



## Bushmead Nursery

### Terms and Conditions 2026

<b>Owned and Written by</b> J. TRAVI	<b>Date</b> April 2025
<b>Approved by</b> Full Governing Body	<b>Date</b> May 2025
<b>Date for Review</b>	April 2026

### **Our Nursery**

Our Nursery is situated next to our Reception Classrooms and will form our Early Years Centre. It has an open plan area which is separated into different zones, comprising of a home corner and areas for a variety of activities such as water, sand, paint, soft play, mark making and counting. There is also a large comfortable area with an interactive whiteboard. The outside play area includes fixed play equipment, and has a covered area for all-weather play. The children in the Nursery are an integral part of the Primary School, and have access to all the School facilities. They also enjoy the benefit of being included in many whole school events. We believe that this helps transition from the Nursery to the Reception.

### **Opening Hours**

Bushmead Nursery offers childcare provision between 8.45 a.m. and 3.15 p.m. during term time for children aged three to four years; in a safe and happy environment supervised by qualified, experienced staff. Our Nursery is closed on Teacher Training Days and Bank Holidays.

### **Admission**

The Governing Body has set its planned admission numbers as follows:

- 32 part-time morning sessions
- 24 part-time afternoon sessions

During a normal school year, the majority of children will be admitted to our Nursery in September following their third birthday. However, where places become available, pupils will be admitted to our nursery in January or April following their third birthday.

We expect parents to choose to fulfil their 15 or 30 hours by choosing either five morning sessions, five afternoon sessions or full-time.

We aim to ensure that our school is financially viable, so we will endeavour to fill every place at all times, by offering unused hours to families on the list until we are full. For us to achieve this it may mean we are unable to accommodate any unusual patterns/shifts that are requested.

Further information about the admissions criteria can be read in our Nursery Admission policy.

Please note, that pupils attending our Nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception. Our starting statutory school admission process is managed by the Local Authority's

Admission Team.

### **Applying for a place**

All children are entitled to 15 hours of free early years education each week. Some parents will be eligible for 30 hours of free early years education each week. Childcare Choices provides further information on how to check if your child is eligible. <https://www.childcarechoices.gov.uk/>

The part-time sessions below are the free 15-hour universal entitlement. All part-time sessions must be booked for a minimum of 5 mornings or 5 afternoons.

Session	No of Places	Times
Morning part-time	32	8.45 a.m. and 11.45 a.m. (15 hours)
Afternoon part-time	24	12.15 a.m. and 3.15 p.m (15 hours)

Full-time places, comprising morning and afternoon sessions between 8.45 a.m. and 3.15 p.m. (incorporating a 30-minute lunch break), are also available.

If you are applying for a full-time 30-hour funded place, you will be required to provide an eligibility code. Please note that you will need to have applied for your eligibility code at least one term before your child turns three years of age.

You can apply for the code here [Apply for free childcare if you're working - GOV.UK](#)

If your child is not entitled to a funded 30-hour place, but you would like to access a full-time place or require childcare between 15 and 30 hours, payment will be required. Please note that a minimum of 3 hours must be purchased. Please refer to the 'Fees' section for more information.

### **Application process**

The admission process including allocation of places, is managed by the School. Parents can apply for their child to be placed on the waiting list from the date they are born by completing the Google Form available via our [website](#).

The School's main office will acknowledge receipt of an application and a separate email will be sent to confirm when your child's details have been added to our waiting list.

If your child is of eligible age and there are no spaces available at the time of your application, your child's name will be added to our waiting list for the relevant year or termly intake group. When a place becomes available we will contact you by the above dates to offer a place. The offer must be either accepted or declined by the 'offer accepted date', otherwise your child's place may be offered to the next child on the waiting list.

Please ensure you are familiar with our Admission Policy as your child must start at our Nursery within a specified time at the beginning of the term following their third birthday and the cancellation notice applies once your child has started at our Nursery.

If your child is already attending an Early Years setting or you are using a childminder, it is your responsibility to inform them in advance and follow their cancellation notice period.

### **Allocation Process**

The criteria by which places are allocated are detailed in our Admission Policy.

### **Start Date and Sessions**

A start date and the agreed sessions will be confirmed in writing between parents and Bushmead Primary and Nursery School. Please note the following:

- Your child must start at our Nursery within seven school days from the start of each term (Autumn, Spring and Summer term);
- After your child has started, six weeks' calendar notice must be given to cancel your child's place. During the cancellation notice period, your child will remain enrolled at our Nursery;
- After your child has started, six weeks' notice must be given to request a change in your child's nursery sessions.
- Booked sessions must be adhered to;
- We cannot accept children before their booked time;
- Children must be picked up promptly;
- A charge will be made for the late collection of children;

## **Communication**

Our admissions process is managed by our school. Following the completion of your child's admission process, all parents and carers are required to register for MCAS, our Management Information System. This is our primary method of communication where you would be kept informed of events such as Parent Consultation Meetings, Headteacher's Newsletter, celebrations, etc. We keep you informed about events and issues through regular newsletters.

Please refer to our website ([www.bushmeadprimaryschool.co.uk](http://www.bushmeadprimaryschool.co.uk)) for more up-to-date information such as term-time dates, our staff, Governing Body, policies and much more.

## **Uniform**

Our Nursery pupils will follow our EYFS uniform policy. [Bushmead Primary School - Uniform](#)

## **Collection Permission**

Once you have accepted a place you will be required to complete a data collection form with essential information.

If the child is to be collected by an adult other than the parent or carer, they must be named on the Collection Permission form.

If an emergency occurs, and the parent or carer gives permission for an adult to collect who is not named on the Collection Permission form, a member of staff from the Nursery or School must be notified as soon as possible. If the School or the Nursery has not been informed and someone other than a nominated adult arrives to collect a child from the Nursery or School, the parent or carer will be contacted immediately.

Only responsible persons aged 18 years and over and with suitable identification, or are known to the Nursery and/or School staff will be allowed to collect children. No child will be allowed to leave the Nursery unaccompanied. If the parent or carer or alternative nominated adult is going to be late to collect the child, staff must be informed as soon as possible. If the designated adult is late collecting the child without prior warning, the 'Late or Uncollected Children' procedure will be activated.

## **Healthy Eating**

Packed lunches will need to be provided for children staying all day. Packed lunches should be healthy and in line with school policy.

## **Accidents, Sickness and Medication**

We have staff trained to administer paediatric first aid. If your child receives treatment and/or visits the Medical Room you will be informed via the Nursery Lead and you will receive information through MCAS.

On the rare occasion, there is a more serious injury such as a head injury or if medical attention is required you will be called.

Please ensure your emergency information is always up to date so we can contact you quickly.

Sickness and/or diarrhoea requires at least 24 hours of recovery before returning to the Nursery to prevent cross-infection. For other infectious conditions or diseases, please consult your doctor.

Our medication policy and advice on illness is on our website: [Health & Medicine](#)

## **Safeguarding**

Our [Child Protection & Safeguarding Policy](#) is available on our website. We adhere to Luton Borough Council guidelines and our school policies, in the event of any type of safeguarding concern.

All staff receive regular safeguarding training and we follow safer recruitment processes.

Our Family Workers are there to support you and your child. If you have any issues, problems or concerns, please contact us on 01582 725387 or come to the School's main office and the Administrative Team will pass on this information.

## **Special Educational or Additional Needs**

It is the parent/carers' responsibility to inform and update the Nursery of any special condition or concerns by disclosure on the Admission Registration Form.

Careful consideration will be given to admission requests for a child who requires one-to-one or specialist support during normal school hours.

The Inclusion Manager will conduct an initial assessment by:

- Contacting parents/carers to obtain a detailed understanding of their child's needs;
- Reviewing evidence provided to support the child's needs;
- Consulting with professionals.

If necessary, a supervised pre-visit with the parent will be arranged through mutual agreement and form part of the initial and any ongoing assessment

### **Discipline and Behaviour**

We have policies on Behaviour, Anti-Bullying and Equality. These are reviewed regularly and are available on our [website](#).

You have a very important role in encouraging your child to behave well. Your influence is critical in ensuring your child meets our expectations and values. If a pupil persistently demonstrates problems with behaviour, then we will meet with you to discuss ways forward.

Bullying, racism and anti-social behaviour are recorded and dealt with according to our policy. Parents are always informed about serious or persistent incidents involving their children. Again, if we have concerns we will keep you informed.

Admission of your child to our nursery indicates that you both accept and support our aims and the policies which reflect them and that you will work with us for the benefit of your child and others.

### **Excursions**

Occasionally we visit local places of interest and sometimes we go further afield. The cost is met by contributions from parents in addition to subsidies. The School's Charging and Remissions policy charging is ratified by the Resources and Finance Committee and is in line with the Education Reform Act.

### **Fees and Payment**

## Terms Fees Session Time

	Breakfast Club	Morning Session	Lunch Club	Afternoon Session	After School Club 1	After School Club 2
Time	7.45 - 8.45	8.45 - 11.45	11.45 - 12.15	12.15 - 15.15	15.15 - 16.45	16.45 - 18.00
Cost	£6.00	£18.00	£3.00	£18.00	£7.50	£6.75

Late Collection charge (please note session times above) £5.00 up to the first 15 minutes and then £5 per 15 minutes thereafter.

## Payment Terms

All bookings must be paid for in advance or at the latest at the time of booking your sessions, and may be paid by;

- Our online booking and payment system;
- Childcare vouchers; Tax-Free Childcare scheme;
- Student Financial assistance towards childcare costs.

**Cash and cheque payments will not be accepted.** Payments made by childcare vouchers, Tax-Free Childcare schemes and Student Financial Assistance will be accepted, providing the School office has been informed and all of the necessary paperwork/information has been provided to the School office in advance.

Please inform the School office of the name of your employer's childcare voucher scheme or Student Finance provider, or your Tax-Free Childcare reference number so we can allocate payments to your child's account. The School office will endeavour to return the completed

Student Finance application and/or audit forms within five working days from receipt. If payment is made by childcare vouchers or from your Tax-Free Childcare account, funds must be transferred before booking your sessions and only funds sufficient to cover your bookings must be transferred to avoid an accumulation of surplus funds.

Where payment is made by the Student Finance provider, it is the parent/guardian's responsibility to keep the provider informed of any changes to booking requirements. The parent/guardian must provide a schedule of agreed sessions that



will be funded by the provider and is responsible for the payment of all other booked sessions. Please read the section relating to refund of fees paid by childcare vouchers, Tax-Free Childcare Scheme and Student Financial Assistance.

### **Punctuality, Attendance and Term Time Leave**

**Punctuality** - It is important that your child arrives on time for Nursery and that you are on time to collect them at the end of the day or each session. Please let us know if anyone other than yourself is collecting your child, as a Collection Permission form will need to be completed and signed. Before school starts your child should wait with the adult who accompanied him/her outside their classroom door. The Nursery Lead or Team member will open the door at 08.45 am to greet and let children in. Due to the limited time to bring all children in and to ensure the nursery day starts promptly, we ask for your cooperation in ensuring conversations are kept to a minimum.

### **Attendance**

The Nursery entrance door will be kept open from 08:45 to 09:00 and then closed. If you arrive after that time, you need to take your child to the School's main office entrance and record your child's attendance on our electronic system. It is essential to do this, as your child will have missed the daily register taken. Lateness is monitored regularly.

It is important to your child's future that he/she makes the most of his/her time at the Nursery. This means attending Nursery regularly. It is your responsibility to inform us if your child cannot attend by emailing us at:

[absence@bushmeadprimaryschool.co.uk](mailto:absence@bushmeadprimaryschool.co.uk)

If you do not do this, we will contact you. Please let us know, otherwise your child's absence will be noted as unauthorised.

### **Term Time Leave**

If you must take your child out of Nursery in term time for an emergency, then you must complete a Leave of Absence Application. Permission is not automatic, so please ensure that you have given sufficient notice to the school for the consideration of your application before booking any tickets.

Term dates are available on our [website](#). Please note that your child's fees will still be

liable throughout the leave. Should your child's place be withdrawn because your child did not return on the date agreed, you will need to re-apply to register a place on our waiting list.

### **Absences and Cancellations**

We do not give refunds or credits if a child is absent for any reason; the charge will still apply in the following circumstances:

For occasional day's illness, cancelled sessions, and absences; A charge will still apply if a child is collected early.

### **Refunds**

Please be advised that the Nursery is required to follow HMRC's guidelines and is unable to return any funds directly to the parent/carer if payment was made by childcare vouchers or from a parent's/carer's Tax-Free Childcare account.

As per HMRC guidance and the Terms and Conditions, all requests for refunds must be administered by your employer. To find out more information please go to [Tax-Free Childcare - GOV.UK](https://www.gov.uk/tax-free-childcare) or <https://www.childcarechoices.gov.uk>.

The fees and charges are reviewed annually and may be subject to change. Parents and carers will be notified in advance of any changes.

### **Closure**

In the event of closure, parents and carers will be notified as soon as possible. Please note that fees will still be payable if our Nursery is forced to close. Extended school services are not liable for failure to perform their obligations if such failure is as a result of Acts of God or Force Majeure including, but not limited to, snow, fire, flood, earthquake, storm, hurricane, infectious diseases, epidemics, pandemics or other natural disasters that are beyond the reasonable control of the parties.

### **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed as to why admission and given information about the process for hearing appeals. If you wish to appeal, in the first instance please email [admin@bushmeadprimaryschool.co.uk](mailto:admin@bushmeadprimaryschool.co.uk)

### **Monitoring arrangements**

This policy will be reviewed by the Headteacher annually. At every review, the policy will be approved by the Governors of the School.