St Peter's C of E (Aided) Primary School
Little Green Lane, Farnham, Surrey, GU9 8TF
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✉: info@stpeters-farnham.surrey.sch.uk
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Head Teacher: Mrs Sarah Dunning MEd ALCM

Effective from 1 September 2026

Green Shoots Nursery - Terms and Conditions
Parent copy

Please read these terms and conditions carefully in conjunction with the Nursery Admissions Policy.

Admission
You must complete a Nursery application form before we can consider offering a place at the Nursery. Places will be offered in accordance with the published admissions policy for the academic year of admission. The maximum number of places available is 28. The Governing Body seeks to administer a nursery admissions policy that is balanced and fair, and reflects the diversity and needs of our local community, whilst ensuring the financial viability of the nursery for the benefit of the children who attend. We have therefore reserved a number of places for 15h and 30h FEE children, 15h FEET children, paid-for additional sessions and places for two and a half year olds.

Opening Times
The Nursery sessions run from 9:00am – 3:00pm for a full day. Half day sessions are 9:00am —12:00 or 12:00 —3:00pm. The Nursery is open during term time only and will be closed during all school holidays, including INSET days.

Sessions:
Places are available during core hours as follows:
- 5 days per week funded by extended free early education (FEE 30 hours) for eligible 3- and 4-year olds
- 2.5 days per week funded by free early education (FEE 15 hours) for eligible 3- and 4-year olds
- 2.5 days per week funded by free early education for 2 and a half year olds (FEET)
- Additional 3 hour sessions self-funded.

All children attending Green Shoots Nursery must attend for a minimum of 5 sessions per week.

Eligibility:
3 and 4-year-old children are eligible for admission at the beginning of the first term following their third birthday. 2-and-a-half-year-old children are eligible for admission at the beginning of the first term after they have turned 2 and a half. If a place is offered to you and you do not accept the place within the above deadline, we reserve the right to offer the place to another child.

Reception Class:
Please note that there is no automatic admission into the Reception class of St Peter's Primary School for children attending Green Shoots Nursery. Parents must reapply for a Reception place when their child approaches statutory school age and applications must be made through Surrey County Council's Co-ordinated Admissions Scheme by their published deadline.

Waiting List:
We will accept names onto the waiting list at any time, and will consider these in line with the Admissions Policy at the time the child becomes eligible to attend nursery.

Additional Fees and Invoices:

- All 3-4-year-old children are entitled to a 15 hours universal offer funded by the Government. If parents wish to purchase additional hours these can be booked in blocks of 3 hours, at a charge of £8.50 per hour (effective from 1 September 2026).
- All additional sessions/days purchased must be booked and paid for in advance.
- Parents must be registered on the SCOpay system in order to make a payment. Please speak to someone in the school office if you cannot login.
- Billing / balance notifications will be sent at the end of the month for the following month. Payment must be made by the 14th of each month. Continual late payment may result in your child being removed from the Nursery register. Payment can be made via SCOpay, using childcare vouchers or via the tax-free childcare system. Please ask for further details.
- Prices are reviewed annually and published separately. Please ask if you require a copy.
- We are unable to change or refund any bookings for additional hours once the term has started.
- Money is not refundable for absence due to illness or other family commitments. Money is refundable however for reasons caused by the school or nursery e.g. school closure.
- One month's notice of cancellation of a regular booking must be given.
- You will be charged a late fee of £25 for every 10 minutes after the agreed finish time of either 12.00pm or 3.00pm.
- School meals must be paid for in advance.

30 Hour Extended Entitlement Eligibility Code

You are responsible for confirming and reconfirming your eligibility code for 30 hours funded childcare every three months and at least two weeks before the validity end date. You must do this even if nothing has changed to ensure that the code remains valid. If a code is no longer valid, your child will revert back to the universal 15 hours funded early education entitlement and we will allocate a 15 hours FEE place block

Personal Property and Belongings

The nursery cannot be held responsible for any loss or damage to a child's property or belongings. Every reasonable effort will be made to ensure that no such damage is incurred. Please ensure that your child's clothing is clearly labelled, and we suggest that all personal toys, books and equipment are left at home.

Accidents and Illness

- The nursery reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and asked to sign an accident record form. Staff are able to administer **prescribed medicines only** if parents have completed a Medicine Consent Form.
- We may require parents to collect their child from Nursery in the event of illness or if they require medical attention that cannot be provided by the school first aid. If a child has had sickness or diarrhoea the school have a 48-hour exclusion policy from the last bout of illness.
- Parents must inform the Nursery if their child is suffering from any illness, sickness or allergies before attending the nursery and also if their child will be absent due to any illness on that day.

Agreement

These Terms and Conditions represent the agreement and understanding between the parents (including other carers) and the Nursery. We reserve the right to update / amend these Terms and Conditions at any time. One months' notice will be given of any changes made.

Effective from 1 September 2026

Green Shoots Nursery - Terms and Conditions
To be returned to nursery

I have read and understand the Terms and Conditions and agree to be bound by them.

Child's name			
Signature			
Print Name		**Date**	
Please return your completed form to Green Shoots Nursery			