allocated, new intake requests for nursery sessions will be considered using the following priorities:

If the child is born between:	They are eligible for up to 15 hours free early education in the term following their third birthday
1 st September . 31 st December 2013	Spring Term 2017
1 st January . 31 st March 2014	Summer Term 2017
1 st April . 31 st August 2014	Autumn Term 2017

PAYMENT METHODS

- Invoices for payment of additional nursery sessions will be issued at the beginning of the Autumn Term. The invoice will take account of Nursery top-up sessions for the whole of the academic year. We request payment by monthly bank transfers or through Child Care vouchers, September through to June/July, either ten or eleven payments.

Information you will require in order to set up your monthly payments:

School Unique Reference Number: 106350
Lloyds Bank Sort Code: 309016
Account No: 00003100

- If a child is absent, refunds or reductions are not available. (Nursery costs do not reduce if your child is absent).

PAYMENT ARREARS

- Top-Up Session arrangements will be cancelled if payments are not received in line with contract arrangements.

CANCELLATION OF CONTRACT

- The cancellation of the 15 hour free entitlement sessions can be made at any time. Parents will be required to sign an updated parent/school contract.
- To cancel additional (charged) sessions a half term's notice will be required.
- Any permanently cancelled sessions will be made available to children on the nursery waiting list.
- Once additional sessions are cancelled school cannot guarantee re-instating them.