

# Penpol School Nursery



Forward Together

☐ War-rag War-barth

## Bookings, Charging and Cancellations Policy

<b>Written:</b>	December 2023
<b>Agreed:</b>	December 2023
<b>Next Review:</b>	December 2024

## **Rationale**

At Penpol School Nursery, we are determined to provide as much adaptability as possible for our families whilst ensuring that our provision remains appropriately funded and, therefore, resourced.

## **Bookings**

When children start at Penpol School Nursery, parents and guardians will be asked to complete the session pattern booking form shown below. Once agreed, sessions will remain consistent each week, with any requested changes made termly where availability allows. Unfortunately, we are unable to change session patterns during a term other than in exceptional circumstances. Please check our website for the relevant term dates.

## **Funding and Payments**

Families can access our nursery when in receipt of either 15 or 30 hours of free childcare. Where needed, families are able to split this allowance between ourselves and another provider. An entitlement of 15 hours represents five 3-hour sessions during every term-time week, whereas an entitlement of 30 hours represents every session during each school term. It is the responsibility of parents and carers to ensure that funding codes are kept up to date.

We are also able to offer paid sessions. This can be helpful for families looking to top up their funded allowance and to those whose children have recently turned three and are waiting for their funding to start the following term. The cost of any paid sessions, aside from any wraparound care, is £15 for three hours or £30 for a full day.

Paid sessions are invoiced on a half-termly basis and payable via ParentPay. Families may choose to set up a monthly or weekly payment option if paying in advance for sessions. Please contact our office on [secretary@penpol.cornwall.sch.uk](mailto:secretary@penpol.cornwall.sch.uk) should you need any support with ParentPay or other payment queries.

## **Cancellations**

Unfortunately, any cancelled sessions are non-refundable. This is to ensure that we are able to meet the running costs of the nursery including, primarily, our staff team. Thank you for your understanding.

## **INSET Days, Bank Holidays and Emergency Closures**

Training Days are an essential part of running an effective educational provision. Therefore, along with bank holidays and emergency closures, INSETs are considered a part of the chargeable week.

### **Wraparound Care**

Nursery children are able to access our broader school wraparound care, details of which can be found here:

<https://www.penpolschool.co.uk/childcare-provision/>.

### **School Meals**

Whilst universal free school meals currently apply to all children in Reception, Year 1 and Year 2, nursery children are sadly not eligible. Some families will be eligible for means-tested free school meals. Please find more information here: [https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/#:~:text=Pre%2Dschool%20children%20aged%202%2C%203%20and%204%20\(not,class%20of%20a%20school%20Facademy](https://www.cornwall.gov.uk/schools-and-education/schools-and-colleges/school-meals/#:~:text=Pre%2Dschool%20children%20aged%202%2C%203%20and%204%20(not,class%20of%20a%20school%20Facademy)

All children are able to access cooked meals each day. Children are also very welcome to bring their own packed lunches. You will find details of how to access the online Aspens food ordering website in your new-starter pack. As ever, should you need any support at all, please don't hesitate to get in touch with the office on 01736753472 or [secretary@penpol.cornwall.sch.uk](mailto:secretary@penpol.cornwall.sch.uk).



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## Session Pattern Booking Form

Please use this form to show which sessions you would like your child to access each week. Where available, we will confirm these sessions by email. If necessary, we will contact you to find the closest alternative pattern.

When confirmed, this session pattern will apply for the full term other than in exceptional circumstances. Thank you for your understanding.

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Parent/Carer's Name: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Term:

Autumn	Spring	Summer

Funding:

Funded	Paid	Part Funded

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-12:00					
12:00-15:00					
09:00-15:00					