



BE DETERMINED – CONNECT – REFLECT – BE SELF AWARE – QUESTION - WONDER

Sixpenny Handley First School & Nursery
TERMS AND CONDITIONS
(including Charging Policy)

To enable us to provide and maintain the highest standards of care we require all parents to be aware of, and abide by, the following conditions:

General

It is the parent/carers responsibility to inform us of any changes in circumstance, especially contact telephone numbers.

Refreshments

1. Parents and carers may provide a packed lunch for their child or choose to purchase a hot school meal through our provider, Local Food Links. Hot meals are entirely optional and must be booked one week in advance. The cost of a school lunch is £2.70 per day, and meals can be booked as needed. Choosing not to purchase a hot meal does not affect a child's access to their funded place.
2. The children are given a morning snack, which is provided at no additional cost.
3. Where a child attends our wraparound provision, families may choose to purchase additional services. An optional £1.00 charge for breakfast and an optional £1.00 charge for a light tea is available and you will be invoiced for these if you choose to opt in. These charges relate solely to optional extras and are not a condition of accessing any Early Years funded hours. Parents and carers may provide their own food as an alternative if they prefer.

Property & Clothing

4. We do not accept any responsibility for any loss or damage to children's property. It is the parent's responsibility to name and clearly label all items of clothing and lunch box if used. We suggest that all toys, books or other equipment are left at home.
5. Footwear should be appropriate for comfortably using a range of physical equipment and be easy for the child to put on and fasten independently. Open toed shoes and crocs are not appropriate. *Inappropriate footwear could hinder your child from accessing certain activities and cause injury.*
6. Clothing should be practical and comfortable to ensure that your child can participate fully in painting and messy activities. This also encourages independence in toileting and self-care. *We do not recommend clothes that cannot be easily washed and accept no responsibility for clothing that get stained/damaged at nursery.*
7. Parents/Carers of children wearing nappies must provide their own nappies, wipes, cotton wool and creams.
8. Jewellery is not appropriate for nursery and can cause serious accidents. Stud earrings, if ears are pierced, are acceptable.

Security

9. It is the parent's responsibility to ensure that staff are aware of who will be collecting your child. No child will be allowed to leave the building with anyone, known or not, without prior notification.





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Health and Medical

10. Despite extensive risk analyses and all efforts to remove hazards, accidents can happen. All such incidents are recorded, monitored and reported back to the parent/carer, who will be asked to sign an accident book. Where an accident is of a serious nature we will contact the parent/carer or the emergency contact to advise them of what has happened and what action is being taken. Where necessary we will contact the child's doctor or the emergency services.
11. The nursery cannot administer any medicine to a child unless prescribed by a doctor. Should the child be on prescription medicine, it is the responsibility of the parent/carer to notify the manager or key worker and to sign the necessary form of consent prior to any medication being given. Calpol and or paracetamol will not be administered unless as part of an additional medical need.
12. If your child becomes ill during a nursery session the nursery manager will contact the parent/carer or the emergency contact indicated on the registration form. Any child who has been sent home from nursery because of ill health will not be re-admitted for at least 24 hours. If a child is prescribed antibiotics they will not be allowed to return to the nursery for 48 hours. **Any child who has had sickness and/or diarrhoea must stay away from nursery for 48 hours.**
13. If your child is suffering from a communicable illness they should not be brought to nursery until such time as the infection has cleared.

Fees and Payments

14. The hourly rates applied are dependent on your child's age:
Paid sessions will be offered at a cost of £8.00 per hour (2 year olds) or £7.25 per hour (3 & 4 year olds).
The hourly rate will move into the next band in the term following your child's birthday.
15. Fees are invoiced termly in advance with an option to pay in full or in monthly instalments. Fees must be paid in full by the last day of each term as stated within the invoice. If payment is not received you will be contacted and may need to meet with the headteacher and/or business manager to discuss this. The preferred method of payment is online (BACS) and the account details are on the invoice. Payment is also accepted in tax free childcare or childcare vouchers.
16. It is the parent's responsibility to ensure that you provide the school office with a valid childcare eligibility code should you be in receipt of government funding. It is your responsibility to ensure that you re-confirm your eligibility as required with HMRC, in the event of funding being withdrawn you will be liable to pay the balance on your account.
17. One month's written notice is required if you no longer require the place or wish to withdraw your child from the nursery or reduce their attendance. Fees are payable during the whole of this time, fees are also payable if there is any delay in taking up the place once accepted.
18. Refunds will not be given for absence due to illness or holidays.
19. In the event of malicious damage to property caused by your child, an invoice may be issued for payment of repair or replacement of the article.





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Non-payment of fees

20. In the event of a payment not arriving on the date specified on the invoice the school reserves the right to take the following action:
- Pass on to the parents the cost of any legal fees that Sixpenny Handley First School & Nursery incur in the process of recovering overdue payments.
21. If the invoice balance is not paid in full by the agreed payment date and you have not alerted us to any problems relating to your payment or invoice, we reserve the right to terminate your child's place.
22. If you are running late collecting your child, you must inform the school office.
A lateness fee may be charged as follows: If you are up to 15 minutes late to pick up your child/children, there will be a charge of £5 made. Thereafter an additional £5 per 15 minutes or part thereof will be charged. This will be added to your next invoice.

Attendance

23. It is expected that children attend nursery regularly unless there is a valid reason. Non-attendance or continued poor attendance may result in the withdrawal of the place and it being offered to another child.
24. If your child is unable to attend a nursery session, please inform the school office by 9:00am on the day, either by telephone or email.
25. Allocated sessions cannot be changed on an ad-hoc basis.

Admission

26. We hope to cater for all children within our local area but in the event of over subscription, we will be offering nursery education in the following preference:
- Siblings of children currently attending the first school and living in the school catchment area.
 - Siblings of children attending the first school.
 - Children who will attend the first school and live in the catchment area.
 - Children referred by an outside agency.
 - Children who will attend the first school.
 - Any other child.

Following the allocation of the funded hours, further paid sessions will be offered in the preference listed above. We will try to meet the need for preferred choices of sessions but as we will be adhering to strict staff ratios this may not be possible. Alternatives will be offered in the event of preferred sessions being full.

If you require further paid sessions, please indicate on the Nursery School Provision form. Paid sessions will be offered at a cost of £7.75 per hour (2 year olds) or £6.75 per hour (3 & 4 year olds)
Non-payment will result in the extra top up sessions being withdrawn.

Behaviour

27. We hope your child will be happy within our nursery setting but if they do fail to settle after an agreed amount of time we will contact the parent/carer to take child home until they are ready to join us.
28. It is expected that your child will behave in an acceptable way. If your child's behaviour becomes a danger to their selves or others the parent/carer will be contacted to collect the child.

The Heath Academy Trust, St James CE First School, Park Lane, Alderholt SP6 3AJ Tel. 01425 653063





SIXPENNY HANDLEY FIRST SCHOOL



Sixpenny Handley First School
Sixpenny Handley, Salisbury, Wilts, SP5 5NJ
Telephone: 01725 552356

Email: office@sixpennyhandley.dorset.sch.uk
Website: www.sixpennyhandleyschool.co.uk

Head of School: Mrs Laura Stone
IF WE BELIEVE, WE CAN ACHIEVE

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Nursery Closure

29. The nursery will be closed in line with the school calendar dates and you will not be charged for any planned closures or any public holidays.

30. From time to time, especially in winter, situations arise in which it is necessary to close a school and nursery setting i.e. bad road conditions, failure of heating system, burst pipes etc. It may not always be possible to give you prior warning. If a decision is made to close the school, this information will be sent via ParentMail as soon as the decision is made.

We reserve the right to remove/add/change these Terms & Conditions without notice.

The Heath Academy Trust, St James CE First School, Park Lane, Alderholt SP6 3AJ Tel. 01425 653063



Oakhurst First School ▲ Sixpenny Handley First School ▲ St Ives Primary School ▲ St James' CE First School
St Mary's West Moors CE First School ▲ Three Legged Cross First & Nursery School

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