# St Matthew’s Primary School



19 Norfolk Street, Cambridge CB1 2LD

Telephone: 01223 568838

Fax: 01223 568839

Email: office@stmatthews.cambs.sch.uk

Web site: www.schoolsitesuk.net/stmatthews

**Headteacher: Tony Davies**

**Purchasing Additional Sessions at St Matthew’s Nursery**

For the first time in St Matthew’s, parents of children in Nursery will be able to pay for additional sessions in our Nursery over and above the current 15 hours of free entitlement.

Each additional session will cost £13 and will be subject to availability. There is an additional charge of £2 for lunchtime supervision if this is also required.

At the end of each term there is a new intake of children into the Nursery. Children claiming their free entitlement get first priority for each intake, so we can only guarantee that any additional sessions you purchase are available for that one term. You would need to reapply for the next term if you wish to continue. For full terms and conditions, see overleaf.

If you are interested in purchasing additional sessions, please fill out the form below and hand in to the school office. Sessions will be granted according to the policy overleaf. To be considered in the initial round of applications, please return your form to the school office by Friday 4th September. Additional places will be allocated the following week.

Parents must pay for the additional sessions in advance for each half term. Payment must be made by the end of the first week of each half term at the latest. The school may withdraw the additional session(s) if payment is not received on time.

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

**Application for Additional Nursery Sessions**

1. I wish to purchase the following additional sessions for Nursery (please tick):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **Morning**  (8:45 to 11:45,  £13 per session) |  |  |  |  |  |
| **Lunch**  (11:45 to 12:15,  £2 for supervision per session) |  |  |  |  |  |
| **Afternoon**  (12:15 to 3:15,  £13 per session) |  |  |  |  |  |

1. I require these places for the \*Autumn / \*Spring / \*Summer term (\*delete as applicable)
2. I need these additional sessions so that I can access employment, education or training. (please provide proof if “yes”). \*Yes/\*No (\*delete as applicable)

Child’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_

If agreed, I understand that I am committing to paying for these sessions until the end of the term. I understand that that the sessions can only be guaranteed for one term and need to be paid for in advance each half term.

Parents Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Policy for Paying for Additional Nursery Sessions at St Matthew’s**

1. Parents may request additional sessions over and above the free 15 hours entitlement. These will be charged for.
2. The current charge for additional sessions is £13 per session, plus £2 for lunch supervision if this is required. Lunch should be provided by the parents/carers. A child whose parent has successfully applied for Early Years Pupil Premium may have their additional sessions part funded by this funding.
3. Additional places over and above the 15 hours free entitlement will only be available if the nursery is not full for that term once all applications for the free 15 hours of entitlement have been processed.
4. If the number of requests for additional hours exceeds the number of places, then any additional sessions processes will be allocated according to the following criteria:
   1. Where there are concerns regarding a child’s well-being that will be partly addressed by the additional sessions (for example, child open to Social Care, Locality Team; CAF (Common Assessment Framework) open);
   2. Where it will support parental access to employment, education or training;
   3. Following these, or within each of these categories if there is a tie, the criteria outlined in Section 3.1 of the Nursery Admissions Policy will be applied (see school website for policy).
5. Additional places are allocated for one term only. Priority will then be given to applications for the 15 hours free entitlement before additional sessions are allocated again according to the above criteria.
6. When requesting and accepting an offer of an additional session or sessions, a parent is committing to taking up that place for the full term. If a parent then wishes to cancel that place, they will be liable to pay for the term in full.
7. Parents must pay for the additional sessions in advance for each half term. Payment must be made by the end of the first week of each half term at the latest. The school may withdraw the additional session(s) if payment is not received on time.