Hareside, Cramlington, Northumberland NE23 6BL
Tel: 01670 712440 Fax: 01670 716422
www.haresideprimary.co.uk
admin@hareside.school

Terms and Conditions - September 2022

1. Application

Children can attend Hareside Nursery School from the age of 3 in the term following their 3rd birthday as this is when free funding applies. Please complete an application form if you are interested in applying for a place for your child. This is available from the school office or by following the link on our website.

2. Criteria

Places are allocated according to the following criteria, in priority order if we are oversubscribed:

1. Children in public care (looked after children) or those children at risk of becoming looked after.
2. Children with statements for special educational needs (SEN) and those with exceptional/strong SEN reasons for attending a particular school/setting.
3. Children living within the catchment area of the school.
4. Children with an exceptional social or medical reason that means that they can only attend that specific school (for example, where the child or one or both parents has a disability that means that the child can only go to one school).
5. Children resident in the greater catchment area of the school partnership who have siblings already in the school and who are expected to be on roll at the school at the time of admission.
6. Children resident in the greater catchment area of the school partnership
7. Children who have a sibling who already attends the school and who is expected to be on roll at the school at the time of admission.

3. Admission Cycle

The admission panel meets each term to allocate places according to criteria for the next intake as follows

- in May to allocate places for the September intake
- in October to allocate places for the January intake
- in February to allocate places for the April intake

4. Offer of a place

Once the admission panel has met you will receive a letter advising whether or not a place will be offered to your child. You will also receive a 'parental declaration for funded entitlement' form. Please return the 'parental declaration for funded entitlement' and a signed copy of the offer letter by the date provided. It is important to reply promptly as we may have children on the waiting list. If you are not offered a place your

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child's name will be placed on the nursery waiting list. If a place becomes available this will be offered in accordance with the admission criteria

5. Accepting the offer

Prior to accepting the offer you should be committed to your child regularly attending. Places may be withdrawn where attendance is unsatisfactory.

Please return your 'parental declaration for funded entitlement' form to school along with your child's birth certificate/passport by the specified date in order to avoid delaying a child's starting date.

Please also return a signed copy of your offer letter.

Please be aware that all new children receive a home visit from the Class Teacher in the term before admission. To help children settle in, a phased admission programme is in place for their first week. Specific details will be sent to you requesting your agreement in writing. Usually all children will be attending all their sessions in their second week.

6. Parental Agreement for Funding Entitlement Form

A funding declaration Form must be completed for the start of each subsequent term. It is the Parents/Carers' responsibility to ensure that the number of universal and/or extended hours of funding being claimed does not exceed the child's entitlement. If any part of the funding is not available because it has been used elsewhere, or for any other reason, the Parents/Carers will be responsible for funding any shortfall. Forms should be returned by the end of the first month of the previous term.

7. Eligibility Codes

Parents who are benefitting from the extended 30 hours of funded childcare are responsible for checking and validating their codes before the end of each term. If a code expires Parents/Carers will be responsible for funding the additional 15 hours of childcare.

8. Fees

Fees for 3 - 4 year olds, in excess of any funded hours, will be charged at the rate of £4.00 per hour.

The half hour Lunch care sessions are £2, in line with the above charges.

School dinners are £2.40.

9. Payment of fees

Nursery fees and Lunch Care fees must be paid before the first day of each half term, in full. Fees for the next half term are placed on School Comms at the end of each half term, therefore you will be able to see the amount due.

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We are happy to accept childcare vouchers for payment of fees. Our Ofsted number (should your employer require it) is 122268 and the postcode is NE23 6BL.

Due to the complexity of childcare vouchers it is the Parent/Carer's responsibility to advise school how you wish the vouchers to be split.

If you wish to pay using childcare vouchers, please contact Mrs Coleman, Admin Assistant in the first instance or Mrs Frayne, Office Manager.

All unpaid fees will be recovered through a debt recovery process. We reserve the right to charge an administration fee of £10 per correspondence due to late payment of fees. Your child/children may be refused attendance until the outstanding balance is paid and, at the discretion of the school, the nursery place may be forfeited and passed to the next child on the waiting list.

10. Termination of contract

You are required to give six weeks' term time notice in writing. For example, if your child is not returning in the autumn term, notice is to be given at the May half term break in the summer term.

Parents/Carers remain liable for fees during the notice period. Failure to give the correct notice will incur a charge for 6 weeks' fees.

11. Absences

If your child is unable to attend a nursery session you must call the school office before 8.30am and leave a voicemail message so that teaching staff can be advised. You should call every day when your child is absent due to short term illness. No refund will be given for periods where your child's nursery place is unfulfilled due to illness or holidays.

If your child has experienced sickness or diarrhoea they must remain away from Nursery for 48 hours after the last episode. The Nursery reserves the right to refuse entry if a child appears unwell.

12. Security and collections

Parents/Carers agree to arrange drop off and collection of their child/children at the scheduled time. A hometime agreement form is included in your welcome pack however it is the Parents/Carers' responsibility to contact the school office if someone different will be collecting your child. Children will not be allowed to leave the building with anyone, known or not, without prior notification.

13. Late pick-up

If Parents/Carers arrive late for their scheduled collection time the school will follow the procedure according to the safeguarding policy.

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14. Uniform

School uniform can be worn however this is optional. Please ensure that all items of clothing and personal property are clearly labelled. The Nursery does not accept liability for any personal items lost or damaged.

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15. Packed lunches and water bottles

Should you choose to provide your child with a packed lunch please ensure that this is healthy and **nut free.** Please do not send in juice or squash as water will be provided in line with the rest of the school.

16.15. Toilet Training & Spare Clothes

The expectation is that 3 year olds should be toilet trained and come in wearing pants/knickers. For those children with additional needs, please ensure that nappies, wipes, cream etc are brought to school on a daily basis in a small labelled bag.

All Nursery children should bring a spare set of clothes in a small labelled bag every day. Please ensure all items are labelled.

17. Wellington boots

Wellington boots should be left at Nursery and will be returned at the end of each term. Please ensure these are named.

19. Complaints

If you have any cause for complaint, please speak to a member of Nursery staff who will try to rectify the situation. If your concerns are not resolved then please follow our complaints procedure. A copy can be found on the website under practical information. www.haresideprimary.co.uk

18. Safeguarding

Children's welfare is our first priority and we have a duty to protect children under the Children's Act 2004. Our named DSLs (Designated Safeguarding Leads) are Miss Mowat, Headteacher and Mrs Wong, Deputy Headteacher. If any member of staff has cause to suspect a case of abuse or non-accidental injury we are duty-bound to inform Northumberland County Council Children's Service. Child protection issues are kept in the strictest confidence and our Safeguarding Policy can be viewed on our school website for more information.

19. Photographs

Please be aware that photographs are occasionally taken on school devices, which may be used on the school's website, Facebook, Twitter feed and as part of Tapestry, a fully secure online journal. Parental preference will be sought via a permission form.

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20. Safety

All Nursery staff have up-to-date First Aid certificates and we check our equipment and environment for suitability and safety on a daily basis. If your child requires any medicine to be given to them whilst at Nursery, you will need to fill in a medication form and return it to the school office. Our medical policy allows us to administer prescribed medicine to be taken four times a day.

In the event of an urgent medical incident we reserve the right to administer first aid and/or call the emergency services. If necessary, a member of staff will escort your child to an Accident and Emergency department where any decisions about your child's welfare will then be made by the medical staff at the hospital. In this event you will be informed as soon as possible.

21. Insurance

All children attending the Nursery are covered by the School's public liability insurance.

22. Data Protection and Confidentiality

Please refer to the School's General Data Protection Policy and Privacy Notice, which can be found on the School's website.

23. Contractual agreement

The offer of this place and its acceptance by Parents/Carers gives rise to a legally binding contract based on these terms and conditions. These terms and conditions are governed exclusively by English Law.

We reserve the right to update or amend these terms and conditions at any time.

By accepting a place at Hareside Nursery you accept and agree to our terms and conditions.

Hareside Primary School

Headteacher: Jacqui Mowat

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Please sign and return to School Office.

I confirm that I have read an understood the information regarding the charges and payments for additional sessions including lunch care and school meals and agree to pay all charges in advance, if applicable.

I confirm that I have received and read a copy of the Nursery terms and conditions and agree to adhere to them.

Name of Parent: [ ]

Signed: [ ]

Date: [ ]