

## Holmesdale Nursery Terms & Conditions 2024 -2025

### • **Session confirmation**

- Parents should check the details are correct and notify the school of any discrepancies within 3 working days. Any changes subsequent to the original offer letter will be notified in writing.
- There is a minimum requirement of 5 sessions per week, either mornings, afternoons, or all day. All day sessions can be extended on an ad hoc basis with prior notification.

### • **Declaration Forms**

- Parents of all children attending the Nursery are required to complete a Declaration and Early Years Pupil Premium Form at the beginning of the year to cover all three terms. It is the parent's responsibility to inform the school of any changes and to complete a new Declaration Form.

### • **Eligibility Forms** (30 Hours Funded Children only)

- Parents accessing 30 Hours Funding are required to complete and submit a 30 Hours Funded Childcare Eligibility Form and return to the school the term before child starts Nursery. A fully funded place can only be offered after eligibility has been confirmed with Surrey.
- Once eligibility has been confirmed it is the responsibility of the parent to reconfirm their eligibility every 3 months by logging into their HMRC account before the validity end date.
- If a parent is no longer eligible for funding a 'grace period'\* is given with a date that the funding will stop. From this date the parent is liable to pay for future sessions. (\*Grace periods are laid out in the DfE Operational Guidance)

### • **Session amendments**

- All Nursery Children: Parents cannot claim free entitlement to nursery provision from another provider between 1st September and their child's start date.
- 15 Hours Funded Places: Parents cannot transfer to another provider of free nursery provision at any time during a school term. Where there are exceptional circumstances and this is not deemed possible, parents must inform the school in writing at a term's notice prior to withdrawal.
- 30 Hour Funded Places: Should the parent no longer wish to use 30 Hours provision, we require a minimum of half a term's notice given in writing to the school office [info@holmesdale.surrey.sch.uk](mailto:info@holmesdale.surrey.sch.uk)
- Parents whose 30 hour funded eligibility changes mid-year will be allocated a morning or afternoon session and will have the opportunity to pay for the additional 15 hours.
- Extended Hours only (2.30-3.15pm): Once your sessions are confirmed any amendments will require a minimum of half a term's notice in writing to the school [info@holmesdale.surrey.sch.uk](mailto:info@holmesdale.surrey.sch.uk)

### • **Fees for All Day Provision** (For those not eligible for 30 Hours Funding)

- All Day Sessions 8.30am – 2.30pm (Tadpoles) £18/day
- Extended day 2.30pm – 3.15pm £6/day
- Invoices will be issued termly and payment must be made within 30 days to  
Holmesdale Infant School  
Account number: 38875660  
Sort code: 30-94-38  
Reference: Invoice Number followed by Child's initial & surname  
Or payment can be made through your Childcare Voucher provider.

- **Refunds**

- Fees will not be refunded or waived for absence through sickness or closure due to unforeseen circumstances e.g. adverse weather conditions.
- Refunds will be issued should the school be required to close for a longer length of time e.g. due to pandemic.