



NURSERY PROVISION - AD-HOC BOOKING FORM

The cost of Ad-hoc bookings for Nursery provision sessions are as follows:

Ad-hoc - Lunch Club - £3.50 (11:30am-midday)
Ad-hoc - Afternoon Nursery - £20 (12:00pm – 3:00pm)

If you wish to apply for an ad-hoc session(s), please complete and return this form to the school office. Please do not send any money at this stage. Regular Lunch Club/Afternoon nursery sessions will always take priority, therefore requests for ad-hoc sessions will be considered after the Allocation Day for regular bookings. Nursery provision is available every day during term time.

Child Name:		
Parent Name:		
Invoice Preference: (please circle)	Email	Paper copy

Term:	Autumn 1 04/09/18	Autumn 2 05/11/18	Spring 1 08/01/19	Spring 2 25/02/19	Summer 1 24/04/19	Summer 2 03/06/19
Requests considered from:	19/06/18	25/09/18	27/11/18	29/01/19	19/03/19	07/05/19
Term in which session falls <i>(please tick box):</i>						
Lunch Club Dates Required:						
Afternoon Nursery Dates Required:						

Additional Information:

Signature of Parent: _____ Date: _____

Name of Parent: _____ Date Received: _____



AD-HOC NURSERY PROVISION CARE

Aims of Nursery Provision

Victoria School aim to offer parents of Nursery children the ability to purchase additional childcare hours via the Lunch Club, Afternoon Nursery and After School Club.

Additional Hours

Parents are able to pay for additional hours if they need childcare provision beyond 11.30am as follows:

Lunch Club	30 minutes	£3.50
Afternoon Nursery	3 hours	£20

If you receive childcare vouchers, you will be able to use them as payment for childcare. A childcare voucher form will be issued to you with the offer letter.

Fees will be invoiced half-termly and are payable by the deadline as stated in the Extended Schools timetable (see attached). Hours of attendance, once agreed, are set for the half term and are non-adjustable.

Fees are subject to regular review.

Terms and Conditions

The smooth running of the Nursery Provision relies upon parents agreeing to the terms set out below:

- All places are allocated on a half-termly basis according to the Extended Schools timetable.
- All new applications or changes to current arrangements must be made on the official application form according to the Extended Schools timetable. Verbal requests will not be accepted
- All official applications or changes will be date stamped and entered onto the waiting list on the date they are received.
- All applications or changes will be considered on the next allocation date according to the Extended Schools timetable and allocation criteria (see attached).
- New allocations and changes will be effective at the start of each half-term and will not occur at any other time.
- Ad-hoc sessions can be requested for the following half term according to the Extended Schools timetable.
- Offer letters will be sent to parents according to the Extended Schools timetable.
- Once the offer is accepted, fees are payable for all sessions booked, regardless of any absences.
- All invoices must be settled in full by the deadline according to the Extended Schools timetable.
- All fees must be paid by cheque (made payable to Victoria C of E Infant and Nursery School), cash, childcare vouchers or Wisepay.
- Parents wishing to pay using childcare vouchers must notify the school office of the amounts paid and the dates of payment.
- Failure to settle all fees on time may result in the withdrawal of any sessions booked.
- Termination of the agreed provision must be made, in writing, and received by the office according to the Extended Schools timetable deadline. Failure to do so may result in your being charged for the following half-term.
- After School Club is not open on the last day of term.
- Refunds for absence due to exceptional circumstances will be referred to the Governing Body.
- In the event of enforced school closure, the Governing Body will consider the refund policy.
- Parents will ensure all children staying for Lunch Club bring a healthy packed lunch (please be aware the school has a strict NO NUTS code) and must adhere to the school's Food and Nutrition Policy.
- It is the responsibility of all parents/carers to ensure their child is collected by the relevant time.

Nursery Provision is administered by The Extended Schools Administrator, who will be available via the school office on Wednesdays and Thursdays from 8:30am – 3:30pm. All enquiries should be directed to the office and not to the Nursery staff. The contact email is extendedschools@victoria.herts.sch.uk.



Extended Schools Administration Timetable 2018-2019

	AUT1/18	AUT2/18	SP1/19	SP2/19	SU1/19	SU2/19
Required start date:	04/09/18	05/11/18	08/01/19	25/02/19	24/04/19	03/06/19
Applications / changes / cancellations deadline	SU2 Tue – Wk3 19/06/18	AUT1 Tue – Wk4 25/09/18	AUT2 Tue - Wk4 27/11/18	SP1 Tue - Wk4 29/01/19	SP2 Tue- Wk4 19/03/19	SU1 Tue - Wk3 07/05/19
ALLOCATION DAY	SU2 Wed – Wk3 20/06/18	AUT1 Wed – Wk4 26/09/18	AUT2 Wed – Wk4 28/11/18	SP1 Wed - Wk4 30/01/19	SP2 Wed – Wk4 20/03/19	SU1 Wed – Wk3 08/05/19
Ad-Hoc session requests considered from:	SU2 Thu – Wk3 21/06/18	AUT1 Thu– Wk4 27/09/18	AUT2 Thu – Wk4 29/11/18	SP1 Thu – Wk4 31/01/19	SP2 Thu - Wk4 21/03/19	SU1 Thu- Wk3 09/05/19
Invoices/ Offer / Regret letters due:	SU2 Wed – Wk4 27/06/18	AUT1 Wed – Wk5 3/10/18	AUT2 Wed – Wk5 05/12/18	SP1 Wed – Wk5 06/02/19	SP2 Wed – Wk5 27/03/19	SU1 Wed – Wk4 15/05/19
Invoice payment due	AUT1 Tue – Wk1 04/09/18	AUT2 Mon – Wk1 05/11/18	SP1 Tue– Wk1 08/01/19	SP2 Mon – Wk1 25/02/19	SU1 Wed – Wk1 24/04/19	SU2 Mon – Wk1 03/06/19

Allocation Criteria

1. On the Allocation Day. All requests for changes and new application will be looked at and places allocated for the following half term. For example, places starting in SP1 are allocated on the allocation day in AUT2.
2. If there is more than one change eligible for the same place, then the application received first in writing by the Extended Schools Administrator will be allocated the place (*all application forms will be date stamped upon receipt*).
3. If the event of a tie break situation, priority will be given to the child with a sibling already using the provision.
4. In the event of further tie break situation, places will be allocated at the Governor's discretion.