



Together, we learn and grow



## Shepherdswell Academy Nursery Terms and Conditions

### Session Times

Morning Session: 8.40am to 11.40am

Afternoon Session: 12.10pm to 3.10pm

All Day Extended Care: 8.40am to 3.10pm (including the lunchtime activity session)

Parents are asked to indicate their preferred times of attendance in line with the options offered; however, allocation will be at the school's discretion in order to minimise vacant sessions whilst maximising the number of children accessing their free entitlements of 15 or 30 hours.

### Lunchtime activity session

Lunch is not provided as part of the 30 hours offer.

If the child has a 30 hour place, parents will be asked to either collect their child at 11:40 for lunch and then return them for the afternoon session or provide a packed lunch/ order a school meal (£2:30 per day) and pay a £4 a day Lunch Club fee for 2 year olds and £2 a day Lunch Club fee for 3+ year olds.

Universal Infant Free School Meal does not apply to Nursery children; however, families may be eligible for Free School Meals.

### Uniform

All children enrolled in the Nursery wear the Shepherdswell Academy uniform, or a royal blue logoed sweatshirt and a white polo shirt. Nursery Children can wear navy or black jogging bottoms or leggings. Black trainers/plimssoles.

Wearing their uniform means that they are recognised as part of the wider school community, easily recognised if out on a school trip and are dressed ready for learning.

### Allocation of places:

Dependent on spaces Shepherdswell Academy will have three nursery admissions points across the year, Autumn, Spring and Summer (set by our term dates)

We will consider applications for these on:

Autumn Term Start - Deadline of June 1st

Spring Term Start - Deadline of November 1st

Summer Term Start - Deadline of March 1<sup>st</sup>

Once places are allocated for 15 hour children, they cannot be swapped part way through the year unless there are exceptional circumstances.

Places for children of working families seeking 30 hours via the government scheme will only have their place for the term allocated and confirmed upon receipt of a valid eligibility code.

To check if you are eligible visit.

[Get 30 hours free childcare: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-30-hours-free-childcare-step-by-step)

Eligibility remains the responsibility of the parents once the child is admitted as this needs to be checked and re-validated every three months. A child does not have an automatic place for 30 hours in the term following their current eligibility window. PARENTS NEED TO RENEW THE CODE EVERY 12 WEEKS.

Spaces are allocated up to a capacity of 40 nursery pupils based on the following criteria:

- Availability of places, taking into account the staff: child ratios, the age of the child and any registration requirements
- Any extenuating circumstances affecting the child's welfare or the welfare of their family.
- The nursery's ability to provide the facilities necessary for the welfare of the child, including appropriate staffing arrangements.
- Children who have siblings who are already with us
- Children that live in the catchment area for Orchard and Shepherdswell Academy.
- When the application is received (extra weight is given to those who have been on the waiting list the longest)
- A child requiring a full-time place (30 hours) may have preference over one requiring a part-time place (15 hours). This is dependent upon work commitments, occupancy and room availability.

#### Payments:

For 30 hour places children can book to stay over the lunch

Lunch Club:

£4 a day for 2 year olds

£2 a day for 3+ year olds

Shepherdswell Academy offer wrap around care with Dragonflies, this will be available for AM, PM and all-day 3+ year old nursery children. This will need to be booked at the start of each half term only and is subject to availability.

Bookings are made via the Arbor App, that will be set up upon starting.

#### Applications

Please contact the school office for applications.

#### Absences:

1. All absences must be reported to the school office by the parent from the first session of absence by 7:30am on that day.
2. There are no refunds or credits given due to absences unless it is the result of an unavoidable and unscheduled school closure day.
3. Children who attend for a reduced session as a result of an external appointment, E.G. medical or dental, will still be charged at the full rate as the fee covers the child's place rather

than their attendance.

#### Self Care and Medication:

1. We actively encourage parents to ensure that their child is able to care for themselves at an age appropriate degree of competency. Ideally children should be able to visit the toilet in a timely fashion, self-clean intimate areas and wash hands independently.
2. Where independent self-care is unfeasible for a child we will act in accordance with the school's intimate care policy.
3. Prescribed Medication may be administered to a child in accordance with the school's First Aid policy and with parental consent. It is the responsibility of the family to notify school of any allergies, medical needs or special arrangements relating to their child.

#### Late Collection:

1. All children must be collected on time at the end of each session. Any parent of a child who is not collected on time will be contacted immediately so that collection arrangements can be made.
2. In the event of a child not being collected at the end of the school day, parents will be contacted immediately. Where contact has not been possible, we will place the child in our wrap around care which will have an additional charge of £8.
3. If a parent of a child is continuously late the school will follow the Safeguarding Policy.

#### Notice Period:

If for any reason you wish to terminate your child's place in the Shepherdswell Academy Nursery you will need to give a term's written notice.

#### Additional Hours

In the event that not all nursery places are taken, and the nursery is not full you will be able to pay for an additional morning or afternoon session, this can be booked on a termly basis. The cost for any additional sessions will be £22 for 2 year olds and £15 for 3 year olds. This does not include lunch and if you wish your child to stay for this time there will be an additional cost of £4 a day for 2 year olds and £2 a day for 3+ year olds. This payment can be taken via Tax Free Childcare vouchers. Please talk to the School Office for more information.