



Nursery Policy

At Tonacliffe Primary School we are passionate about and greatly value the importance of the early years foundation stage (EYFS) in providing a secure foundation for future learning and development. Our intention is to provide our children with the best possible opportunities for learning, in contexts which are meaningful to them and appropriately tailored to their individual starting points and next steps in learning. Our intent is that every child is happy, safe and secure; making excellent progress at their stage of development. We believe that developing our children's independence and resilience is essential to provide them with life skills required for future success.

The scope of this policy is to outline the contractual obligations of attending Our teacher-led Nursery at Tonacliffe Primary School.

The sessions available in our Nursery are morning and afternoon sessions which can be taken as a 15 hours funded place or a 30 hours extended funded place if you are eligible.

Contracts

As well as gathering all personal details for your child, there will be additional information in accordance with LCC guidelines, which is a contract between the parent and the school. See Appendix 1. This contract is required for nursery bookings and will remain in place for the duration of your child's time in the Nursery. We are unable to change contracts mid-term, therefore any changes would need to be made at the end of a term by completing a new contract. Nursery places are provided subject to availability, for the term following a child's 3rd birthday. Please note that we can only take bookings for complete sessions, we do not offer hourly bookings.

A morning session is: 8:45 a.m. – 11:45 a.m.

An afternoon session is: 12.30 p.m. – 3:30 p.m.

30 hours provision is: 8:45 a.m. – 2:45 p.m. or extended p.m. 2:45-3:30pm for £4.50 charge

If you feel you may qualify for the 30 hours entitlement, please visit www.gov.uk and complete the online form. This will, in turn, generate an 11-digit code if you qualify for 30 hours of entitlement. Please include this in the contract detail.

The contract is based on the following:

- Nursery provision is term-time only for 38 school weeks of the year.
- Holiday hours are not able to be banked.
- Sickness hours are not able to be banked.
- In the event of unavoidable school closures (e.g. snow days), hours are not able to be banked.

Fees and additional session options

If any additional sessions over and above the contracted sessions that are booked, the parent/guardian should make the booking in advance and pay on Connect Childcare (App) for the sessions. Any cancellations on the day would still be payable to the school.

If/when we have availability for additional sessions the costs would be as follows:-

Cost per session is £18 – either a.m. or p.m.

Cost per full day (8:45am-3:30pm) is £45

Cost per lunch session (11:45am-12:25pm) is £4.50

An extended day to 3.30 pm is available at a cost of £4.50

All additional sessions must be booked using the app. This should be paid for in advance.

If your child is staying for the full day a school lunch can be provided, if booked and paid for in advance on School Spider, for £3 or you are welcome to send your child to Nursery with a packed lunch. School Spider will not take lunch bookings on the day.

Wrap Around Care

Cost for Breakfast Wrap 7.30am-8:45am is £7.50

Cost for After School Wrap 3:30pm-5:30pm is £12

Late Collection

Tonacliffe Primary School Nursery has a duty of care to the children and parents to ensure that collection of young children is made at the agreed time or within normal opening hours. Late collection may cause unnecessary distress to a child.

Children remaining in our care after the agreed collection time, or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified.

We appreciate that sometimes there may be circumstances beyond your control affecting the prompt collection of your child.

If you expect you will be late collecting your child in our care, please call at your earliest convenience and discuss the possible arrangements with the school. Parents/guardians must ensure we have contact details of another person who would be able to collect your child in an emergency.

Our opening hours are 8:45 a.m. – 2:45 p.m. or 3:30 p.m. if you have paid for the extended time. There will be an additional charge if your child is not collected on time at noon or 2:45pm or 3.30 p.m. accordingly.

Fees payable

Late arrival for 2:45pm collection will be charged at £4.50 until 3:30pm

Late collection from 3:30pm and 5:30pm will be charged at **£10.00 for every 5 minutes.**

September 2026

