

If you have any questions please contact the school office using any of the following contact details

St Werburgh's Park Nursery School,
Glenfrome Road
St Werburgh's
Bristol BS2 9UX

Tel 0117 9030323 Fax 0117 3772363

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Acting Head Teacher Mandy Collier-King
School Business Manager Jacqui MacFarlane



EduBase (ISI) – URN - 108902



St. Werburgh's Park Nursery School



Everything you need to know about paying for Additional Hours for children aged 2 to 4 years

What are Additional Hours?

Additional hours enable parent/carers of children who have a Free Early Education Entitlement (FEEE) **morning** place to buy full-day sessions which are available across the school from 8.00am to 5.00pm

Who can use it?

Additional hours are intended as an inclusive and accessible service for parents who are working or studying. It is important that parents discuss with the class team their child's ability to cope with any additional hours, this will then be closely monitored by staff.

What about lunch?

If your child stays all day please provide a packed lunch. Breakfast and a hot Tea are provided and included in the sessions costs.

How many additional hours can I buy in?

A minimum of 3 core sessions a week, subject to availability. You can request which days of the week suit you but there are a limited number of places.

Do I have to book and pay in advance?

Yes, you can call at the office and ask for a **Request for Additional Hours** form and inform the office staff which class your child is in.

The Business Manager will arrange to meet with you and when your sessions have been agreed, you will be asked to pay a **£150 cash deposit** and complete the **Additional Hours Agreement**. This **must** then be signed by the fee payer(s).

Can I change my sessions?

Yes, by completing a **Variation to Contracted Sessions form**. There is a £20 administration fee for each change to contracted sessions.

What if I need to cancel a session?

It is not possible to cancel odd sessions. You will still be charged for your regular sessions, even if your child is unable to attend for any reason. A **Termination of Contracted Sessions form** is required if additional sessions are no longer required.

AT LEAST 4 WEEKS NOTICE IS REQUIRED for VARIATION or TERMINATION to the ORIGINAL CONTRACT

04.05.16

How much will it cost?

Our up to date price list is on our website.

What are the session times for additional hours?

Breakfast – 8am to 8.45am

Free 15 Hours

Free 30 hours

Additional session – 2.45 -3.30pm

Lunch Time – 11.45 – 12.30pm

Core Session - Afternoon – 11.45-3.30pm

Afterschool – 3.30pm to 5.00pm

School Closures

In addition to the term time holiday closures, the school will be closed for staff training and professional development for 5 days throughout the year. Please check the website (www.stwerburghs.com) and regular newsletters and notices outside of your child's classroom.

You will not be charged for these days.

How do I pay?

You will receive an invoice charging for contracted sessions monthly in advance. **Payment is due by the 1st of the month and must be paid in advance, before the sessions are taken.**

You can pay at the school office with cash or cheque (*made payable to Bristol City Council Schools General*), on-line through your own bank or by childcare vouchers.

It is the fee payers' responsibility to ensure that payments are made by the 1st of the month, even in the event that an invoice is not received.

It is important that you identify your on-line or voucher payments by adding your unique personal account number and the invoice number – beginning 1011 – as printed on the remittance advice at the bottom of the invoice.

This will allow Bristol City Council to allocate your payments correctly.

The school reserves the right to apply an admin fee for time spent identifying payments where the unique customer and school 1011 number have not been used.