



BREDBURY ST. MARK'S CE PRIMARY SCHOOL

Additional Nursery Session Booking Form

(for 15 hour part time children)

Additional Nursery sessions can be purchased at the cost of £14 for half a day or £28 for a full day. Additional nursery sessions will be charged half-termly and payment must be made in full half a term in advance. If payment is not made before the half term starts, your child will not be able to attend any additional Nursery sessions.

All sessions must be paid for in advance and no refunds will be given. This is due to us planning for the staffing that will be required.

If you would like to request additional sessions, please complete the form below and return to the school office only.

Childs Name _____

Term Week Commencing _____

	AM (£14)	PM (£14)	All Day (£28)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total for half term (sessions x number of weeks in the half term)	£	£	£

Please read and sign below:

- I agree that full payment will be paid in advance via school money before the half term starts.
- I understand that payments are non-refundable if my child is absent from Nursery.
- My child will only attend extra sessions on the days mutually agreed with school.
- If payment is not paid in advance by Monday 22nd February, I understand my child cannot attend extra sessions

Signed _____ Date _____



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Additional Nursery Session

Terms & Conditions

1. Places will be allocated on a first come, first served basis.
2. Additional Nursery sessions must be booked using the 'Additional Nursery Session Booking Form'.
3. Booking Forms must be handed into the school office at least 1 week before the end of the previous half term.
4. You will receive a booking confirmation from the School Office to confirm your child's booking.
5. Your child's place is not guaranteed until you have received written confirmation from the school office.
6. Payment is required in advance of the Additional Nursery Sessions and must be paid in full before the new half term starts. Fees are paid via School Money.
7. If payment is not received in full before the start of the half term, your child cannot attend the requested additional sessions.
8. Bookings need to be requested a half term in advance. Last minute bookings may not be able to be fulfilled due to the staffing ratios.
9. Emergency bookings are at school's discretion. This will rely heavily on the staffing structure on the day. We understand emergencies may arise; we ask for you to give us at least 48 hours' notice if possible so that we can ensure we have staff available. Our aim will always be to help you out in an emergency but occasionally staffing ratios may not allow this.
10. All queries / booking to go through the school office only.
11. Fees are not refundable for any periods of absence. This includes but not limited to acts of God or third parties outside of the nursery's control including disruptions to highways, public transport, utilities, industrial action, or other events. If your child misses a session then please contact the school office and this session can be claimed the following half term using a new booking form.

In the event of non-payment:

- You will receive a phone call on the first day back from the school holidays to see if you still require the additional sessions.
- It will be at the schools discretion if the requested sessions can be fulfilled. If they cannot, a new request will need to be made for the following half term.

The remit behind this is to support our families so that arrears do not build up and allow us to maintain the positive relationships we value so dearly.