



SUFFOLKS PRIMARY SCHOOL NURSERY

TERMS AND CONDITIONS FOR EXTENDED ENTITLEMENT AND SELF PAID PROVISION



July 2023

PURPOSE

The purpose of this agreement is to set out the basis of charges that will be made by Suffolks Primary School Nursery for the account of the parents or guardians as follows:

- i) for children accessing any form of self-paid provision at the School Nursery; and
- ii) for children that cease to be/not yet eligible for government funded Extended Entitlement.

TERM OF AGREEMENT

The agreement will commence on the date upon which it is signed as set out below and will continue for the relevant academic term and will terminate on the last day of the same academic term.

SELF-PAID PROVISION – NON STAFF

Parents/Guardians have chosen to self-pay for provision ('Self-Paid Provision') as detailed in the table below. The cost of each item is detailed on a per week basis in the table. We have included an equivalent cost per day for ease of evaluation but provision is Monday to Friday inclusive: we do not offer a flexible day or session option.

Description	Time	Hours per week	Cost per week	Equivalent Cost session	Please ✓ and initial options req.
Breakfast Club	8.00am – 8.30am	2.5	£15	£3 £2 for siblings	
Afternoon nursery sessions for those not eligible for 30 hours Extended Entitlement	12pm - 3pm (<i>incl. lunchtime supervision – home pack lunch to be provided</i>)	15	£75	£15	
Tea Time Club	3.30pm - 4.00pm (<i>no meal incl.</i>)	2.5	£20	£4	
	3.30pm - 5.30pm (<i>incl. light meal</i>)	10	£37.50	£7.50	

SELF-PAID PROVISION – STAFF

Description	Time	Hours per week	Costing Details		Please ✓ and initial options req.
Breakfast Club	8.00am – 8.30am	2.5	Care FOC Care & Breakfast £1.00 per session		
Afternoon nursery sessions for those not eligible for 30 hours Extended Entitlement	12pm - 3pm (<i>incl. lunchtime supervision – home pack lunch to be provided</i>)	15	£75	£15	
Tea Time Club	3.30pm - 5.30pm	10	Care FOC Care & Light Meal £3.00 per session		

Please note: Prices are reviewed annually and 4 weeks' notice of any change will be given.

BASIS OF CHARGING

Charges will apply for all days in a term, except when school is closed for all or a substantial part of the day (for example Half Term, End of Term holidays, INSET days and bank holidays).

No refunds or discounts will be offered in the event of a child being absent e.g. illness/holiday

PAYMENT

Payment is to be made one week in advance via the child's school ParentPay account. Suffolks Primary has a strict **No Debt Policy**.

If payment is not received, the School Nursery reserves the right to withdraw the Self-Paid provision with immediate effect and fill the vacated space.

GOVERNMENT FUNDED EXTENDED ENTITLEMENT

Parents/Guardians must name Suffolks Primary School as the "prime childcare provider".

Parents/Guardians will be required to provide a valid HMRC code to evidence their entitlement to Extended Entitlement prior to the start of the term and again every 3 months throughout the academic year.

Whilst Parents/Guardians are eligible for government funded Extended Entitlement and have provided the required HMRC code which has been validated, no charge will be made for the additional 15 hours.

Parents/Guardians are responsible for re-registering for Extended Entitlement eligibility 4 times in the year. If Parents/Guardians cease to fulfil the eligibility criteria or fail to provide a valid HMRC code when requested by the Nursery, they will lose their eligibility for Extended Entitlement. Should a child no longer be eligible for government funded Extended Entitlement at any point, the School Nursery will offer a grace period (the 'Grace Period') of two weeks for Parents/Guardians to decide on their response. Following the expiry of the Grace Period, Parents/Guardians may choose to continue to access full time provision on a Self-Paid Provision basis, or to give up the Extended Entitlement hours and access the 15 hours Universal Entitlement only. In the event that the Parent/Guardian chooses to self-pay, the terms of this agreement covering Self-Paid Provision shall apply to the remainder of the academic term. If the Parent/Guardian elects not to self-pay and to reduce the child's hours to 15 per week, the School Nursery guarantees such a part time place for the child.

Parents can check eligibility using the government's Childcare Choices at:

<https://www.childcarechoices.gov.uk>, or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>.

EARLY TERMINATION OF THE AGREEMENT

i) Self-Paid Provision

Should Parents/Guardians wish to terminate any Self-Paid Provision prior to the end of the academic term, the School Nursery will use its best efforts to fill the place for the relevant Self-Paid Provision hours. If this is not possible, the Parent/Guardian will remain liable for payment in respect of the Self-Paid Provision for the remaining period of the academic term and such amounts must be made by the Parents/Guardians.

ii) Ceasing of eligibility for government funded Extended Entitlement

Should Parents/Guardians no longer be eligible for government funded Extended Entitlement and choose to reduce the child's attendance at School Nursery to the 15 hours Universal Entitlement, this Agreement shall be terminated immediately upon expiry of the Grace Period.

AGREEMENT

I/We hereby agree to the terms and conditions of this Agreement and acknowledge that the Headteacher and Governing Body reserve the right to cancel my/our child's full-time hours in the School Nursery in the event that they are breached.

Name of Child	
Name (Parent/Guardian)	
Signature	
Date	