

The Raglan Schools Policy



Nursery Terms and Conditions

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Please read these Conditions of Provision carefully, you will be asked to digitally sign them when you register your options once accepted the place at The Raglan Schools Nursery. They outline the expectations of the Nursery and abiding by these conditions will enable us to provide the highest standards of care for your child. Nothing within these terms and conditions affects parent/carers' rights.

1. Accepting your Nursery Place

1.1 Parents/Guardians must accept their place through the Enfield Admissions Service.

2. Options for Raglan Nursery 2018/19

2.1 The school offers several options for parents with some degree of flexibility, however the overarching condition is that children attend our nursery every morning.

2.2 All pupils are entitled to the universal 15 hours offer which is run as a morning nursery from 8.30-11.30am. Our core offer and curriculum is covered in this time.

2.3 Options to extend this time are available and for 2018/19 are set out as follows:

- Option 1 - 15 hours - 8.30am to 11.30am
- Option 2 - 20 hours - 8.30am to 12.30pm
- Option 3 - 30 hours - 8.30am to 2.30pm
- Option 4 - Working towards 30 hours (flexible approach)
- Option 5 - 35 hours - 8.30am to 3.30pm

2.4 Parents can change their options in advance of the new term, by giving notice set by published dates below, with the exception of Option 4 which can be more bespoke and with agreement between parents and school.

2.5 If using Option 4 a plan for the working towards must be agreed in advance with the school. Notice of one week is to be given in writing to the teacher of any changes

2.5 The nursery is open in line with the school year, with a staggered start for pupils to allow some home visits and to ease transition to the setting.

2.6 Lunch is not included in any of the options, parents should send a packed lunch each day it is required.

3. Applying for the 30 hours Government Offer

3.1 Working parents can apply to have the nursery costs covered by the 30 hours scheme. This gives parents the choice of options 1,2,3 or 4 with no additional costs.

3.2 To access the funding, parents MUST apply online and provide the school with the Reference Number and their National Insurance Number.

3.3 The above information on 3.2 must be received by the school by the following dates in order for additional hours to be secured:

- For the Autumn Term, information is 9th July 2018
- For the Spring Term, information is 7th December 2018
- For the Summer Term, information is 25th March 2019
- If confirmation is not received by published dates parents will be liable for fees for any additional hours

3.4 As part of the scheme parents **MUST** reconfirm that their circumstances have not changed over the year as part of the government requirements.

3.5 If circumstances change over the year, parents should inform the school.

4. Nursery Fees

4.1 Where a parent is not eligible for the 30 hour offer, they can opt to pay for additional hours.

4.2 If a parent opts for Option 5 - 35 hours, fees will apply for the extra 5 hours

4.3 The charge in 2018/19 is £5 per hour.

4.4 Nursery fees are payable within the first few weeks of term by our online payment system called ParentPay.

4.5 Parents can use childcare vouchers or tax-free childcare to pay for fees

4.6 Parents will be notified of fees by letter

4.7 Charges will be calculated based on a whole term

4.8 Any additional hours may be altered or cancelled on a termly basis by giving notice by the published date (above). Until completion of the notice, all fees must be paid.

4.9 The Raglan Schools reserves the right to increase the said fees at any time upon giving one term's written notice to the parents/guardian of the proposed increase.

5. Cancellation/Termination

5.1 Any additional hours may be altered or cancelled on a termly basis by giving notice by the published date (above). Until completion of the notice, all fees must be paid.

5.2 Fees are not refundable for absence, unless it is exceptional circumstances and fees would be at the discretion of the Headteacher. For example fees would be refunded where there is long term illness.

6. Arrears

6.1 If there are outstanding fees at any time, The Raglan Schools reserves the right to withdraw the additional hours beyond the 15 hours universal offer.

6.2 Any cost incurred as a result of suspension or termination will be paid for by the parent/guardian of the child.

6.3 The Raglan Schools may apply a minimum charge of £10.00 per week, to be allocated to a child's fees, for any non-payment on the due date of advance fees.

7. Opening Times/Late Collections/Absence

7.1 The nursery is open from 8.30am to 3.30pm

7.2 Parents should make arrangements to collect their child at the agreed time depending on the option they select:

- Option 1 - collect at 11.30am
- Option 2 - collect at 12.30pm
- Option 3 - collect at 2.30pm
- Option 5 - collect at 3.30pm

7.3 If a child is collected late then a fee may be applied based on £5 per hour.

7.4 If a child is collected late after 3.30pm when the nursery closes, they will be taken to Raglan Wrap Club (the school's Wrap Around Care club) and parents will be charged in line with the fees of Raglan Wrap Club.

7.5 Pupils are expected to attend for the school year and the school will encourage full attendance.

7.6 Although it is not a statutory requirement to attend nursery, absence (notably holidays in term time) of more than 4 weeks could result in the child's place being withdrawn.

8. Safeguarding

8.1 The Nursery is led by The Raglan Schools and as such all the school's policies and procedures apply to the Nursery. Policies can be found on the school's website or from the school office.

8.2 The following policies apply to the Nursery including: Health & Safety; Safeguarding & Child Protection; Safer Recruitment; Emergency Plan; Behaviour and Anti-bullying.

8.3 The Nursery follows the same procedures as set out in the Safeguarding and Child Protection policy. The Nursery has access to a Designated Person for Child Protection during opening hours.

9. Sickness, Absence and Special Requirements

9.1 Children should not attend the Nursery if they are unwell and not fit for school. Please inform the school no later than 9.30am if your child is absent and the reason why.

9.2 In the interest of other children and staff, it will be necessary for any child who has been diagnosed with certain contagious illnesses and diseases to remain at home. The period of exclusion depends on the advice of medical professionals or through the guidance provided to schools. The current lists of illnesses include; chicken pox, mumps, rubella and measles.

10 Other Conditions of Provision

10.1 Force Majeure

The Raglan Schools are unable to offer any refunds or compensation for closure or suspension of nursery activities as a result of third party action, inclement weather, fire, flood or any other event beyond our control.

10.2 Personal Property

The Raglan Schools cannot be held liable for the loss or damage of any item belonging to the public on the premises. This particularly applies to children's clothing and toys as well as motor vehicles, prams and buggies.

10.3 Data Protection Act 1998

By signing acceptance of the Terms & Conditions you give The Raglan Schools express consent to retain and process that information provided by the parent/guardian, which directly relates to the child, for the sole purpose of childcare. Such information will remain with The Raglan Schools for up to 6 years or be transferred to a school of your choice, once your child leaves the Nursery.



11. Complaints

11.1 If you are unhappy with the quality of provision the you should first speak with the Nursery teacher or Assistant Headteacher for Early Years. If you are unable to resolve the issues then you can follow the school's complaints policy. This is available on the school website or from the school office.

11.2 If you have concerns about monetary matters, please discuss these with the School Business Manager. If you are unable to resolve your concern, please refer to the school's complaints policy.

DECLARATION

I have read and understood the above Conditions of Provision and agree to abide by them.

This form will be digitally signed online and a copy sent to your email address, which we have on file.