



# FALCONHURST SCHOOL

## *Little Falcons Nursery*

For children aged 3 - 4 years



### **Family Information:**

**SESSION TIMES: Standard 15 hour offer:**

8.40am – 11.40am, or  
12.10pm – 3.10pm

**Flexible 15 hour offer including lunch activity session:**

8.40am – 3.10pm (Monday and Tuesday) and  
8.40am – 11.40am (Wednesday), or  
12.10pm – 3.10pm (Wednesday) and  
8.40am – 3.10pm (Thursday and Friday)

**Extended Full Time Offer including lunch activity session:**

8.40am – 3.10pm (Monday to Friday)

**COST:**

**£4 per hour (or part hour)** in excess of the universal 15 hour Government grant. (To be reviewed annually)

**FOOD:**

Fruit and drink will be offered to all children unless specific request is made by the family not to (E.G. religious observance or food allergy).  
Lunch is not provided as part of the flexible or extended offer.  
All children staying over lunchtime will need to bring a packed lunch or order from the school meal provider. Universal Infant Free School Meal does not apply to Nursery children; however families can be eligible for Free School Meals.

**UNIFORM**

All children enrolled in the Nursery wear the Falconhurst School uniform, details of which are included in the pack. Wearing their uniform means that they are recognised as part of the wider school community, easily recognised if out on a school trip and are dressed ready for learning.

**BOOKINGS:**

Places are booked in advance and are **guaranteed until you request a change with 4 weeks' notice.**

Once places are allocated for Standard or Flexible hour children, they cannot be swapped part way through the year unless there are **exceptional** circumstances.

Spaces are allocated up to a capacity of 26 in a strict order of receipt of application (first come first served). No child will be considered more or less favourably on the basis of their background unless their needs cannot be accommodated despite reasonable adjustments within the setting.

**FEE PAYMENT:**

Flexible and Extended Offer charges are **payable in advance** either at the start of each week, monthly or each half term. No payments are required for children attending on a Standard Offer of 15 hours per week.

Families can pay with Childcare vouchers using the school OFSTED registration number of 110355

Absence will be charged irrespective of reason as you are paying for your child's allocated place within the Nursery.

All arrears will be requested after 1 week of late payment. Should fees remain outstanding after a reminder then a final request will be issued stating that non-payment within 7 calendar days will result in their child's hours in excess of the universal 15 hour offer being withdrawn.

**ENQUIRIES  
& BOOKINGS:**

**Booking enquires and applications:**

Main School office (Mrs Sam Turner) on **01908 679354**

**Finance enquiries:**

School Business Manager (Mrs Val Powell) on **01908 679354**

# **Detailed Terms & Conditions**

## **ADMISSIONS TERMS:**

1. Little Falcons Nursery is open to all children in the year before their admission to a Reception class setting.
2. It is not exclusive to children in the identified catchment area or with siblings in Falconhurst School.
3. Registration at Little Falcons Nursery does not provide automatic inclusion in the Reception class intake for the following academic year and parents must still make an application to the Local Authority in accordance with their guidance.
4. All staff caring for children registered for Little Falcons Nursery and their families will abide by the policies and expectations which govern Falconhurst School. This includes, but is not limited to, Safeguarding, Child Protection, Single Equality and SENDS Inclusion.
5. All children registered for Little Falcons Nursery and their families must abide by the policies and expectations which govern Falconhurst School.
6. The governors at Falconhurst School reserve the right to withdraw flexible or extended registration contracts where the conduct of a child demonstrates repeated breaches of the behaviour policy and they pose a health and safety risk to themselves or anyone in the school building.
7. Unless it is requested, agreed or optional as part of an activity, children must not bring toys, games, or valuable items onto the site. We will not accept responsibility for any such items.
8. All information given to staff will remain confidential.
9. It is the responsibility of the family to notify the school of any alterations to contact details or pupil information.

## **BOOKINGS:**

1. Bookings must be made in advance using the application form from the school office.
2. Registration can only begin once a family are in receipt of a written confirmed offer of registration.
3. The written confirmation of registration guarantees a child's place at Little Falcons Nursery until parents/guardians provide 4 weeks' notice in writing that they wish to cancel or amend the booked sessions. Fees are still payable in the event of any failure to comply with these requirements.
4. Accounts for hours in excess of the standard 15 hours covered by a government voucher are settled in advance on a weekly, monthly or half termly basis.
5. Payment not received within a week of receiving a reminder for outstanding fees, will result in the child's registration for hours beyond the standard 15 hour offer being withdrawn.
6. The governors retain the right to refuse extended or flexible offer applications from families who have previously failed to pay their child's fees.
7. Childcare Voucher Scheme payments can be established with providers using our OFSTED number (110355).
8. Cheques are payable to 'Falconhurst School' and require a guarantee card for validation purposes.

## **ABSENCES:**

1. All absences must be reported to the school office by the parent from the first session of absence, or in advance in the case of term time leave.
2. Unexplained absence of a child on a flexible or extended offer which extends beyond the time paid for will result in further communication with the child's parents and additional hours potentially being withdrawn.

3. There are no refunds or credits given due to absences unless it is the result of an unavoidable and unscheduled school closure day.
4. Children who attend for a reduced session as a result of an external appointment, E.G. medical or dental, will still be charged at the full rate as the fee covers the child's place rather than their attendance.

#### **SELF CARE and MEDICATION:**

1. We actively encourage parents to ensure that their child is able to care for themselves at an age appropriate degree of competency. Ideally children should be able to visit the toilet in a timely fashion, self-clean intimate areas and wash hands independently.
2. Where independent self-care is unfeasible for a child we will act in accordance with the school's intimate care policy.
3. Provision will be made within the Nursery setting for children on flexible or extended offer hours to rest or 'nap' if required during the afternoon. This will be done in consultation with the family and noted in a home school link book.
4. Medication may be administered to a child in accordance with the school's First Aid policy. It is the responsibility of the family to notify school of any allergies, medical needs or special arrangements relating to their child.
5. Paracetamol or brufen based medicines (Calpol, Nurofen etc...) will not be administered on behalf of families unless it has been prescribed by a GP on a four times a day dosage for a child spending a whole day in Nursery.

#### **LATE COLLECTION:**

1. All children must be collected on time at the end of each session. Any parent of a child who is not collected on time will be contacted immediately so that collection arrangements can be made.
2. In the event of a child not being collected at the end of the school day, parents will be contacted immediately. Where contact has not been made by 4pm Children's Social Care will be notified as a safeguarding measure.
3. If a parent of a child on a flexible hours contract is delayed to a lengthy degree in collecting their child at the end of the Wednesday morning session, the school may provide lunch and afternoon learning care (subject to availability). In the event of lunch or afternoon learning care being provided the hourly fee of £4 will be applied to the parents' account.

Approved: July 2016

Review Date: July 2017