



Additional paid Nursery hours

Hook Norton C of E Primary School offers places for the 15 hours (or 30 hours, subject to eligibility) of free Nursery provision that children are entitled to from the term after their 3rd birthday.

For children who are only eligible for the free 15 hour funding, the school aims to provide, subject to availability, extra provision (up to an additional 15 hours) at an agreed cost for parents and carers.

Terms & Conditions

- All 3 and 4 year olds are currently entitled to access 15 hours of nursery provision each week without charge from the beginning of the term following their 3rd birthday (or 30 hours, subject to eligibility).
- For those who are **not** eligible for the 30 hours funding, additional hours (up to 15) can be agreed. These hours are self-financing and a charge will be made to families for each extra session attended.
- Parents wishing to take up additional paid hours will be required to sign up for the required sessions for a full term in advance.
- Paid sessions are allocated on a termly basis subject to availability.
- If a paid place is no longer available due to 15/30 hour admissions, parents will be notified at least four weeks before the end of term.
- If parents wish to discontinue with additional paid sessions they are required to give a minimum of a half term's notice to the school (written notice must be received before the half term holiday).
- The cost of sessions is reviewed regularly and may be subject to change due to changes in staff or resource costs. The school will inform parents/carers at least half a term in advance of any changes to cost.
- An invoice will be sent to families who access this additional provision each half term which must be paid in advance for the following half term of additional provision. Payment must be received by the school within 14 days of invoice date. The school has the right to impose a late payment charge of £25 if not paid within the 14 day period or withdraw the place for additional hours if payment is not received in the given time.
- If additional hours are requested, parents are required to sign and return the agreement below confirming fee costs and conditions.
- Fees for additional hours are still payable if the child is absent for any reason (including sickness).

Charges

The following charges apply:

Half day session (11.30am-3.10pm) – taken as additional paid hours: **£18.00**

Please note that children attending Nursery for a full day will need to pay for a school meal, or may bring a packed lunch.

Live Love Care Think Learn Dare

Application

Childs Name

I/We would like to apply for the following additional weekly paid sessions at a rate of £18 per session per week for the Autumn/Spring/Summer* terms:

Weekly extra paid Session(s):	11.30am – 3.10pm OR 9.00am – 12.40pm √ requested sessions						Sessions will be invoiced for on a half-termly basis, with payment due for the full period, irrespective of non-attendance, including sickness.
	Autumn		Spring		Summer		
Mondays							
Tuesdays							
Wednesdays							
Thursdays							
Fridays							

Please note:

- Sessions are allocated on a termly basis, half a term in advance.
- If a paid place is no longer available for the following term due to 15/30 hour admissions, parents will be notified at least four weeks before the end of the current term.
- If parents wish to discontinue with additional paid sessions they are required to give a minimum of a half term's notice to the school (written notice must be received before the half term holiday).

The Agreement

I agree to the terms and conditions of this contract and associated costs as specified herein.

Main Carer's Signature..... Name.....

Relationship to Child..... Date.....

For school office staff

Hook Norton C of E Primary School

The School agrees to the requested additional paid hours in the Nursery for the Autumn/Spring/Summer term*

INVOICE: Half Term: Invoice date:

No. of weekly sessions: x No. of weeks: = total sessions x £18.00

Total payment due within 14 days: £.....

(Cheque payable to OCC, or via Parentmail at <https://pmx.parentmail.co.uk>)

Signature:  Name: Mrs Nellie Crouch

Position: Head Teacher Date: June 2024

Live Love Care Think Learn Dare