

ST AIDAN'S
Voluntary Controlled
PRIMARY SCHOOL

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Executive Headteacher:

Jade-Simone Bacon

Head of School:

Jade Hitchens

St Aidan's VC Primary School

Nursery Provision

Welcome to Our Nursery

St Aidan's Nursery is open Monday to Friday, term time only. We offer high-quality EYFS provision for children aged 3–4, with places available from the term after your child's third birthday.

To find out more or to arrange a visit, please contact us:

Nursery & general enquiries: admin@staidansprimaryschool.org

Opening Hours

The Nursery is open 08:30–15:30, Monday to Friday during term time. The standard day runs 08:30–14:30 for 30-hour families. An optional supervised additional hour (14:30–15:30) is available for an extra charge.

Session Options

Families can choose how their child uses their 15 or 30 funded hours — you are entitled to use them flexibly across the week. The patterns below are our suggested approaches, and we will always work with families to find an arrangement that suits you. Our preference is that children attend morning sessions (Monday–Friday, 08:30–11:30) as this is when our practitioners deliver the heart of our EYFS curriculum — including adult-led learning, focused activities and rich child-initiated play.

15 Funded Hours — Five Mornings (Preferred)

Monday to Friday, 08:30 – 11:30

The universal free entitlement for all 3 and 4 year olds, available from the term after your child's third birthday. 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 secure relationships and develop good learning habits.

Fully funded — no charge for the core 15 hours.

15 Funded Hours — Five Afternoons (on request)

Monday to Friday, 12:30 – 15:30

Afternoon-only places are available where requested and agreed. Our afternoon sessions are built around our EYFS curriculum — reinforcing and extending the learning, concepts and skills that form the core of our morning programme. Children revisit and deepen their understanding through extended child-initiated play, continuous provision and consolidation activities, in line with EYFS principles of learning through play.

Fully funded — no charge for the core 15 hours.

30 Funded Hours — Extended Entitlement

Monday to Friday, 08:30 – 14:30

Available for eligible working families. Parents must hold a valid HMRC eligibility code and complete funding forms each term. Please check your code at least four weeks before the start of each new term. If a code lapses, fees for the sessions will be charged.

Fully funded for eligible families — no charge for the 30 funded hours.

Topping Up Your Funded Hours

Families are welcome to purchase additional hours beyond their funded entitlement. Extra paid sessions are available subject to availability and must be requested at least 48 hours in advance.

Additional session / hour	Times	Charge
Extra session	11.30 – 14.30	£30 per session (If all 5 additional sessions are purchased they will include a free school lunch)
Supervised additional hour (bolt-on)	14:30 – 15:30	£10 per hour
School lunch	Midday	£2.50 per day (packed lunch: free)

The supervised bolt-on hour (14:30–15:30) is booked and billed per half term. We ask families to commit to booked afternoon and additional sessions for the duration of each half term to support staffing and curriculum planning.

Fees and Payment

Fees for paid sessions are issued via Arbor at the start of each half term. We prefer half-termly payment; weekly payments can be agreed where necessary. All fees must be cleared by the end of the half term.

- Payment is via Arbor only — cash is not accepted.
 - Tax-Free Childcare payments are accepted.
 - If payments fall into arrears, access to paid sessions may be suspended until the balance is cleared.
 - Refunds are not routinely given for sickness or holidays; exceptional circumstances will be considered by the Executive Headteacher and Head of School.
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Admissions

Nursery places at St Aidan's are applied for through the local authority. Details of how to apply, key dates and our full admissions criteria are available on the school website and in the Nursery admissions pack.

In-year admissions: if your child has already turned three and a place becomes available mid-year, we welcome applications at any time. Please contact the school office to find out about current availability.

Useful to Know

- Nursery is closed on bank holidays and INSET days.
 - Please report any absence by emailing: absence@staidansprimaryschool.org.uk
 - Extra paid sessions must be requested at least 48 hours in advance and cannot be guaranteed.
 - We request at least four weeks' written notice if you wish to withdraw your child from Nursery.
 - All Nursery provision operates in compliance with the EYFS Statutory Framework (September 2025), including staff: child ratios, staff qualifications and safeguarding requirements.
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For the full Nursery Admissions Policy and Terms & Conditions, please visit our school website or contact the school office.