



Newhall Nursery



Working Together:
Our Terms and Conditions



Introduction:

- These Terms and Conditions govern the relationship between Newhall Nursery (“the Nursery”) and the parent(s)/carer(s) of any child enrolled.

A parent is classified as: *“All natural (biological) parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person: and any person who, although not a natural parent, has care of a child or young person”.*

A Carer refers to: *someone who has care of the child, meaning they live with and look after the child on a day-to-day basis.*

- By enrolling your child at the Nursery, you agree to abide by these Terms and Conditions.
- This contract will outline the obligations and commitment of both Newhall and the Parent(s)/Carer(s).
- Newhall Nursery is part of REAch2 Multi Academy a charitable company. Our registered office address is:

Henhurst Ridge Primary Academy,
Henhurst Ridge,
Branston,
Burton on Trent
DE13 9SZ

- Newhall Nursery is registered with Ofsted and operates within their regulations, guidelines and rules. Their inspectors regularly visit the setting to ensure appropriate standards of care and education are being provided.

Operation Times



- We are open from Monday to Friday from 08.00 am to 6.00 pm. We offer all year-round spaces and term time only spaces. Please see our website for our term dates via the link below.

[Term Dates – Newhall Primary Academy and Nursery](#)

- We offer a range of session times as per the tables below.

Blossom Room (all year round only)

	Morning (5h)	Afternoon (5h)	Full Day (10h)
Times	8am-1pm	1pm-6pm	8am-6pm

Snowdrop and Bluebell Rooms (all year round)

	Morning (5h)	Afternoon (5h)	Full Day (10h)
Times	8am-1pm	1-6pm	8am-6pm

Snowdrop and Bluebell Rooms (term time)

	Morning (3h)	Afternoon (3h)	Full Day (6h)
Times	9am-12pm	12pm-3pm	9am-3pm



Registration and Admissions

- To secure a place we need you to complete a Registration Form and if you pay you pay for your childcare, you will need to pay an administration fee of £50 and a deposit of £50. The £50 deposit will pay for your child's settling week. This will be indicated on your first invoice.
- All relevant documentation (including emergency contacts, medical history and permissions) must be submitted before the child's start date.
- The school's admission criteria will be applied before places are offered. Please note that this criteria comes into effect from January 2026 and does not include the admission of places for the Blossom Room of children starting in September 2026.
- In line with our safeguarding policy, we ask for a minimum of two emergency contacts for each child.

Attendance and Punctuality



- For children accessing government-funded hours, we are required to monitor attendance to ensure funding is used appropriately. Therefore, accurate daily attendance records are maintained for all children, noting arrival and departure times. The local authority may remove funding for any child who misses 20 sessions or more within one term. Therefore, if the funding is withdrawn, you will be expected to pay for the sessions your child attends and the notice period will apply.
- Registers are completed immediately upon a child's arrival and on departure. If a child is attending all day, i.e. morning session and afternoon session, the register will be taken for both sessions.
- Children must attend on the agreed days and times.
- Parents/carers must inform us of any planned absences in advance.
- Parents must inform the Nursery of any absences or late arrivals as soon as possible. If your child is late, you will need to sign them in on the Inventory system.
- Late pick-ups will incur additional charges if a child is collected beyond the end of their allocated session. Late collection is charged at **£10** per **15 minutes** or part of, at the end of your child's session. **Please note that if you require feedback, you will need to allow for this before the end of your child's session.**

Sickness/Absence procedure



- If your child is poorly, and unable to attend Nursery, please advise the nursery office (via telephone 01279 351104 or email nursery@newhallacademy.org) half an hour prior to their start time.
- If your child is ill e.g. fever, infection, diarrhoea, communicable disease or any other type of illness that may be passed on to others, (with the exception of a common cold), they need to be kept at home to protect the well-being of staff and other children in our care.
- Should a child become ill whilst in our care, we will contact parents/carers and request you collect your child. We will communicate with the first point of contact (in the first instance) as stated on your registration form.
- Parents must not bring a child to the Nursery if they are unwell or showing symptoms of a contagious illness. The Nursery reserves the right to refuse entry to a child arriving at the nursery unwell.
- Any prescribed and non-prescribed medication to be administered during the day must be handed to a staff member with written instructions and permissions, in line with our medicines policy.
- With regards to vaccinations, if your child has received one, they are still permitted to attend but please alert a staff member.

Collection Arrangements



- On the registration form we will ask you to give us the names of up to five people who will be regularly picking up your child from nursery.
- Please notify the nursery if an unauthorised person will be collecting your child. Verbal or written permission must be received before we will release a child to anyone who is not authorised on the registration form.
- The person collecting will be asked to provide the unique password agreed with nursery as part of the admissions process.
- Just a reminder – it is essential that you pick up your child by the end of the session as staff's working hours will be affected by late pick-ups. Also other children may not be able to start their session until you child has left for the day due to the legal ratios. As stated before, late pick-ups will be charged at **£10** per **15 minutes** or part of.
- Please arrive 10 minutes **before the end of the session** to ensure there is time for a full debrief on collection.

Government Funding



From September 2025, working parents may be able to get free childcare for a child aged 9 months to 4 years old. Eligible working parents can now apply for 30 hours of childcare from the term after their child turns 9 months, until they start school.

Some 3 to 4-year-olds are eligible for 30 hours of free childcare a week.

To be [eligible for free childcare](#), you (and your partner, if you have one) need to be in work or about to start a new job and earn over a certain amount.

You'll need a National Insurance number to apply.

Some children will be entitled to free childcare from two years old; please see the section below for further information.

Government Funding for 2-year-olds

You may be able to get free childcare if you have a [2-year-old](#) and get certain benefits.

2-Year-Old 15 Hour Funding

Your 2-year-old can get free childcare if you live in England and get any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- The guaranteed element of Pension Credit

2-year-olds can also get free childcare if they:

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get [Disability Living Allowance](#)
- have left care under an adoption order, special guardianship order or a child arrangements order

If you're not eligible for free education and childcare for parents getting benefits you may be able to get [free childcare if you're working](#) under a separate scheme.

[If you're eligible for both schemes](#)

You can only get help from either:

- free education and childcare for parents getting benefits
- [free childcare if you're working](#)

If you're eligible for both, you must apply for help through the free education and childcare for parents getting benefits scheme.

[If you're a non-UK citizen who cannot claim benefits](#)

If your immigration status says you have 'no recourse to public funds', you may still get free childcare for your 2-year-old. You must live in England and your household income after tax must be no more than:

- £26,500 for families outside of London with one child
- £34,500 for families within London with one child
- £30,600 for families outside of London with two or more children
- £38,600 for families within London with two or more children

You cannot have more than £16,000 in savings or investments.

Contact your childcare provider or check with your [local council](#) if you're unsure if you can get free childcare.

Government Funding for 3/4 year olds

All 3 & 4-year-olds are entitled to Free Early Education Entitlement automatically. You do not need to apply for the universal 15 hours of free childcare for your child. We will claim the funding on your behalf directly from the local authority.

All 3 and 4-year-olds are entitled to **570 hours** of free early education per year. It's usually taken as 15 hours a week over **38 weeks** of the year (split into three terms).

From January 2025 for families that take up the full day care offer we will stretch the funding across 51 weeks. Please note the inset days and bank holiday days that are payable on the school calendar.

Please also note that nursery is closed for the three days between Christmas and New Year. These days are not charged.

If Christmas Eve falls on a normal working day, then nursery will close at 15.30. Collection after this time will revert to the late charge being applied.

In regards to your funding, we will claim 11 hours a week if you claim 15 hours and 22 hours a week if you claim 30 hours and stretch this.

Fees and Payment



- Sessions are allocated based on each child's eligibility (15 or 30 hours funded).
- Fees for additional hours (outside of those funded) are clearly structured based on the sessions and days of childcare required.
- Parents/carers will receive a detailed invoice breaking down any additional charges as well as reflecting their child's specific funded and non-funded hours.
- Any additional sessions which are **not funded** should be booked and paid one month in **advance**. Fees must be paid in advance by the due date stated on the invoice. Payment due dates will be clearly communicated and consistently enforced.
- Additional charges such as: consumables, and late pick up charges will be invoiced in arrears and clearly detailed on the following month's invoice. Please see separate charges sheet for a full list of additional charges.
- Late or non-payment of fees may result in immediate suspension or termination of your child's place. Late payments will incur an additional fee as outlined in the charges list.
- Funded hours cannot be banked and transferred after a period of absence.
- Session fees for un-funded hours are payable during illness, holidays, or unexpected nursery closures beyond our control (e.g. severe weather, public health guidance).

- Refunds and credits will not be given for days where your child does not attend due to sickness or holidays.
- We are unable to allow swapping of days, unless it is permanent and there is availability. We will try to accommodate swapping of days in cases of emergency or under special circumstances.
- The setting reserves the right to increase fees at any time, giving one month's notice of the proposed increase to parents/carers.
- We do not charge for consumables. However, if you do not provide your own nappies, wipes and suncream, we will charge you £5 per day for each of these items missing.
- Payment Methods - Accepted payment methods include electronic bank transfers. Receipts will be issued promptly following payments. Please ensure that for any payments which do not use tax free credits, you state your child's first and last name.
- The table on the next page shows our pricing structure.

Pricing Structure (from January 2026)

1 year – 2 years

	Morning (5h)	Afternoon (5h)	Full Day (10h)
Times	8am-1pm	1pm-6pm	8am-6pm
Meals included*	B and S	S and T	B, S, S, T
Daily Charge	£50.00	£50.00	£100.00

2 years – 3 years

	Morning (5h)	Morning (3h)	Afternoon (5h)	Afternoon (3h)	Full Day A (10h)	Full Day B (6h)
Times	8am-1pm	9am-12pm TTO	1-6pm	12-3pm TTO	8am-6pm	9am-3pm TTO
Meals included*	B & S	S	S & T	S	B, S, S & T	S & S
Daily Charge	£42.50	£25.50	£42.50	£25.50	£85.00	£51.00

3 years – 4 years

	Morning (5h)	Morning (3h)	Afternoon (5h)	Afternoon (3h)	Full Day A (10h)	Full Day B (6h)
Times	8am-1pm	9am-12pm TTO	1pm-6pm	12pm-3pm TTO	8am-6pm	9am-3pm TTO
Meals included*	B & S	S	S & T	S	B, S, S & T	S & S
Daily Charge	£40.00	£24.00	£40.00	£24.00	£80.00	£48.00

Please note that these charges do not include lunch which will be charged at £2.53 or packed lunch may be provided.

If your child is fully funded, there will be an additional charge of £1.00 for tea and £0.50 for breakfast, or if you prefer, you can provide your own as long it is within our food guidelines.

***Key**

B – breakfast, S – Snack, T – Tea, TTO – Term-Time Only

Snack is included for all our sessions.

Termination and Notice Period



- **Notice Period** - Due to the long-term commitment we make when reserving a child's place, we must ask you make a similar commitment to us. We, therefore, require a minimum of **4 weeks written** notice, to reduce or cancel your child's booking.
- It is the parent's/carer's responsibility to ensure that notice has been received by the nursery.
- The Nursery reserves the right to terminate a place immediately in the case of a serious breach of these Terms and Conditions.
- Increasing your booking is subject to availability.

Health and Safety



- We want your child to be happy and safe at our Nursery.
- We would ask all parents to make sure doors are closed when entering or leaving the building and they are mindful of little fingers.
- All REAch2 schools operate a 'No Smoking' policy anywhere on the school property or grounds. This includes vapes and e-cigarettes. Please adhere to this.
- The name of the designated Health and Safety Officer is displayed in the nursery.

Communication and Conduct



- We see the relationship between home and school key to a child's success and therefore throughout nursery, parents/carers will receive regular updates on their child's care and welfare as well as learning development.
- We expect staff and parents/carers to communicate respectfully.
- For safeguarding reasons, parents may only enter designated areas and must be accompanied or supervised.
- Parents must follow all nursery policies while on site, including refraining from using mobile phones and not taking any photographs.
- Parents/Carers will also need to following drop-off and pick-up procedures.
- Parents and carers are not to open the classroom doors; please wait for a member of staff to do this.

Safeguarding and Confidentiality



- The Nursery adheres to strict safeguarding policies to protect all children.
- Any concerns regarding child welfare should be reported to the Nursery Manager.
- All personal information is treated confidentially in line with data protection laws.
- The Safeguarding Vulnerable Groups Act 2006 places a duty on the staff to follow specific child protection procedures should any concerns be made and that there is a Safeguarding Children Policy available for parents to view at any time.

Data Protection



We are committed to protecting the personal data of you and your child in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We collect and use personal information solely for the purpose of providing high-quality childcare and ensuring the safety and wellbeing of your child.

All data is stored securely and only shared with relevant authorities or professionals when necessary and lawful. Full details of how we manage personal data can be found in our Privacy Notice, available on request.

Details of how to exercise your/your child's personal data rights are available on our website or you are able to contact our Data Protection Officer at dataprotectionofficer@reach2.org.

Terms & Conditions

I have read and understand each of the following sections:

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Data Protection Disclaimer

This document will be kept in the school's archives for 6 years following the child's departure from the Nursery.

I have read and understand the Nursery’s Terms and Conditions and I agree to be bound by them and any other relevant booking terms and conditions that are issued from time to time.

Child’s Name:

Signed: Print Name:

(Parent/Legal Guardian) Date:

Signed: Print Name:

(Parent/Legal Guardian) Date: