

ST AIDAN'S

Voluntary Controlled
PRIMARY SCHOOL

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Executive Headteacher:
Head of School:

Jade-Simone Bacon
Jade Hitchens

St Aidan's VC Primary School Nursery Terms and Conditions

Opening Hours & Attendance

- St Aidan's Nursery is open Monday to Friday, term time only. Morning sessions: 8:30 – 11:30.
- For families taking the 30-hour offer, the standard day finishes at 14:30 (2:30pm). A supervised additional hour (to 15:30) is available at a charge of £10 per day.
- Whilst your choice of session remains flexible: our preference is that children attend morning sessions (Monday to Friday, 8:30–11:30). Mornings are when our practitioners deliver the heart of our EYFS curriculum — adult-led learning, focused activities across all seven areas of learning and development, and rich child-initiated play within our carefully planned environment. Afternoon sessions support children through extended child-initiated play, continuous provision and consolidation, helping children revisit and deepen their understanding in line with EYFS principles of learning through play — building on what they have experienced in the morning.
- We ask parents to commit to the afternoon sessions or additional hours they book. This commitment enables us to organise staffing and continuous educational provision effectively.
- We can be flexible in how families use their 15 funded hours, but our strong preference is that 15-hour places are taken as five mornings to give children the best access to our EYFS curriculum and to help them settle, build relationships and develop secure learning habits. Families eligible for 15 funded hours who wish to attend additional sessions beyond their entitlement are welcome to do so — additional hours are charged at £10 per hour.
- Parents must report pupil absence by emailing: absence@staidansprimaryschool.org.uk.

Nursery Fees and Charges

Fees for paid sessions and additional provision are issued via Arbor at the start of each half term. We prefer payment of additional provision and any paid sessions half-termly alongside confirmation of your committed afternoon/additional sessions; weekly payments are accepted where required. All fees must be cleared by the end of the half term unless a separate arrangement has been agreed with the school.

Item	Details	Charge
School lunch	Charged only if pupil has a school-provided lunch (per day)	£2.50 per day (packed lunch: free)
Bolt-on supervised hour (30-hour families)	To 15:30, booked per half term	£10 per day
Additional hours beyond 15-hour entitlement	By arrangement	£10 per hour

- Payments are made via Arbor. Cash is not accepted. Tax-free childcare payments are accepted.
- If payments fall into arrears, a pupil may be unable to attend paid sessions until balances are cleared and an administration fee may be applied. We do not refund for sickness or holidays unless exceptional circumstances are agreed by the school.

Funded Hours / Nursery Session Patterns

- We offer 15-hour and 30-hour funded places.
- 15 funded hours can be used flexibly across the week (for example, 5 mornings, 5 afternoons or 2 full days). However, our strong preference is for 5 mornings to give children consistent access to our EYFS curriculum. Families eligible for 15 hours who would like additional sessions beyond their funded entitlement are welcome to book these at £10 per hour.
- 30-hour funded places run 8:30–14:30 daily; families may book the supervised additional hour (to 15:30) for an extra charge.
- Parents must check their 30-hour eligibility code 4 weeks before the start of each new term. Funding forms must be completed and returned each term. Incomplete or late forms may result in funding not being claimed and fees being charged.

Booking, Changes and Extra Sessions

- Extra paid sessions are available upon request. We ask for 48 hours' notice for extra sessions; we cannot guarantee requests made on the day.
- We ask that families commit to the afternoon/additional sessions they book for the duration of a half term where possible. This helps staffing and curriculum organisation.

Notice Period and Withdrawals

- We request at least 4 weeks' written notice if you wish to withdraw your pupil from Nursery. While parents retain the right to change schools or withdraw at any time, a 4-week notice period helps us manage staffing and admissions. If a pupil is withdrawn without notice, fees for that notice period may still be charged.

Other

- Nursery is closed on bank holidays and INSET days.
- Nursery communications, including invoices and funding correspondence, are sent via Arbor and by school email. Please ensure contact details are kept up to date.