



DARELL PRIMARY AND NURSERY SCHOOL

Niton Road, Richmond, Surrey, TW9 4LH

Headteacher: **Joe Porter**

Telephone: 020 8876 6721 Fax: 020 8876 3895

E-mail: info@darell.richmond.sch.uk Web: www.darell.richmond.sch.uk

Extended day and lunch club places at Darell Nursery School. Terms and Conditions 2025 - 2026.

These terms and conditions apply only to those paying additional charges for fee paying places in the three year old provision or accessing the extended 15 hours for working families. They are implemented in addition to and alongside relevant school policy and procedures relating to Darell Nursery School.

Offer;

This contract is to access additional fee-paying hours in the provision for 3-year-old children at Darell Nursery School.

1. Your child will be entitled to their universal free early education funded hours at Darell Nursery School from the start of the term after their third birthday. There is no charge for these 15 hours in the nursery. These are offered Monday-Friday 8:45 – 11:45 am or 12:15 – 3:15pm term-time only, which is 38 weeks of the year.
2. If your child is eligible, they may also be entitled to an extended 15 hours for working families. Darell Nursery School only offers places for the full extended 15 hours over 38 weeks of the year. The offer of the place would be for 11.45am – 3:15pm each day Monday-Friday, term-time only (17.5 hours per week including 30 minute lunch club). For the additional 17.5 hours per week at Darell Nursery the cost is **£125 per week**. If you are eligible for the 30 hour funding, this fee is subsidised and therefore the cost to yourself will be **£25.00 per week**.
3. If you fall out of the eligibility criteria for the extended 15 hours for working families, your place will be funded for a short grace period. You will then be expected to pay the full cost of this additional 17.5 hours, unless a full term's notice of the termination of your place has occurred.
4. It is the parent's responsibility to evidence and reconfirm the eligibility code and sign the Parent Declaration by the deadline issued with your last code in order to access extended hours. If this is not done and you are therefore unable to access the funding for the child they will be invoiced the full fee paying amount and the fee paying terms and conditions will apply.
5. To be entitled to a place at the nursery, you must commit to the session for the whole academic year. Should all fee paying sessions not be taken up, at your choice or due to absence, the full fees remain payable, no refunds or discounts will be due.
6. This contract is for the whole academic year. **Half a term's** notice from either yourself or Darell Nursery School, is required to terminate the contract on paid for places.

Attendance

1. Attendance is required for all hours/sessions in line with the nursery attendance policy.
2. Prompt arrival and pick up is required in line with nursery policy. Persistently late collections will result in a meeting with a member of the school's Senior Leadership Team.



Fees

1. Fees payable are agreed by the schools governing body and are effective from the start of each academic year. These fees are reviewed on an annual basis by the governing body.
 2. Fee charges relate to costs such as: staffing, equipment, resources and general running costs.
 3. Fees are payable for all hours and secure the place for the time/dates agreed, therefore no reduction of fees will be given for any absence or if you choose not to take up the full 17.5 hour offer.
 4. If you wish to make payment by childcare voucher, alongside your normal payment method, please ensure these are organised prior to your child starting to ensure these voucher payments are made in advance. We are also registered for the tax free childcare scheme.
 5. Refunds of any overpayment made by childcare vouchers cannot normally be made by the school; overpayment by childcare voucher should be avoided where possible and any refund due should be claimed directly from the voucher provider.
 6. You will be invoiced termly for the extended places via the payment portal Arbor
 7. Darell Nursery school reserves the right to terminate or suspend your child's place with immediate effect, if you do not pay the fees by the due date or you have any outstanding nursery fees.
8. Extended hours costing (inclusive of lunch club)

Autumn Term – 03/09/25 – 19/12/2025 (73 days @ £25) = **£1825**

Spring Term – 06/01/26 – 27/03/26 (54 days @£25) = **£1350**

Summer Term – 13/04/26 – 17/07/26 (62 days @£25) = **£1550**

Total for year: £4725

9. Lunch Club Costing (children with 30hr code)

Autumn Term – 03/09/25 – 19/12/2025 (73 days @ £5) = **£365**

Spring Term – 06/01/26 – 27/03/26 (54 days @£5) = **£270**

Summer Term – 13/04/26 – 17/07/26 (62 days @£5) = **£310**

Total for year: £945

Terms of Payment

1. Once a place is taken up, you will be invoiced in advance for the coming term. Payment will be due by the date indicated on your letter.
2. In the event of a missed payment, you will be notified in writing. Should arrears continue for a further 7 days of the first written arrears notification, you will be notified again in writing and advised that your child's extended place at the nursery school may be terminated if full payment of arrears is not made within a further 7 days.
3. If there are circumstances which mean that you may be unable to make the payment due, you must contact Laura Gavin as soon as possible.

To confirm your acceptance of the Terms and Conditions and secure the place for your child.

Name of child

I have read the terms and conditions and agree to abide by them.

Signature;

Please print name;

Relationship to the child;

Date;

