

UPTON-UPON-SEVERN
CofE PRIMARY & PRE-SCHOOL



UPTON UPON SEVERN PRE-SCHOOL TERMS AND CONDITIONS

Upton-upon-Severn CofE (VC) Primary School
School Lane
Upton upon Severn
Worcester
WR8 0LD

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Opening times

Here at Upton upon Severn Pre-school we offer a flexible approach to local childcare for the children and young families living within our community. Our daily sessions reflect this: you can choose from a morning session, an afternoon session, or a full day session. Morning sessions start at 8.45am and finish at 11.45am, afternoon sessions begin at 11.45am and finish at 2.45pm, and our all-day session runs from 8.45am until 2.45pm.

**Please note we operate term-time only, excluding bank holidays and teacher training days.*

Wraparound Care

If your child is a rising 3 year old, you have the option using before and after pre-school, your child can be booked into our school-based wraparound care. This is booked through the main school office. Breakfast club runs from 7.45am to 8.30am and after school club runs from 3.00pm to 4.30pm.

***This is not covered by funded hours and will be payable via invoice.*

Admissions

Children may attend Pre-School from the age of 2 years and 9 months. They may remain as part of the setting until the term they turn 5 years old, or until the academic year they begin school, whichever comes first.

After your show around, the main office will provide you with all the relevant registration paperwork that needs to be completed before your child can be offered a start day or any settling in sessions.

Self-care

Sanitary products are not included in our fee structure, and we do require families to bring in any self-care products that their child may require for their day, such as nappies and wipes. As per our policy, children will be changed a minimum of twice daily and any time they need to be changed. As a setting we are fully inclusive of any child in nappies and will fully support the child and family through the transition of nappies to pants, when the family feels they are ready.

Funded hours

Children are automatically eligible for 15 hours of pre-school education from the term after their third birthday. If your child is eligible for a funded place, you will need to complete a Parent Declaration Form. The form will be sent out yearly, unless you change your child's hours. *Please do ask us for support with completing this form if you need to – we are very happy to help.*

If you are entitled to 30 hours funding, it is *vital* to keep your codes updated and to reconfirm your eligibility when asked to do so (every three months). You must have a valid code before the start of each term in order to claim your additional 15 hours for that term. For funding purposes, the term start dates are *always* 1st September, 1st January and 1st April, regardless of when school actually starts. If you have not applied for or renewed your 30 hours code *before* these dates, you will not qualify for additional funding in that term, and any hours taken over and above the universal 15 will have to be paid for.

Early Years Pupil Premium (EYPP)

The EYPP is an additional sum of money paid to early years to settings to improve teaching, learning and facilities. Settings caring for 3 and 4 year old children from families in receipt of certain benefits qualify for this funding. We do need your permission to check whether your child is eligible, and we ask for this on the Parent Declaration Form. Please be reassured that there will be *no* impact on your finances or your eligibility for benefits if your child is awarded EYPP. We will use the money to improve their nursery experience, and you will be kept up-to-date on how we are doing this.

Fees

From September 2022, fees for non-funded pre-school hours will be £4.50 per hour. Fees are payable at the start of each half-term. An invoice will be sent by email to your primary contact email address unless you request otherwise. Invoices must be paid within 30 days. Non-payment may result in your child's nursery place being suspended until the account is brought up to date.

Snacks and milk

All children are entitled to a piece fruit snack and milk carton. They will also be offered water, if this is preferred. Children are encouraged to bring a water bottle from home, which can be accessed throughout the session.

Lunch

If your child is in session for lunchtime, we do ask you to provide them with a healthy lunchbox and a drink. Children do have adults to help with removing packaging as well as encouraging them along.

Absence

If your child is absent from pre-school, whether through illness, holiday or some other reason, fees will still apply and must be paid. Hours cannot be 'made up' elsewhere either.

Liability

Upton upon Severn Pre-school accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of pre-school being temporary closed or the non-admittance of a child to the pre-school for any reason.

Property and belongings

We cannot accept responsibility for the loss or damage to any child's property or belongings. Parents should supply their children with named, practical items of clothing ready for your child's day.

Security

No child will, under any circumstances, be allowed to leave with an unfamiliar adult, an adult that has not collected before or someone different from normal without prior notice. The manager will always call to ensure security is up held.

Pre-school closure

There may be the rare occasion when pre-school has to be closed at short notice and/or for reasons beyond our control. This may be down to bad weather or a different type of

emergency. Parents will be informed by text via our 'Teachers2Parents' communication app and steps will be in place to give advice on what to do next.

Behaviour

Children in nursery are aware of how we best try to keep them all safe and how they can support us with this. Our behaviour policy is linked to the main school and is followed by all years. Parents and carers are also kept well informed and updated if any behaviour traits are seen regularly.

Complaints

Should you want to make a formal complaint about nursery or the staff within it, it is important you speak to the correct people. The first person you need to speak to is the nursery manager. If the complaint is regarding the nursery manager, the school's headteacher will be the first call.

Equal opportunities

Here at Upton upon Severn, we ensure all children and staff alike have the freedom to talk and with that, we encourage the inclusiveness of multi-racial conversations and integration as well as respect for all.

More questions?

Please do get in touch if there is anything you are not sure of. For queries about funding and fees, contact the Finance Manager, Mrs Alison Marlow, and for anything else, speak to our Nursery Manager, Mrs Samantha Wiggett. We are here to help.

TERMS & CONDITIONS ACCEPTANCE SHEET

Please complete this sheet and return it to nursery at your earliest convenience.

Child's name: _____

Date of birth: _____

By signing this and returning it to Upton-upon-Severn Nursery, I accept the terms and conditions set up in this document.

Parent/carer's full name: _____

Relationship to child: _____

Date signed: _____