



Sundridge Park  
Yate  
South Gloucestershire  
BS37 4HB

Telephone **01454 866535**  
Email: [admin@woodlandsprimaryyate.co.uk](mailto:admin@woodlandsprimaryyate.co.uk)

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## Woodlands Primary School & Nursery

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### Woodlands Primary School & Nursery – Nursery Terms and Conditions

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#### 1. Nursery Places

- We offer both government-funded and self-funded nursery places for children aged 3 and 4, subject to availability.
- Funded places are allocated according to local authority and national eligibility.
- Any changes to your child's place (increase, reduction or withdrawal) require **one full calendar months' notice in writing**. Adjustments take effect from the start of the following half-term.

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#### 2. Session Times and Charges (from 01/09/2025)

Session	Time	Cost
Morning Session	8:45am – 11:45am	£18
Afternoon Session	12:15pm – 3:15pm	£18
Lunch Club*	11:45am – 12:15pm	£4
Full Day (incl. lunch)	8:45am – 3:15pm	£36

\* *Lunch Club is not charged on a full day session.*

*Please note: Lunch Club does **not** include a hot meal. A hot meal can be ordered via ParentPay at an additional cost of **£2.65**, or a packed lunch can be provided from home. The Lunch Club fee covers staffing and supervision.*

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#### 3. Attendance and Absences

- Regular attendance is expected to support continuity and development.
- **Fees are payable for all booked sessions**, including those missed due to sickness or holiday.
- If your child is absent, please inform the nursery as early as possible.

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#### 4. Payments

- Invoices for self-funded sessions and lunch clubs are issued monthly in advance on the **first working day of each month**.
- Payment is due within **14 calendar days**.
- Payments should be made via **ParentPay** or other approved methods.
- Failure to pay on time may result in the suspension or loss of your child's nursery place. The school reserves the right to seek legal recovery of unpaid fees.

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#### 5. Collection and Safeguarding

- Children must be collected **promptly at the end of each session**.
  - Only individuals listed as authorised may collect your child. Please inform the school in writing of any changes.
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- Repeated late collections may lead to a review of your child's placement and may incur additional charges.

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### 6. Health and Wellbeing

- Children who are unwell should **not attend nursery**. If your child becomes unwell during a session, we will contact you to collect them.

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### 7. Enrichment and Events

- We host **occasional parent and child sessions** (e.g. *Rock the Tots*) to strengthen home-school connections. Some activities may carry a separate cost, which will be communicated in advance.
- Participation is encouraged but optional. Please notify staff if you wish to opt out of any events.

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### 8. Parental Communication

- We value strong home-nursery partnerships. Updates on your child's learning will be shared regularly through newsletters, events, and communication tools.
- Feedback is welcome and contributes to ongoing improvement.

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### 9. Personal Information

- It is your responsibility to keep the school informed of any **changes to contact details, medical conditions or authorised collectors**.
- All data is stored securely and in accordance with **GDPR** and school policy.

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### 10. Voluntary Contribution

To help us continue providing high-quality early years experiences, we invite families to make a **voluntary contribution of £1 per session/£2 per day**. This helps cover the cost of snacks and consumable items.

This contribution is entirely optional and non-compulsory, and no child will be excluded from any activity based on whether or not a donation is made. We are very grateful for any support you are able to offer.

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### 11. Agreement

By signing below, I confirm I have read and agree to the terms outlined in this document, and understand my responsibilities as a parent/carer of a child attending Woodlands Primary School & Nursery.

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Signed (Parent/Carer): \_\_\_\_\_

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_