

**SURREY STREET PRIMARY SCHOOL**

*Be Safe | Be Kind | Be Positive*

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# **Terms and conditions**

**Surrey Street Nursery**

## Terms and conditions of accepting a nursery place

### 1.1 Opening hours

Nursery at Surrey Street Primary School is open from 8:45am to 3:30pm Monday to Friday during the school term dates published on our website.

In addition, nursery pupils can attend our on-site wraparound care provision. This provision is open from 7:30am to provide a breakfast club, and sessions after the school day run to either 4:30 or 6:00pm. Charges vary depending on the duration of sessions. Payment can be made online at the point of booking via Scopay.

In the event that we are unable to contact any persons from the child's named contact list, we will follow the school's safeguarding procedures.

Nursery Sessions	
Morning Session	8:45am – 11:45am
Afternoon Session	12:30pm – 3:30pm
30 hours	8:45am – 2:45pm*
<i>*30 hours session can be extended to 3:30pm with an additional fee of £6.00 per day</i>	

### 2.1 Collection security

For security reasons, your child may only be collected by those individuals over 18 years of age and whom you have named in the admissions pack. They will be asked for your password before releasing your child. You are required to complete the admission pack prior to your child joining our nursery. You should notify us via the School Office of any changes to the named individuals immediately.

In the event of an emergency, or should you be unable to collect your child for any reason, parents and/carers MUST telephone the School Office: 01582 359390, to update staff and to enable us to reassure your child.

In the event that we are unable to contact any persons from the child's named contact list, we will follow the school's safeguarding procedures.

### 3.1 Dress

All pupils are encouraged to wear a red school branded sweatshirt or cardigan, these are available to purchase via Scopay. Polo shirts can be sourced from local retailers:

#### **Prestige Design & Workwear Ltd**

<https://prestigedesignww.co.uk/schools/surrey-street-primary-school/>

Children must be dressed in comfortable and warm tracksuit bottoms or joggers and footwear suitable for outside areas. Any trainers should preferably have Velcro closures.

Pupils may bring additional items in a school gym bag or a school book bag. These can be purchased via Scopay or the School Office.

We require that parents and/or carers provide and maintain a full set of spare clothing (including socks and underwear) to be kept in the nursery for your child in case they need to be changed. Spare clothing **MUST** be provided in a school gym bag.

#### **4.1 Excursions**

From time to time, we may arrange visits to museums, galleries, performances and places of interest. There will be a modest additional charge to cover entrance and transportation (subject to out charging and remissions policy), and parents and/or carers can choose whether they wish their child to participate.

#### **5.1 Illness and health and safety**

The pupil's parent and /or carer must email; [admin@surreystreetprimary.net](mailto:admin@surreystreetprimary.net) or call: 01582 359390 to notify the school of any unplanned absence and its reason on each day of such an absence by 9:30am or as soon as practically possible.

Children may not attend nursery until 48 hours after their last episode of vomiting or diarrhoea.

Parents and/or carers must inform the school office of any infectious illnesses or conditions your child contracts, including but not limited to, the Rubella virus (German Measles), chicken pox and headlice.

If you require medicine to be administered to your child at nursery, we will do this where:

- A parent and/or carer has completed our 'Parental Agreement for the school to administer medicine' form detailing the particular medicine: and
- Staff have adequate training to administer such medicine.

We will only administer medicine that has been prescribed to your child. When you supply the medicine, please ensure that:

- a. It is in its original packaging and container, and
- b. It is clearly labelled with the prescription label stating
  - i. Your child's full name and
  - ii. The required dosage

If you require your child to receive non-prescribed medicine, you will need to attend the school site to administer such medicine to your child.

Attending a medical or dental appointment will be authorised if the pupil's parent and/or carer notifies the school before the appointment.

Children who become ill in our care will be looked after until parents and/or carers can collect them and take them home. Children must be collected as soon as possible, and no later than their usual finishing times. Parents and/or carers will be notified as soon as possible at the first signs of any illness. If a parent and /or carer cannot be contacted, we will follow the school's child protection and safeguarding procedure which may involve contacting the local authority's children's services for advice.

During warmer weather, you should apply sunscreen to your child each day before they arrive at nursery. Children should also have a named sun hat to wear during warmer periods.

## 6.1 Fees

Fees and charges for Nursery are described below.

The government funds a certain amount of free childcare for most children. We charge the following fees for any provision beyond the free hours to which your child is entitled to:

Session	Fee
Single 3-hour session	£18.00
15-hour block session (to be applied in 3-hour blocks across 5 days in a single week)	£90.00
Extra 1 hour	£6.00

Nappies need to be provided by parent and/or carer if required.

## 6.2 Payment Terms

All sessions must be booked and paid for via Scopay no later than the Friday of the week before that in which the sessions are scheduled.

## 6.3 Childcare Vouchers

We try to accept all forms of such childcare vouchers in order to provide parents and/or carers with flexible payment options. However, we treat vouchers on a cash basis, and they are only credited to your account once we have received the payment from the voucher company.

## 6.4 Refunds

We will not refund any fees if your child is absent due to illness, holiday or as required under any of our policies and procedures (including absences due to suspension). We will not refund fees or breach this agreement by any delay in performance or non-performance of our obligations to you due to any event outside our reasonable control. These include, without limitation, any act deemed to be a force majeure,

fire, war, acts of terrorism, strikes or other industrial action, infectious diseases, epidemics, pandemics, inclement weather ( for example, snow, flooding or storms, etc.) Unforeseeable repairs or any failure of public or utility services (such as highway and public delays or failures).

### **6.5 Late Payment Charges**

Any fee which is not paid within the timeframe stipulated in clause 6.2 of these terms and conditions will accrue additional charges at the rate of £5 per calendar week or part-week. These fees will be added to your account as additional charges. These charges will continue to accrue and remain payable even if your child ceases to be a pupil of Nursery.

### **6.6 Additional charges**

Any additional charges will be added to your account automatically. Additional charges include, without limitation, additional sessions which have been agreed in advance, any late payment charges and charges for any consumables.

### **7.1 Attendance**

We will keep an attendance register and place all pupils on this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether each pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

At Surrey Street Primary School, staff and governors endeavour to support all parents and/or carers in the responsibility for their child's regular attendance at school by:

- Providing an environment in which pupils feel welcomed and valued; the school's ethos demonstrates that pupils feel that their presence in school is important, that they will be missed when they are absent or late, and that follow-up action will be taken:
- Making every effort to match learning tasks to pupils' needs:
- Collating attendance data monthly and analyzing it to help identify patterns, set targets, correlate attendance with achievement, and support and inform policy and practice; and
- Reminding parents and/or carers regularly of the importance of good attendance and forming good attendance habits.

We may consider the withdrawal of and will be entitled to withdraw a child's place at our nursery if a child is continuously absent from the nursery for a period not less than twenty school days and:

1. At no time was their absence during that period agreed by us;
2. We do not have reasonable grounds to believe that the child is unable to attend the nursery by reason of sickness or any unavoidable cause; and
3. We have failed, after reasonable enquiry, to ascertain where the child is.

## **7.2 Leave of absence**

The Headteacher will only grant a leave of absence to pupils during term time if they consider there to be 'exceptional circumstances'. A leave of absence if granted at the Headteacher's discretion, including the period the pupil is authorised to be absent.

We define 'exceptional circumstances' as being of unique and significant emotional, educational or spiritual value to the child, which outweighs the loss of teaching time.

We consider each application for term-time absence individually, considering the specific facts, circumstances and relevant context behind the request.

Any requests should be submitted as soon as anticipated and, where possible, at least two weeks before the absence, and using the leave of absence request form, which is accessible via our school office and website. The Headteacher may require evidence to support any request for a leave of absence.

Valid reasons for authorised absence include:

- Illness and medical or dental appointments
- Religious observance – where we are satisfied that the day is set apart for religious observance by the religious body to which the pupil's parents and/or carers religious body to confirm whether the day is set apart.
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travelers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travelers; absence may be authorized only when a traveler family is known to be travelling for occupational purposes and has agreed this with the Headteacher, but is not known whether the pupil is attending educational provision.

## **8.1 School Places at Surrey Street Primary School and Nursery**

Obtaining a place at Nursery does not guarantee a school place at Surrey Street Primary School. Surrey Street Primary School is a Local Authority maintained primary school. To apply for a school place please contact the Local Authority:

Luton Borough Council, Town Hall, George Street, Luton. LU1 2BQ  
Tel: 01582 548000 or visit [Luton.gov.uk school admissions](https://www.luton.gov.uk/school-admissions)

## **9.1 Access to provision**

We reserve the right to terminate your child's access to any provision beyond the free hours to which your child is entitled immediately in the event that any fees remain unpaid, where any of the terms and conditions are breached, or if termination of a place is considered to be in the best interests of the school or the welfare of your child.

## **10.1 Notice of changes in your child's attendance**

Notice that your child is leaving the nursery or decreasing hours or days must be given in writing at least one calendar months before the intended date of departure or reduction. We will acknowledge letters of notice in writing to confirm they have been received.

If less than one calendar months' notice is given of any such change, we reserve the right to charge for one calendar months' fees from the time of notice at the rate applicable for that child's hours or days at the time immediately prior to the notice being given.

If no notice is given of any such change, we reserve the right to charge for two calendar months' fees from the time of the change at the rate applicable for that child's hours or days at the time immediately prior to the change.

## **11.1 Privacy Notice**

Surrey Street Primary School is the data controller of the personal data you provide us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed.

Our Privacy Notices are publicly available on our school website.

## **11.2 Review of terms and conditions and general points**

These terms and conditions including those in relation to fees and charges are subject to amendment by us at any time. We will notify you if such amendment occurs, save that we will not notify you if that amendment arises out of legal obligation.

We are not responsible for any items left by you or your child at the nursery including, and without limitation, pushchairs, prams, car seats, clothing and toys.

These terms and conditions, along with our registration form (and as may be amended from time to time), represent the agreement between you and Surrey Street Primary School. The terms and conditions will be governed by English law and are subject to the exclusive jurisdiction of the English Courts.