

MOTTRAM ST ANDREW PRIMARY ACADEMY



NURSERY TERMS AND CONDITIONS

1. A non-returnable £50 deposit is required with this booking form. This will be credited to your account at the end of the autumn term assuming that your child completes the term with us. (If we cannot meet your initial requirement for a place then the £50 deposit will be returned to you.)
2. Part sessions may not be booked.
1. We are term time only (38 weeks). 15 or 30 free hours can be claimed by parents (see Childcare Choices website <https://www.childcarechoices.gov.uk>). It is the parents' responsibility to claim the free hours which can be used for either morning sessions (8.45 - 11.45) or afternoon sessions (12.15 – 3.15) or a mixture of these. A new form is required **each term**. Forms for claiming free hours must be returned by the dates specified. If fully completed forms are not returned by the deadline you will be charged full price for these sessions.
2. The cost of a 3 hour session is £18. Charges will be made in advance each half term for paid sessions, lunch sessions, and breakfast and after school sessions.
3. A half term's notice in writing is required to cancel or change your booking. Permanent changes to bookings **MUST** be made on the Booking Form and returned to the school office. If it is possible to accommodate your requested changes a confirmation of booking will be sent to you by email. The changes will not be made until the Confirmation of Booking form has been returned to you.
4. No refund will be given for absence or for school closure in circumstances outside of the school's control.
5. Holidays should not be taken in term time. If you do take your child on holiday you will be charged full price for the sessions.
6. I understand that admittance to the nursery does not guarantee a place in the Reception class as a separate application process applies.
7. There will be a settling in-period when the children start in September. After this the provision will be open during the normal school terms.