



We aim to make our nursery class accessible to children and families from all sections of our local community through open, fair, and clearly communicated procedures.

At Friars School Nursery we can only take children from the term after their third birthday. Within our nursery we can care for 26 children during the morning, and 26 children during the afternoon. Some of these places will be filled by children who attend all day, whilst other children will attend only mornings or afternoons. Within our nursery we have a qualified teacher, a nursery nurse, a learning support assistant, and a lunchtime assistant.

As our nursery is part of our school- we offer term time care and education only. We have the same holidays and non-pupil days as the main school. You can find out about our term dates here: [CALENDAR & TERM DATES | friars-primary \(friarsprimary.co.uk\)](#)

Morning session: 8.30am-11.30am Afternoon session 12.15pm-3.15pm

The time between these sessions (11.30am-12.15pm) is lunchtime for those children staying all day.

At Friars School Nursery we offer the following funded sessions:

For those families who access the 15 hours universal funding (available to ALL children following their third birthday) we offer the following sessions

- 5 morning sessions 8.30am to 11.30am
or
- 5 afternoon sessions 12.15pm to 3.15pm
or
A mixture of 5 morning/afternoon sessions
- We also offer the flexibility to put morning and afternoon sessions together to provide full days 8.30am - 3.15pm (e.g., 2.5 full days per week instead of 5 half day sessions.) This option will incur lunchtime supervision costs and hot meal costs, if required. Parents may choose to pay for a school meal for their child or send in a packed lunch from home in line with our Healthy Schools Policy. Even if a packed lunch is provided the lunchtime supervision cost is still payable.

- In addition, there is the opportunity to purchase extra sessions at a cost of £16.50 per session- providing extra mornings or afternoons outside of the 15hr funding. However, these are cannot be purchased as a one off and must be part of your child's weekly hours in nursery. Purchasing one extra session per week could enable families using their 15 hours to make 2.5 full days into 3 full days.

Please note: These flexible options will all be discussed with our Mrs Glen, our Nursery Teacher and are subject to availability. We cannot split morning/afternoon sessions into smaller chunks of time.

Funded hours are free provision and do not have any monetary value for parents.

Government funding is not intended to cover the cost of meals, other consumables, additional hours or additional services. Where 15hr sessions are combined to create full days in our nursery, the following charges for additional services are:

£3.50 per day for lunchtime supervision (as this is in addition to the 15-hour offer)

£2.45 per day for a hot meal if required.

All charges will be itemised in advance on Arbor. *Any payments for any extra sessions, meals and lunchtime payment will be payable by the end of the first week back after every half termly break.* **Where full payment is not received in line with our fees contract and payment terms and conditions, you will revert back to the universal 15hr funding and not be able to select for your child to stay for meals or attend extra sessions.** If you experience difficulties meeting the cost of these additional services please come and speak to Mrs Glen, our nursery teacher, immediately.

Extended 3- and 4-year-old funding

We also have limited places for 30 hour funding for those entitled. *Families who think they could be eligible for the 30 hour funding need to visit either the Gov.uk website www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds or www.childcarechoices.gov.uk website to find out further information regarding the 30 hours funding and how to apply. **A 30 hour code will need to be obtained and provided before securing a place. For families accessing the 30hr funding there is no lunchtime supervision cost, but there is still a charge for hot meals if required.***

A strict time limit applies to be able to register for this service. If you do not apply for extended hours (30 hour funding) by the deadlines below we will not be able to offer extended free hours until the next funding period.

The cut off dates are:

Autumn period 31 August

Spring period 31 December

Summer period 31 March

This process needs to be reconfirmed every three months from the date that you registered. **It is your responsibility to reconfirm eligibility.**

Please note that our limited 30hr places are allocated on a first come first served basis and once full no others are available.

Holidays and Attendance:

Attendance at sessions is strongly encouraged, and unfortunately where a child is unable to attend due to sickness, holiday, or any other reason- government funding is not refundable to you and neither are any costs paid for additional sessions, meals, and lunchtime supervision. These costs hold your child's place. If parents decide to take their child out of our nursery during term time they are not entitled to alternative sessions.

You must ensure your child attends our nursery for the number of free hours you have requested and inform us of any absence. Please contact the school 01702 294837. We are entitled to terminate our Agreement if your child does not attend regularly and you do not inform us of the reason for absence.

Early Years Free Childcare Funding

We will claim funding from the Local Authority, having seen evidence to verify a child's date of birth as part of our admission process. Parents/Carers will also be required to complete a Parent/Carer Declaration Form, which we must also sign.

Supporting parents with childcare costs

Please visit <https://www.childcarechoices.gov.uk/> to understand your childcare options and which funding opportunities would best suit your family circumstances.

Policy date: July 2025