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@dorchesterp



@dorchesterprimary

Achieving Excellence Together in a Caring Community

This contract is drawn up between:

The Parent (s), Carer (s), Guardian of

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and Dorchester Primary School with effect from September 2025.

Home/School Contract

Dorchester Primary School Nursery Extended Hours

Terms and Conditions

The London Borough of Sutton / DfE funds education at Dorchester Primary School equivalent to a total of 15 hours per week. Basic sessions are: Mornings 8:30 am to 11:30 am and Afternoons 12:15 pm to 15:15 pm. Funded places are available for children aged 3-4 years. Admissions to the nursery are managed by the school directly and are explained on our website.

Out of Hours care (lunch club) is also available. Fees are charged, which provide for the costs of additional staffing and general running costs incurred from offering the extended day.

Charges

The extended day is as follow:

08:30 am – 12:15 pm additional 3 ¾ hours costs £28 per ad-hoc session, including lunch time. This will be discounted to £25 per session when a full week is booked*

11:30 am – 15:15 pm additional 3 ¾ hours costs £28 per ad-hoc session, including lunch time. This will be discounted to £25 per session when a full week is booked*

11:30am-12:30pm additional 1 hour Lunch time supervision at a cost of £6.00 per session.

If your child has not attended a morning session but is attending for lunch club to be followed by an afternoon session you may drop your child at 11:15am.

Children who are attending for a full day will begin at 08:30am and finish at 14.30pm. There is the option of staying until 15:15pm and the cost for that would be £4.50 per day.

* Note a full week constitutes 5 booked sessions across Monday to Friday in the same week. During weeks where a public holiday falls, booked sessions across all the remaining working days will be regarded as a full week.

Priority will always be given to parents/carers booking full weeks. Ad-hoc sessions are not approved unless confirmed in writing in advance by the school.

Ad-Hoc sessions will only be committed up to the end of the term during which the sessions take place (Autumn, Spring or Summer). Agreeing ad-hoc sessions for 1 term does not constitute any commitment on the part of the school to continue to offer those sessions beyond the end of that term.

You may be able to get 30 hours free childcare if your child is 3 to 4 years old. Your eligibility depends on:

- if you are working
- your income (and your partner's income, if you have one)
- your child's age and circumstances
- your immigration status

Please follow this link to check your eligibility <https://www.gov.uk/30-hours-free-childcare>.

If you are eligible you will be given a code that you must upload every 3 months and it is your responsibility to do so to safeguard your funding.

Nursery is open Monday to Friday term time, excluding Bank Holidays and INSET days. A list of the closure dates will be given to you at least a term in advance.

The fees are priced per session and not per hour and must be paid as such. The fees do not include lunch. Children should bring a healthy packed lunch.

The service includes supervised care, planned education activities and opportunities to enhance social skills.

Fees

An invoice for fees will be sent directly to you, half termly and must be paid in advance.

A reminder letter for outstanding fees is sent out five days after the initial invoice. Should the fee not be received, your child's place will no longer be available until a payment is made.

Fees will be reviewed annually by the Management committee and parents will be notified in writing of any changes.

Payments

Payments can be made by School Gateway App, childcare voucher or direct bank transfer to Lloyds Bank (**Please ensure you quote your child's name as reference**)

Bank Account Name: Dorchester Primary School

Bank Account Number: 01888652

Sort Code: 30-98-36

REFUNDS WILL NOT BE MADE IF YOUR CHILD DOES NOT ATTEND ON THE AGREED DAYS. (THIS INCLUDES NON ATTENDANCE DUE TO ILLNESS)

DORCHESTER PRIMARY SCHOOL NURSERY RESERVES THE RIGHT TO REVIEW AND POSSIBLY FORFEIT A CHILD'S PLACE IN THE EXTENDED CARE PROVISION IF HE/SHE IS NOT REGULARLY COLLECTED AT THE AGREED TIME.

Giving Notice

If the place is no longer required, the school should be notified in writing giving **4 full weeks' notice**.

Once Dorchester Primary School Nursery receives your four weeks' notice, a final payment schedule will be drawn up, detailing any outstanding fees.

Packed Lunches

Unfortunately we are unable to reheat or cook lunches on the premises e.g. frozen meals. If you wish for your child to have a warm lunch, please provide this by using a thermal container i.e. flask. If your child arrives without a packed lunch, a charge will be incurred.

Withdrawal of the Facility

I understand that I may be requested to withdraw my child from the school if the above conditions are not adhered to.

Agreement

I have read and understood both the Terms and Conditions in this contract. In accepting the place for my child, I agree to these conditions.