



Huby CE Primary School Nursery

Terms and Conditions – September 2025

1. Parental Agreement Form

A Parental Agreement Form must be completed prior to your child joining Nursery and at the start of each subsequent term (if there are any changes). It is the Parents/Carers' responsibility to ensure that the number of universal and/or extended hours of funding being claimed does not exceed the child's entitlement. If any part of the funding is not available because it has been used elsewhere, or for any other reason, the Parents/Carers will be responsible for funding any shortfall.

2. Funding and Eligibility codes

Every child is entitled to 15 hours of free childcare per week (universal early years funded places) from the start of the term following their 3rd birthday, for 38 weeks of the year. This equates to 570 hours per year. In addition to this, eligible parents can apply for an extended entitlement of 15 hours of free childcare per week, enabling up to 30 hours per week funded childcare for 38 weeks, 1140 hours per year. Applications for the extended entitlement must be made through the digital childcare service, where a full list of qualifying criteria can also be found: <https://www.childcarechoices.gov.uk/>

Parents who are benefitting from the extended 30 hours of funded childcare are responsible for checking and validating their codes before the end of each term. If a code expires Parents/Carers will be responsible for funding the additional 15 hours of childcare.

3. Fees

Fees for 3 - 4 year olds, (in excess of any funded hours), will be charged at the rate of £18 a session - 8.45-11.45am and/or 12.30-3.30pm.

Lunch break 11.45-12.30pm, (in excess of any funded hours) will be charged at a rate of £4.

A school cooked lunch is an additional £2.30 a day.

4. Payment of fees

Nursery fees must be paid before the first day of each half term, in full. Fees for the next half term (in excess of funded hours) will be invoiced before the start of the new half term.

We are happy to accept childcare vouchers for payment of fees. Our Ofsted/URN number (should your employer require it) is 121501 and the postcode is YO61 1HX. If you wish to pay using childcare vouchers, please contact the school office – admin@huby.n-yorks.sch.uk

All unpaid fees will be recovered through a debt recovery process. We reserve the right to charge an administration fee of £10 per correspondence due to late payment of fees. Your



Huby CE Primary School Nursery

Terms and Conditions – September 2025

child/children may be refused attendance until the outstanding balance is paid and, at the discretion of the Headteacher, the nursery place may be forfeited and passed to the next child on the waiting list.

5. Session changes

Once your sessions are confirmed, any alterations or cancellations will require a minimum of 6 weeks term time notice, given in writing. For example, if your child is not returning in the autumn term, notice is to be given at the May half term break in the summer term. Parents/Carers remain liable for fees during the notice period. Failure to give the correct notice will incur a charge for 6 weeks' fees.

A request to increase sessions will be considered subject to availability. Please note requests to change days on an ad-hoc basis are subject to a £10 administrative fee.

6. Sickness absences

If your child is going to be absent, you must notify the school office before 8.30am, using the by calling the office or emailing admin@huby.n-yorks.sch.uk so that teaching staff can be advised. Absences cannot be refunded.

If your child has experienced sickness or diarrhoea they must remain away from Nursery for 48 hours after the last episode. The Nursery reserves the right to refuse entry if a child appears unwell.

7. Non-attendance

Children should regularly attend Nursery on their designated sessions, apart from absences due to illness. We recognise that there may be occasions when your child does not attend for other reasons.

If attendance falls below 95% we will work with you to improve attendance. If attendance falls below 90% we reserve the right to terminate your child's place and offer a place to the next child on the waiting list.

8. Swapping sessions

You cannot swap sessions or make-up attendance for any sessions missed, unless the absence is due to a medical emergency where a doctor/hospital letter can be provided. This will then be considered by the headteacher and a decision will be made at their discretion. Absence for general illness does not apply.

9. Security and collections



Huby CE Primary School Nursery

Terms and Conditions – September 2025

Parents/Carers agree to arrange drop off and collection of their child/children at the scheduled time. It is the Parents/Carers' responsibility to ensure that Nursery staff are made aware of who will be collecting their child. No child will be allowed to leave the building with anyone, known or not, without prior notification.

10. Late pick-up

If Parents/Carers arrive late for their scheduled collection time there will be an additional charge of £6 for the first half an hour and £1 per minute thereafter.

11. Huby Herons

Huby Herons is our before and after school club that operates from 7.45-8.45am and 3.30-5.30pm. Children attending the Nursery may attend Huby Herons but these sessions need to be booked and paid for separately. **Funding can not be used for these sessions.** For further information, please contact admin@huby.n-yorks.sch.uk

12. Closures

If, due to unforeseen circumstances, such as adverse weather conditions, it is necessary to close the Nursery, parents will be informed by the school website and via email. In these circumstances, parents will not be compensated for any fees paid during the closure.

13. Uniform

All nursery children must adhere to the Huby Uniform Policy <https://www.huby.n-yorks.sch.uk/uniform-information/>

Please ensure that all items of clothing and personal property are clearly labelled. The Nursery does not accept liability for any personal items lost or damaged.

14. Lunches and water bottles

A hot school meal is available every day. A school lunch register is taken daily. Lunches are charged for on ParentPay.

Alternatively, children must bring to school a healthy, nut free packed lunch. Fruit and milk will be provided at snack time. Please do not send in juice or squash.

Named water bottles, with a sports lid, should be brought to Nursery every day with water in.

15. Toileting



Huby CE Primary School Nursery

Terms and Conditions – September 2025

The expectation is that 3 year olds should be toilet trained and come in wearing pants/knickers.

However, we will support each individual child so changes of clothes should be brought in – please see below.

16. Spare clothes

All Nursery children should bring a spare set of clothes in a small labelled bag every day.

17. Wellington boots

Wellington boots should be left at Nursery and will be returned at the end of the school year.

18. Driving on school premises

In line with school policy, Parents/Carers are not permitted to drive into school to drop off or collect their child as the car park is for staff only.

19. Complaints

If you have any cause for complaint, please speak to a member of Robin Class staff who will try to rectify the situation. If your concerns are not resolved then the School's Complaints Policy should be followed.

This is available on our website.

20. Safeguarding

Children's welfare is our first priority and we have a duty to protect children under the Children's Act 2004. Our named DSL(Designated Safeguarding Leader) is Mrs Donna Sandbach and the deputies are Mr Michael Hartley and Mrs Emma Thompson (currently on maternity leave).

Any member of staff has cause to suspect a case of abuse or non-accidental injury we are duty-bound to inform North Yorkshire Council Children's Service. Child protection issues are kept in the strictest confidence and our Safeguarding Policy can be viewed on our school website for more information.

21. Photographs

Please be aware that staff occasionally take photographs on school devices, which may be used on the school's website. Parental preference will be sought via a permission form.



Huby CE Primary School Nursery

Terms and Conditions – September 2025

22. Safety

All staff have up-to-date First Aid certificates and we check our equipment and environment for suitability and safety on a daily basis. If your child requires any medicine to be given to them whilst at school, you will need to fill in a medication form link. These can be obtained from the school office.

In the event of an urgent medical incident we reserve the right to administer first aid and/or call the emergency services. If necessary, a member of staff will escort your child to an Accident and Emergency department where any decisions about your child's welfare will then be made by the medical staff at the hospital. In this event you will be informed as soon as possible.

23. Insurance

All children attending the Nursery are covered by Huby CE Primary School's public liability insurance.

24. Data Protection and confidentiality

Please refer to the School's Data Protection Policy and Privacy Notice, which can be found on the School's website.

25. Contractual agreement

The offer of this place and its acceptance by Parents/Carers gives rise to a legally binding contract based on these terms and conditions. These terms and conditions are governed exclusively by English Law.

We reserve the right to update or amend these terms and conditions at any time.

By accepting a place at Huby CE Primary School Nursery you accept and agree to our terms and conditions.



Huby CE Primary School Nursery

Terms and Conditions – September 2025

I have read and accept the terms and conditions for Huby CE Primary School Nursery.

Signed: Date:

Name:(please print)