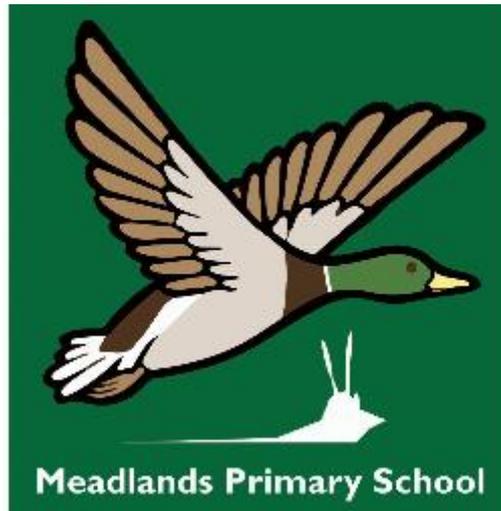


Meadlands Primary School



Status	Non-statutory
Review cycle	Annual
Date written/last reviewed	July 2025
Date of next review	July 2026
Acting Headteacher	Mrs Wreford
Chair of Governors	Annabelle Hughes and Lisa Fairmaner
Published on website	Yes

Extended day care terms and conditions

Part Funded Fee Paying Places

These terms and conditions apply only to the extended daycare provision, where payment of fees is due. They are implemented in addition to and alongside relevant school policy and procedures relating to Meadlands Primary and Nursery School.

Offer

1. The contract is for a full time, part funded nursery place at Meadlands Primary School for the academic year September to July. The offer of the place is 8.30am to 3.30pm and includes the statutory allocation of 15 hours/38 weeks a year free early education hours. the fee paying part of the session continuing from this at 11.30am to 3.30pm;
2. A hot school meal is included in the full day offer;
3. To be entitled to an extended offer place at the nursery all five weekly sessions must be paid for.
4. Requests for change to agreed take up of sessions during the year should be made, in writing to the School Business Manager;
5. If all fee paying sessions are not taken up at your choice or due to absence, the full fees remain payable, no refunds or discounts will be due.
6. A full term of notice is required to terminate the contract.

Fees

1. Fees payable are agreed by the schools governing body and are effective from the start of each academic year. Relevant fee rates will be available for the nursery application process each year;
2. Fee charges relate to hours accessed over and above funded nursery provision, fees provide for the extra costs incurred and cover: staffing, food, equipment and general running costs;
3. Fees are payable for all extended hours and secure the place for the time/dates agreed, therefore no reduction of fees will be given for any absence or if you choose not to take up the full five day a week offer;
4. Fees will not be charged for days when the school is closed and the extended hours cannot be accessed whether planned or unforeseen. Fees will be proportionally reduced for any pre-determined part day closures. Details of planned closures will be provided at the commencement of the school year or at the commencement of the contract.

Terms of Payment

1. Once a place is taken up payment should be made half termly in advance unless otherwise agreed with the School Business Manager.

2. In the event of a missed payment you will be notified in writing. Should arrears continue for a further ten days of the first written arrears notification you will be notified again in writing and advised that your child's extended place at the nursery school may be terminated if full payment of arrears is not made;
3. If there are circumstances which mean that you may be unable to make the payment due you must contact the School Business Manager as soon as possible.

Attendance

1. Attendance is required for all hours / sessions in line with the nursery attendance policy. Good attendance and punctuality are key to your child's success. At Meadlands we expect attendance to be above 96.5%, below this will trigger a letter from the Education Welfare Officer and we may request that any absence caused by illness must be supported by a doctor's note. Lateness is disruptive to the class and teacher, persistent lateness may result in your place being withdrawn;
2. Attendance for fee paying hours / sessions will be for agreed session take up;
3. Prompt arrival and pick up is required in line with nursery policy. We reserve the right to charge additional fees for children not collected at the requested time.



Meadlands Primary School

Extended Day Care Agreement

Please sign and return this agreement, together with your deposit, to confirm your acceptance of the Terms and Conditions, and to secure your child's place.

Child's Name:

I agree to pay the fees strictly in advance

I have read the terms and conditions and agree to abide by them

I understand that any deposit will be held and deducted from my final payment on termination of my contract, where all terms of the contract have been met.

Name:

Relationship to child:
(Mother/Father/Guardian/Other)

Signature:

Date: