

Gilbert Scott Primary School

Executive Head Teacher - Trish Farrelly
Head of School – Bernadette Wakefield

Farnborough Avenue
South Croydon
CR2 8HD

☎ 020 8657 4722

☎ 020 8657 9177

✉ admin@gilbertscott.croydon.sch.uk

Nursery Afternoon Paid Provision Policy

Aims

- ⇒ To provide a caring place where children feel safe, happy and secure.
- ⇒ To introduce the experience of eating together with friends - a sound preparation for school lunchtimes, enjoying lunch as a social event and therefore easing the transition into a full school day when your child starts in the Reception class.
- ⇒ To encourage children's independence skills (when it comes to opening food and drink containers/packaging).
- ⇒ Encourage healthy eating, manners and a positive playing attitude.

Every child of 3 & 4 years is entitled to 15 hours' free nursery provision per week, funded by the government. At Gilbert Scott Nursery Class, this is covered by daily morning sessions Monday to Friday from 8.45am to 11.45am. From September 2017 additional hours totalling 30 hours may be claimed by working families. These sessions are from 8:45am to 11:45am and 12:10pm to 3:10pm. A charge of £4 per session will be charge for lunchtime cover (11:45 – 12:10). If your child is **not** entitled to 30 hrs FREE childcare and you would like your child to stay longer than the 3-hour daily entitlement, you can pay for additional care to suit your needs. The options are:

MAXIMUM 8 PLACES EACH DAY ACROSS ALL OPTIONS

Option1 (Afternoon Session) - 11:45am to 3:10pm - £14.00

Option 2 (Every afternoon 5 x a week) - 11:45am to 3:10pm - £60.00 per week

Some casual use may be possible where spaces are available ("Pay As You Go"). This is by arrangement with the school office. FULL payment must be made on the day of booking. Pay As You Go sessions and £15 for the Afternoon (until 3.10pm)

Fees are booked in advance and once you have booked your place you are obliged to pay the full amount regardless if you cancel or if your child is not in attendance due to illness or urgent appointment.

Please note your child will need to bring a healthy packed lunch if they are booked on to any of the above (the Nursery will provide a drink). This needs to be in a clearly labelled lunchbox. We operate a Healthy Eating policy so would encourage fresh fruit and yoghurts for example rather than crisps, chocolate, biscuits or sweets. Gilbert Scott Primary School is also a permanent "nut-free zone" and the packed lunch you provide for your child must not include any nuts, or anything containing nuts or nut products.



We have a maximum of 8 places each day (including the children with 30 hr entitlement.) A trained first aider will be available in the rare case of emergency. To ensure the children's safety all staff are police checked for their suitability to work with children. It is the parent/carers responsibility to disclose any allergies or other medical conditions and provide a contact number.

The children stay in the Nursery while they eat their lunch, which is provided from home. They then have an opportunity for a child-initiated play session either in the Nursery or the Outdoor Area. The afternoon provision is run by an Early Years staff member, who also works within the nursery class in the morning, so the children have continuity of care.

Admissions & Procedures

Priority for spaces goes to 30 hr entitlement children first. It is the policy of Gilbert Scott Primary School to offer remaining places on a first come, first paid basis. Parents who wish their child to stay for extra hours are asked to complete a booking form.

We welcome all children, regardless of their religion, racial origin, cultural and linguistic background and in accordance with our admissions policy. Children with special requirements are also welcome **providing that facilities can be arranged practically to provide a safe environment for all.**

Booking places

You can book your child in for regular sessions, but if you want to guarantee a place, we advise that you book sessions well in advance. Booking forms will be handed out to parents on the third week of **every** month and should be returned to the main school office with full payment on the last day of the month. Last minute places for the Afternoon sessions may be available at short notice, however we cannot guarantee a place and you will incur an increased cost (see 'Pay As You Go' session charges above). For all enquires with regards to the paid provision please speak to a member of the Nursery team or Mrs Simpson in the office.

On the last day of every term there is no PAID afternoon provision due to school finishing earlier.

Payment of Fees

Fees are paid in advance, e.g. sessions booked for October need to be paid fully by the end of September and so on each following month.

How to Pay

You may pay by cash or cheque (made payable to Gilbert Scott Primary School. This must come to the office, to Mrs. Simpson, and **not** handed to the EYFS staff.

Our Payment Policy also includes the following;

- ⇒ Parents have to pay their fees even when their child is absent, **whatever the reason** (Refunds cannot be made for: Child's sickness / Hospital appointments / Holidays taken in term time / Child/parent choosing not to come in some days).
- ⇒ Payment is not due for days that the Nursery is closed, e.g. for staff training or closure due to snow. Any unforeseen closure of the school will be deducted from the following month.
- ⇒ On a day when there is an arranged school visit, there will be no afternoon provision. Parents have to collect their child at the agreed time in the visit letter.



- ⇒ **LATE COLLECTION FEE** - If you are late (after 3.20pm for the afternoon provision) collecting your child, a charge of £5.00 per child **per quarter hour or part thereof, is payable on collection no matter what the reason, i.e. local transport or traffic problems.**

If the school decides, in conjunction with the parent/ carer/ outside agency, that it is in the best interests of the child to end the placement, a refund will be made for the part term not used.

Late Payments

The following procedure explains the process for late payment. We are happy to discuss any difficulties you may be experiencing in paying but if fees are not paid on time it may lead to your nursery place being suspended.

- ⇒ If your invoice is unpaid after the due date, you will be charged a late payment fee of £5.00
- ⇒ Late payers will incur this daily charge for **every day their fees remain unpaid.**
- ⇒ The outstanding invoice plus your late payment charge must be settled immediately
- ⇒ If, following all of the above, actions/arrangements have not been put in place to pay childcare fees, a letter will be sent informing you of the date your child's Afternoon paid provision will be suspended.
- ⇒ Court action will also follow in line with the school's debt policy.

Notice to Leave

- ⇒ For all paid provision we require at least 4 weeks' notice **in writing** to leave.
- ⇒ Fees will be incurred for two weeks from the day notice is given, regardless of attendance.

Gilbert Scott Afternoon provision adhere to all the policies of Gilbert Primary School and EYFS Policy, including the Healthy Schools Policy.

I have read and fully adhere to the above policy.

Signed Parent/Carer

Child's name

Date

.....
Bernadette Wakefield
Head of School
Signed on behalf of Gilbert Scott Primary School

Date reviewed and minuted by Governors: 4 July 2017

.....
James Filus
Chair of Governors



ADDENDUM - 30 HOUR PROVISION

Aims

- ⇒ To provide a caring place where children feel safe, happy and secure.
- ⇒ To introduce the experience of eating together with friends - a sound preparation for school lunchtimes, enjoying lunch as a social event and therefore easing the transition into a full school day when your child starts in the Reception class.
- ⇒ To encourage children's independence skills (when it comes to opening food and drink containers/packaging).
- ⇒ Encourage healthy eating, manners and a positive playing attitude.

. From September 2017 additional hours totalling 30 hours may be claimed by working families. These sessions are from 8:45am to 11:45am and 12:10pm to 3:10pm. A charge of £4 per session will be charge for lunchtime cover (11:45 – 12:10).

Booking Places

You will need to provide the school with the 11-digit reference number that you will be given once your application has been successful via www.childcarechoices.gov.uk in order for the school to process your application. Please note that the Government require you to do this process EVERY term otherwise payment will cease.

- ⇒ **LATE COLLECTION FEE** - If you are late (after 3.20pm for the afternoon provision) collecting your child, a charge of £5.00 per child **per quarter hour or part thereof, is payable on collection no matter what the reason, i.e. local transport or traffic problems.**

Notice to Leave

- ⇒ For the 30-hour afternoon provision we require at least 4 weeks' notice **in writing** to leave.
- ⇒ Fees will be incurred for two weeks from the day notice is given, regardless of attendance.

Gilbert Scott 30-hour Afternoon provision adhere to all the policies of Gilbert Primary School and EYFS Policy, including the Healthy Schools Policy.

Date reviewed and minuted by Governors

4 July 2017

.....
James Filus
Chair of Governors

