TACHBROOK NURSERY SCHOOL

Terms for Paid for Place

Information for parents

This document sets out the main terms on which we will provide a Paid for Place.

Tachbrook Nursery School is a Local Authority Maintained Nursery School. This means we receive our funding from Westminster City Council. The term after your child turns 3 they are entitled to 15 hours of free education per week. Please see table below showing the dates when children become eligible:

Children born in the period	**Become eligible for funding at the start of term beginning or following**	**School Term**
1 April – 31 August	1 September	Autumn
1 September – 31 December	1 January	Spring
1 January – 31 March	1 April	Summer

We have a limited number of Paid for Places and these are given at the Head Teacher's discretion in line with the criteria which can be found on our website (www.tachbrooknurseryschool.co.uk).

Please note that fees for a Paid for Place are term time only and do not include inset days, school holidays and bank holidays. If your child is absent for any reason during term time you will still be required to pay for your child's place. No refunds can be given for any type of absence or illness, holidays taken during term time or lateness. In the unlikely event that the school is closed e.g. following government advice or it is unsafe to open the school, you will not be charged for these days. Where fees have already been paid, your account will be credited and the amount deducted from the following month's invoice.

You will not be charged for your child's free part-time entitlement place of 15 hours per week.

Fees for a Paid for Place should be paid monthly in advance, an invoice will be sent at the start of each month and payments should be made 10 days from the invoice date. Payments can be made by BACS or by cheque. Further details will be on your invoice.

If payment is not received, we shall write to inform you and will expect payment within 1 week of this notice. After this, if payment is not received, your child's place will be withdrawn.

Should you require terminating your paid for hours, we require a full term's written notice. Children are enrolled on a termly basis; if your child's leaving date is before the end of term, the place will still be charged for up to the end of the term.

Children will receive the same quality of teaching as provided with an unpaid place, attendance is not flexible and children are required to attend all sessions.

New children are staggered into school over the first few weeks of term. Charges will start from your child's start date rather than the first day of term. Parents/carers are expected to be on site during children's settling in period and will be charged the full weekly amount. For children who have a full time place, you will be charged the full day from the first day your child stays for lunch and half a day prior to this.

We may change these terms at our sole discretion and will provide you with notice of these changes in writing.

Liz Hillyard
Head Teacher

TACHBROOK NURSERY SCHOOL

Paid for Place

Hours and fees

What hours do I pay for a child who is 3?

Full time place (3 year olds) 18 hours 45 minutes

In addition to this, your child will receive 15 hours of free nursery education

Hours your child will be at nursery 9.00 - 3.45

What is the cost?

Full time place per week £151

What hours do I pay for a child the term before they are eligible for 15 hours free?

15 hour place (rising 2 year olds only) 15 hours (Either 9-12 or 12.45-15.45)

33.75 hour place (rising 2 years olds only) 9.00 - 3.45

What is the cost?

15 hour place per week (rising 2 year olds only) £156

33.45 hour place per week (rising two year olds only) £351

When and how to make payments

Invoices will be given at the beginning of each month. Payments must be made to the school by date given on the invoice.

Payments can be made by BACS or by cheque. Further details will be on your invoice.

These fees are subject to change.