

TERMS AND CONDITIONS FOR EXTENDED ENTITLEMENT AND SELF PAID PROVISION AT HOLY TRINITY CE PRIMARY SCHOOL NURSERY

PURPOSE

The purpose of this agreement is to set out the basis of charges that will be made by Holy Trinity CE Primary School Nursery (the 'School Nursery') for the account of the parents or guardians (the 'Parents/Guardians') as follows:

- i) for children accessing any form of self-paid provision at the School Nursery; and
- ii) for children that cease to be eligible for government funded Extended Entitlement.

TERM OF AGREEMENT

The agreement will commence on the date upon which it is signed as set out below and will continue for the relevant academic year (September to July) and will terminate on the last day of the same academic year (July).

SELF-PAID PROVISION

Parents/Guardians have chosen to self-pay for provision ('Self-Paid Provision') as detailed in the table below. The cost of each item is detailed on a per week basis in the table. We have included an equivalent cost per day for ease of evaluation but provision is Monday to Friday inclusive: we do not offer a flexible day or session option.

Description	Time	Hours per week	Cost per week	Equivalent Cost per day	Required by Parent/Guardian (please tick and initial)
Optional lunch hour supervision (parent/guardian to provide a packed lunch)	11:45-12:45	5	£40	£8	
Afternoon nursery sessions for those not eligible for 30 hours Extended Entitlement	12:45-15:45	15	£120	£24	

BASIS OF CHARGING

An invoice covering the chosen Self-Paid Provision for a full term will be sent to the Parents/Guardians prior to the start of each term. Charges will apply for all days in a term, except when school is closed for all or a substantial part of the day (for example INSET days and bank holidays).

No refunds or discounts will be offered in the event of a child being absent e.g. illness/holiday

PAYMENT

Parents/Guardians will pay the invoice, save for manifest error, within seven days of the invoice being sent by Holy Trinity CE Primary School. If payment is not received, the School Nursery reserves the right to withdraw the Self-Paid provision with immediate effect and fill the vacated space.

If a termly payment profile is financially challenging, Parents/Guardians may write to the Nursery requesting half termly payments. This option cannot be guaranteed, but the School Nursery will consider each case.

GOVERNMENT FUNDED EXTENDED ENTITLEMENT

Parents/Guardians must name Holy Trinity CE Primary School Nursery as the "prime childcare provider".

Parents/Guardians will be required to provide a valid HMRC code to evidence their entitlement to Extended Entitlement prior to the start of the Spring term and again every 3 months throughout the academic year.

Whilst Parents/Guardians are eligible for government funded Extended Entitlement and have provided the required HMRC code which has been validated, no charge will be made for the additional 15 hours. Parents/Guardians eligible for the Extended Entitlement may however choose to self-pay for supervised lunch in order not to have to collect their children from the School Nursery between 11:45 and 12:45 each day.

Parents/Guardians are responsible for re-registering for Extended Entitlement eligibility 4 times in the year. If Parents/Guardians cease to fulfil the eligibility criteria or fail to provide a valid HMRC code when requested by the Nursery, they will lose their eligibility for Extended Entitlement. Should a child no longer be eligible for government funded Extended Entitlement at any point, the School Nursery will offer a grace period (the 'Grace Period') of two weeks for Parents/Guardians to decide on their response. Following the expiry of the Grace Period, Parents/Guardians may choose to continue to access full time provision on a Self-Paid Provision basis, or to give up the Extended Entitlement hours and access the 15 hours Universal Entitlement only. In the event that the Parent/Guardian chooses to self-pay, the school will issue an invoice for the Self-Paid Provision from that point forward and the terms of this agreement covering Self-Paid Provision shall apply to the remainder of the academic year. If the Parent/Guardian elects not to self-pay and to reduce the child's hours to 15 per week, the School Nursery guarantees such a part time place for the child.

Parents can check eligibility using the government's Childcare Choices at: <https://www.childcarechoices.gov.uk>, or the Childcare Calculator at: <https://www.gov.uk/childcare-calculator>.

EARLY TERMINATION OF THE AGREEMENT

i) Self-Paid Provision

Should Parents/Guardians wish to terminate any Self-Paid Provision prior to the end of the academic year, the School Nursery will use its best efforts to fill the place for the relevant Self-Paid Provision hours. If this is not possible, the Parent/Guardian will remain liable for payment in respect of the Self-Paid Provision for the remaining period of the academic year and such amounts must be made by the Parents/Guardians.

ii) Ceasing of eligibility for government funded Extended Entitlement

Should Parents/Guardians no longer be eligible for government funded Extended Entitlement and choose to reduce the child's attendance at School Nursery to the 15 hours Universal Entitlement, this Agreement shall be terminated immediately upon expiry of the Grace Period.

AGREEMENT

I/We hereby agree to the terms and conditions of this Agreement and acknowledge that the Headteacher and Governing Body reserve the right to cancel my/our child's full time hours in the School Nursery in the event that they are breached.

These terms and conditions are governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

Name (Parent/Guardian):	
Signature:	
Date:	
Name of child:	