

CLAIRES COURT NURSERY SCHOOL ACADEMIC YEAR 2023-2024



WELCOME

Thank you for considering Claives Court Nursery School as the Early Years starting point in your child's journey through an amazing and wonderful education. We know that as a parent, there is a point at which your child is ready for more than day care can offer. Our Nursery School links seamlessly with our Reception Year to cover the entire Early Years Foundation Stage (EYFS) and therefore offers phonics and number based learning, specialist dance, yoga and physical education lessons and Forest School education (at our Junior Boys site), to ensure that their natural love of learning and exploration is nurtured from a young age. This will provide a solid basis for future learning as they progress through Claives Court.

ADMISSION

Your child can enter our Nursery School at any time after their second birthday subject to a place being available in the setting most appropriate for their age.

2 year old setting once your child reaches his or her second birthday

3 to 4 year old setting the start of the term in which your child has his or her third birthday

ATTENDANCE

Children in the **2 year old room** attend on a daily basis as agreed in discussion with the Nursery Manager. There is a minimum commitment of 2 days per week until they progress into the 3 to 4 year old setting.

Children in the **3 to 4 year old setting** attend either 5 Mornings or 5 Full Days each week. They have the option of attending for up to 48 weeks (240 days) a year or according to our main school term dates (171 days).

CORE SESSIONS

Children attend daily for core sessions and these are as follows:

Morning Sessions 08.30 to 12.00 (**3 to 4 year old setting**)

Full Day 08.30 to 15.30 (**2 year old setting** and **3 to 4 year old setting**)

EXTENDED DAY

'Breakfast Club' and 'After School Care' can be booked separately offering parents an extended day from 07:30 until 18:00 (17:30 on Fridays). These sessions include breakfast (between 07:30 and 08:00) and a hot tea (at 16:30).

HOLIDAY CARE

Holiday care outside of term time is provided as per the Nursery Calendar for children attending on the 48 week basis. Children who attend the 3 to 4 year old setting on a term time basis can access care during the school holiday periods by prior discussion with the Nursery Office and subject to availability. Our Nursery Holiday care is run separately from our school based Holiday Club. Access to the Claives Court Holiday Club is available to those aged from about 5 years and above.

TRANSFER

Children in the **2 year old room** must transfer to the **3 to 4 year old rooms** in the term after their third birthday to comply with the Early Years Foundation Stage. They can transfer earlier (in the term that their third birthday falls) but only on the recommendation of the Nursery Manager and subject to a place being available.

Children in the **3 to 4 year old rooms** must transfer to one of our **Reception Classes** in the Autumn Term after their fourth birthday.

48 WEEKS

48 weeks are calendar weeks including bank/public holidays where these fall. The Nursery will be closed for either 4 or 5 days (extra to the 3 bank/public holidays) at Christmas and 9 days in the summer. Days closed will be confirmed at the beginning of each Academic Year but as an aid to planning will be 28 December 2022 to 4 January 2023, 29 August to 6 September 2023 and 25 December 2023 to 3 January 2024, 27 August to 4 September 2024. We aim to provide 240 days per year.

TERM DATES FOR THREE TO FOUR YEAR OLDS

TERM	STARTS ON	HALF TERM	ENDS ON	NO OF DAYS
Autumn	7 Sep 2023	23 Oct – 3 Nov 2023	14 Dec 2023	61
Lent	8 Jan 2024	12 Feb – 16 Feb 2024	27 Mar 2024	53
Summer	16 Apr 2024	27 May – 31 May 2024	11 Jul 2024	57

Please note the Autumn half-term break is for two weeks.

UNIFORM

We take pride in our appearance and being part of the Nursery School. As such, all children are required to wear the official School burgundy sweatshirt/navy polo shirt and their own choice of navy bottoms. This may be joggers/leggings or shorts. We also ask if a puddle suit can be bought too to support outdoor education and Forest School learning. The jumper, polo shirt and puddle suit can be purchased from our uniform supplier - Goyals, Bridge Street, Maidenhead (01628 639725).

FREE NURSERY EDUCATION

Our setting has been accepted by the Royal Borough of Windsor and Maidenhead (RBWM) as an appropriate provider of Early Years Education and pupils on roll are eligible to receive a free entitlement under the Early Years Funding scheme (EYF).

For 3 and 4 Year Olds

Currently all qualifying three and four year olds are entitled to receive up to 570 hours of free nursery education per year. We offer three hours free within each of our morning sessions up to a total of 15 hours weekly and eligible children can make up the difference (to a maximum of 30 hours in any week) with another provider. To qualify for the free entitlement, it is only necessary to provide proof of age (e.g. a birth certificate) and a signed Parental Declaration form (available from Admissions).

For 2 Year Olds

Our Nursery School is not registered for the Government's Free education and childcare for 2-year-olds scheme.

Afternoon only availability

Subject to availability, the Nursery has a small number of places available from 12.30pm to 3.30pm daily during term time for 3 and 4 year olds. These are offered on a no-registration fee basis (for entry at 3+ years) but, for reasons of equality and fairness, it is necessary to operate a waiting list system. Please apply as soon as possible to the Nursery Manager in writing if you wish to place your child's name on this waiting list. Please note that these sessions are not open to those attending morning sessions and that uniform is required (see above). The Registration Fee of £100 is payable immediately if other sessions are taken e.g. casual, pro rata and out-of-school care sessions.

The qualifying birth dates indicated in the fee table overleaf are those provided by the RBWM and are based on the current funding obligations of the local authority. These may change in the future and the dates are to be used as a guide only.

CHILDCARE VOUCHERS & TAX-FREE CHILDCARE

The School will accept Childcare vouchers in payment of Nursery Fees under HMRC rules or will invoice parents' employers directly. The School's contract, however, remains with the Parents, who will be liable for settlement of fees in the event that Childcare Vouchers or employer invoices are unpaid for any reason. HMRC has now launched the new Tax-Free Childcare online payment account and the School is registered to receive payments from these accounts.

INSURANCE

Insurance cover against personal injury and dental accident is included. Please note that cover does not extend to medical expenses. Our Fees Refund scheme and Personal Effects Insurance does not extend to our Nursery School.

REGISTRATION FEES & DEPOSITS

A £150 Registration Fee is payable with your application for a school place at Claire's Court School. This fee is non-refundable.

As our EYFS comprises both Nursery and Reception settings, a place will be reserved for your child in Year 1 at Claire's Court Juniors. To secure your child's initial place in our Nursery School, a deposit is required. If this is your only child attending Claire's Court School then the deposit is £1,500 of which £500 will be returned with the first term's fee for Year 1. If your child has an older sibling at Claire's Court then the deposit will only be £500 and will be refunded as above.

The balance (£1,000) is then aligned with our main school requirement and is classed as the 'family deposit'. It is returned at the end of the child's education at Claire's Court. If subsequent siblings join us at any entry point, this will carry through and is refundable on the last child leaving the main school. However, if the initial Year 1 place accepted is not taken by your son or daughter then the deposit will be retained by the school.

NURSERY NOTICE

If your child attends one of our settings on a 48 week basis then you must give us 16 weeks' notice that you intend to withdraw your child from our Nursery. If your child attends on a term time basis then you must give us a term's notice. In both cases, your notice must be in writing and addressed to the Head of Juniors. If you do not give us the appropriate notice then we will charge you 16 weeks'/a term's fees in its place.

NURSERY FEES AND PAYMENT

Fees are based on the attendance agreed between the family and the Nursery Manager and on the attendance basis chosen i.e. 48 weeks or term time. For children attending the 2 year old setting the calculation will be based on core days subject to a minimum of two days weekly.

Children in the 3 to 4 year old setting are required to attend a minimum of five mornings or five full days each week. Any additional afternoon sessions will be charged at the casual rate basis below.

Fees are invoiced in advance half termly and can be paid by Childcare Vouchers or by Direct Debit. We can arrange a monthly payment plan or alternatively if unpaid a direct debit will be taken on the second Monday of each half term. A charge of £50 is made for failed Direct Debits.

DAILY AND SESSION CHARGES

Our charges for Core Sessions on a daily basis are as below:

Eligible for Early Years Funding

Full Day - £56.80* **

Morning - £19.05*

Not Eligible for Early Years Funding

Full Day - £72.25**

Morning - £34.50

*Fees relate to those hours over and above the three free hours available per day.

** Includes a hot lunch

EXTENDED CARE

Breakfast Club (breakfast included)	07.30 – 08.30	£3.85
After School Care (hot tea included)	15.30 – 18.00	£13.50

CASUAL SESSIONS

Casual extra sessions are only available to children attending on a term time basis. These can be booked subject to availability but do not qualify for EYF. Please enquire directly with our Nursery Manager.

Full Day incl hot lunch (only for 2 year old room)	Casual rate £85
An afternoon session including hot lunch	Casual rate £45

The tables below are a guide to the most common combinations:

The 2 year old room runs for 48 weeks a year (see above).

2 Year Olds	Weekly	Monthly
Full Day Core Hours **	£361.25	£1,455
Full Day incl Extended Day	£448	£1,792

The 3 to 4 year old rooms run during term time and are the setting for holiday care outside this.

3 & 4 Year Olds	61 Day Term	53 Day Term	57 Day Term
Session	Autumn 2023	Lent 2024	Summer 2024
Free hours: qualifying birth date	1 Sep 18 to 31 Aug 20	1 Jan 19 to 31 Dec 20	1 Apr 19 to 31 Mar 21
Mornings with free entitlement*	£1,162.05	£1,009.65	£1,085.85
Mornings no free entitlement	£2,104.50	£1,828.50	£1,966.50
Full Day with free entitlement* ** exc. Extended Day	£3,464.80	£3,010.40	£3,237.60
Full Day no free entitlement exc. Extended Day	£4,407.25	£3,829.25	£4,118.25

*Fees relate to those hours over and above the three free hours available per day.

** Includes a hot lunch