



St Joseph & St Bede Nursery School

Nursery Terms and Conditions applicable to all users of free and additional Nursery places.

Terms and Conditions – Please read carefully

- If you require a change to your nursery hours you must advise us in writing four weeks in advance of the change. Your request will be considered and you will be advised accordingly.
- Should you wish to cancel or terminate the nursery place, you must advise us in writing four weeks in advance of the cancellation.
- Please do not request changes during a half term for that half term.
- Any additional places will be in block sessions of either all mornings or all afternoons.
- Unallocated hours remaining will be allocated using our Nursery Admission Criteria firstly for funded hours and then for additional paid hours.
- Please inform the school of any absence taken within term time. Any absences will still be charged.
- If your child is absent from the nursery for longer than four weeks and you have not contacted the school to give a reason your child's place will be withdrawn and hours will be re-allocated.

Paid Sessions / Payment

- Any sessions additional to the 15 funded hours will be charged within standard fees and **payments must be made a week in advance.**
- 30 hour funded places will be allocated upon receipt and verification of your 30 hour code. It is your responsibility to renew this code every 3 months. Failure to do so within the term dates advised by the Government will result in cancellation of your additional 15 hours.
- Fees will be added to Arbor monthly and must be paid in advance either weekly or monthly.
- If payments become more than one week in arrears you will forfeit your additional hours.
- We will consider reinstating hours on full payment of the arrears and the following two weeks full payment.
- Session times are as below. Prices given will take effect from September 2024.
- School meals can be provided by school at a cost of £13.25 per week or alternatively, you can provide a packed lunch from home.

Paid Sessions without a 30-hour code

Morning 08.45am – 11.45am £17.00 per session (£85 per week including lunchtime supervision)

Afternoon 12:15pm – 15:15pm £17.00 per session (£85 per week including lunchtime supervision)

Full time 30-hour funding

For those accessing 30-hour funding, there is a charge for lunchtime supervision of £15.00 per week which is required in advance of each week. Alternatively, you can collect your child at lunchtime: 11.45am and return them at 12.15pm.

Child's Name:

Parent/Carer Signature _____

Date _____