Gainsborough Community Primary School
Extended Nursery Provision
Parent Agreement (September 2025)

Applications

Since September 2017 some working parents have been eligible for an additional 15 hours of free childcare for their 3 and 4 year olds. Meaning that families can access up to 30 hours of free childcare a week. To find out please visit *https://www.childcarechoices.gov.uk/*.
If you are eligible for 30 hours free childcare you can access this offer in the school term after your child's third birthday.

Nursery places will be awarded according to our admissions criteria. If your child is not eligible for 30 hours funding you will only be eligible for a part time funded Nursery place. In this instance, parents/carers will be given the opportunity to apply for Extended Nursery Provision space which means that they will pay a weekly top up fee to have their child attend for the full school day (8.45am to 3.45pm). These places will be awarded on a first come first serve basis.

Fees

Gainsborough Community Primary School charges a total of £115.00 per pupil per week, for Extended Nursery Provision.

Deposit

Before a child is accepted for Extended Nursery Provision, we require a deposit to be paid. This is a set fee of £230.00 which is equivalent to two weeks Extended Nursery Provision fees. Your account must remain in credit for two full weeks at all times for the duration of their attendance in Nursery. The deposit amount is then used to clear the final two weeks balance on your account.

Notice Period

If you would like to remove your child from this provision before the end of their official Nursery period, you will need to give a half term notice. This should be presented in the form of a letter to be addressed to the Headteacher, c/o Gainsborough Primary School. Not doing so may result in your deposit being withheld.

Payments

All parents are expected to be in advance with their Extended Nursery payments by at least two full weeks. Any late payment may result in the place being withdrawn. You can make payments by using the online payment system via www.parentpay.com; please speak to a member of the office team for more information about this service.

The school will not charge for INSET Days or any closures determined by the school; bad weather, teacher strike action, polling etc. However, you will still be charged the full amount if your child is absent from school due to illness or other personal circumstances.

On the occasions where the school week is shorter than five days due to school holidays or bank holidays, you will be charged for the equivalent number of sessions i.e. £23.00 per day.

Child's Full Name: _____

Child's Date of Birth: _____

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Nursery Session Times

Nursery's morning sessions run from 8.45am to 11.45am and afternoon sessions run from 12.45pm to 3.45pm. Children who attend Extended Nursery Provision will remain in school during the lunchtime period which runs from 11.45am to 12.45pm during which time both lunch and play time supervision is provided.

Lunchtime

Gainsborough offers free school meals to all pupils. If you would prefer your child to have a packed lunch please inform the school office. It is important to note that we are a healthy school which means that you must ensure that a healthy and balanced lunch is provided. Junk food and sugary snacks are not permitted and will be removed from your child's lunch and returned to a parent or carer at the end of the day.

Collection

Children must be collected by a responsible adult, no younger than 16 years of age. Two emergency contact details must be provided and these details will be updated on a regular basis. It is our school policy that only nominated persons can collect children. To avoid any unnecessary confusion at the end of the day, please ensure that a member of the Nursery team, or the main office, is informed in advance if a different adult will be collecting your child.

Agreement

- I confirm that I have read and accept the terms set out within this agreement.
- I can confirm that I am happy to pay the deposit of £230.00 in advance.
- I understand that the account must remain in credit for two full weeks at all times and that the £230.00 deposit will be used to cover the final two weeks of nursery attendance.
- I understand that only closures determined by the school are non-chargeable.
- I understand that I will be charged the full session amount if I do not send my child to school when the setting is open.
- I understand that I must provide a half term written notice to terminate this agreement earlier than the expected Nursery end date.

Parent/Carers Acknowledgement:		**School Acknowledgement:**	
Signed:	_____	Signed:	_____
Print Name:	_____	Print Name:	_____
Date:	_____	Date:	_____

Child's Full Name: _____

Child's Date of Birth: _____