

Appleton Wiske Community Primary School  
Nursery Sessions and Fees Policy

Our Nursery is open Monday to Friday from 9.00am to 3.00pm term time only, excluding Training Days. The term dates can be viewed on the school website.

The core Nursery hours are:

Morning session	9.00am to 12.00pm
Lunch	12.00pm to 1.00pm
Afternoon session	12.00pm to 3.00pm

Whole days (9.00am to 3.00pm) are equivalent to 6 hours.

Parents/Carers can choose the combination they require, up to the number of hours to which they are entitled (15 hours or 30 hours, depending on their entitlement).

Our Nursery offers access to 'core' funded hours which can be used to access both the 15 hours of universal entitlement for 3 and 4 year olds and the extra 15 hours of extended entitlement. Where hours required are in excess of either the universal 15 hour entitlement or extra 15 hour extended entitlement, parents and carers are able to purchase additional hours should they choose to at a cost of £16.50 per session (i.e. for 3hours).

Lunchtime supervision is included for children who stay all day or who attend an afternoon session. Children who attend a morning only session can stay for lunch; there may be an additional charge of £5.50 for lunchtime supervision depending on the number of funded hours. A school cooked lunch costs £2.50 or parents/carers are welcome to provide a packed lunch.

Funding can be split across up to two provisions, so again where attending hours are over and above the funded entitlement hours, parents/carers are able to pay to access sessions as they need them.

The free childcare entitlement is only available over 38 weeks. If a parent/carer is entitled to 15 hours per week this would equate to 570 hours per year (15 x 38). If a parent/carer is entitled to 30 hours per week this would be 1140 hours per year (30 x 38).

The school's Nursery Admissions Policy gives details of funding arrangements. Please be particularly aware of the need to apply for 30 hours funding at the correct time – parents/carers must have a valid code by the end of the month before a new term starts.

Parents/carers must complete the necessary registration paperwork before their child/ren can attend the Nursery.

Once booked, if a child does not attend for any reason, parents/carers will still be charged for this place. If they wish to cancel the place altogether, one month's notice in writing is required.

Under exceptional circumstances, we may accept temporary or occasional bookings as long as there are places available.

Created: September 2025

Review date: June 2026

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Name	Position	Signature	Date
Neil Clark	Head Teacher		
Jane Quay	Chair of Governors		