

**Gainsborough Community Primary School**  
**Extended Nursery Provision**  
**Parent Agreement (September 2024)**



**Applications**

From September 2017 some working parents will be eligible for an additional 15 hours of free childcare for their 3 and 4 year olds. These families will be able to 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 eligible for a part time place only, parents/carers will be given the opportunity to apply for Extended Nursery Provision. These places will be awarded on a first come first serve basis.

**Fees**

Gainsborough Community Primary School charges a total of £80.00 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 £160.00 which is equivalent to two weeks fees. Your account must remain in credit by 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 terms 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 Any late payment may result in the place being withdrawn.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](http://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. £16.00 per day.

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**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 11.45pm 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 11.45pm 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, are 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 £160.00 in advance.
- I understand that the account must remain in credit by two full weeks at all times and that the £160.00 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 terms 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: \_\_\_\_\_

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**Child's Full Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_