



St Agatha's Catholic Primary School

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St Agatha's Nursery 2026

Revised Terms and Conditions for Funded and Chargeable Hours

Purpose:

This agreement is between St Agatha's Catholic Primary School and the parent(s) of a child accessing funded or chargeable nursery provision.

This document will specify the provision being delivered: universal 15 hours funded provision; 15 hour extended funded provision; chargeable sessions.

The Offer:

The contract will run from Monday 1st September 2026 to Monday 31st August 2027.

Please note that St Agatha's school year runs for 39 weeks. The nursery offer is for 38 weeks across an academic year. Five days will be taken as staff training days throughout the year. These dates have been published on our school's website.

For each child, the first 15 hours that a child accesses is under the universal funded provision. No further action is needed to secure this place once an offer has been made and accepted.

Additional hours over the 15 hours universal provision will be called Extended Provision and will be government funded, accessed through an eligibility code or chargeable at a rate of **£25 per session**.

St Agatha's Nursery is part of St Agatha's School. Therefore, there will be occasions when it is necessary to close the nursery. Term dates have been published on the school website under Term Dates 2026-2027. The School's key dates will also be published on the website during the week beginning 1st September which gives further details of any closures. If, due to exceptional circumstances, we are unable to open our nursery no invoice will be issued for chargeable hours.

A staggered entry for nursery children will begin in the first full week of the school term. Each child's start date will be in your child's welcome pack. Please note that the school will claim the government funding for universal and extended provision during the staggered entry period.

All nursery provision will be delivered by the nursery staff in the nursery classroom.

Session Times:

We offer the following daily sessions:

- Morning Session: 8:45 AM – 11:45 AM
- Afternoon Session: 11:45 AM – 2:45 PM
- Optional Extended Session: 2:45 PM – 3:15 PM
(£25 per week)

Attendance Pattern:

Parents/carers must confirm their child’s regular attendance pattern at the beginning of the school year. Any requests to change this pattern during the year will be subject to availability and must be agreed with the nursery in advance.

Collection Times:

Parents/carers must collect their child promptly at the end of their agreed session. You may collect at one of the following times, depending on the session(s) attended:

- 11:45 AM – End of Morning Session
- 2:45 PM – End of Afternoon Session
- 3:15 PM – End of Optional Extended Session

Please choose 2.45pm OR 3.15pm pick up time. We do not have the capacity to alternate between timings over the week.

Late Collection Policy:

If a child is not collected by 2:45 PM (and has not been booked in for the extended session), a £5.00 charge will be automatically applied to cover the extended session.

Funding:

Universal Funding: 15 hours a week, over 38 weeks of the year. This is offered for a whole academic year and not affected by any access to the extended funding or chargeable hours.

Extended Funding: up to an additional 15 hours a week, over 38 weeks of the year – the place is subject to meeting the eligibility criteria and having a valid code, from HMRC. It is the parents’ responsibility to reconfirm their eligibility every 3 months, with reminders from HMRC. 30 Hour Codes must be shared with the school before the beginning of each academic term, for the Autumn term, codes must be given to the school by 10th July 2026.

It is a requirement that a Parent Declaration is signed on a termly basis. You will be notified of deadlines each term. Failure to sign and return the Parent Declaration each term will result in the school being unable to claim funding and consequently extended hours would be payable by the parent or the place will be withdrawn for the extended provision (see Fees section).

What happens if your child falls out of eligibility? The Local Authority will continue to fund the place during a grace period. Please see the table below which details timeframes, grace periods with end dates. If a parent falls out of eligibility then, at the end of the grace period, a parent can elect to convert the additional hours to a chargeable place. If this is not taken, the additional hours will be offered to a family on the nursery waiting list.

Table 1 - Grace period dates

Validity end date:	LA audit date:	Grace Period End date:
1 Jan – 10 February	11 February	31 March
11 Feb – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

- Taken from Early Years Entitlements: Operational Guidance (April 2017)

The school will not be able to claim the funding if a child is not registered with the nursery on headcount day (Thursday 8th October 2026 tbc).

During bank holidays, child absences and exceptional circumstances, the school will continue to claim funding during these circumstances and the funding cannot be transferred by the parent to another provider.

Fees:

If your child is not eligible to free entitlement, then fees for any additional hours will be charged at a daily rate of £25 per session.

For both funded and invoiced places the fee for the optional extended session (2.45pm – 3.15pm) is £25.00 per child per week.

Payment of fees:

St Agatha's School will issue a monthly invoice for chargeable hours.

Fees should be paid via your Arbor account.

Fees must be paid within 30 calendar days of the date of invoice.

Late Payment or non-payment:

Please note that if payment is not made by this date then you will receive a letter informing you of late payment and will have 14 days in which to make the payment. At the end of this 14 days, if payment has not been received then a second letter will be issued giving a late payment deadline. Further non-payment after the non-payment deadline will result in the place being withdrawn immediately.

Reducing and increasing 'hours'- notice period

If you wish to change the additional hours that your child accesses, you must give four weeks notice (if chargeable hours).

If you wish to reduce your additional hours eligible entitlement, then this must be before the school's headcount (Census day).

If your child does not attend Nursey:

We will charge the full fee if we are open and you make the decision not to send your child in to nursery. This includes illness and holiday taken during term time.

If your child is ill on arrival or if they become ill whilst in our care, we will contact you and you will need to collect your child. In such circumstances, we will charge the full fee.

Drop Off and Collection:

In order to support the smooth and efficient running of the nursery, you are expected to drop off and pick up at the published times.

Please let the nursery staff know who will be collecting your child. Any changes should be communicated directly to the nursery staff or via the school's main office.

Lunch:

Nursery lunchtime is scheduled at the beginning of the afternoon session, parents/carers may choose between the following lunch options for their child:

Hot School Meal:

Nutritious hot meals are provided daily by our catering partner, Caterlink. Meals must be ordered in advance using the ParentPay app and are currently charged at £3.05* per meal. Please ensure orders are placed by the stated deadline to guarantee availability.

Packed Lunch from Home:

If you prefer to send a packed lunch, please ensure it follows our healthy eating guidelines. Please do not include: Chocolate, Sweets, Fizzy or high-sugar drinks, nuts or nut based products.

For safety reasons, grapes must be cut lengthways to reduce the risk of choking.

*Price subject to change.

Snacks and drinks:

Water is available at all times during the day and children will be provided with milk and fruit at snack time both during the morning and afternoon sessions. There will be no additional charge for these refreshments.

What parents need to provide:

On each day of nursery, you will need to provide suitable indoor and outdoor clothing as well as a full change of clothes. All items should be labelled with your child's name.

Cancellation of Contract for chargeable hours:

The first four weeks from the commencement of your child's nursery start date acts as a cooling off period. During this time, you are able to cancel this contract without notice. After the first four weeks, either you or we may cancel this contract by giving four weeks written notice.

Declaration

By signing this contract, I am stating that I understand and agree to abide by the terms set out above.

Child's Name:
Name of Parent/Carer:
Date:
Signature:
St Agatha's School:
Date:
Signature: