



Gresham Village School and Nursery
Cromer Road
Gresham
Norfolk
NR11 8RF

t: 01263 577349

e: office@greshamvillage.norfolk.sch.uk

headteacher: Marc Goodliffe

Preparation for life's journey

Nursery Terms and Conditions

Nursery Opening/Session Times:

	Mon	Tue	Wed	Thu	Fri
Morning Session	9.00 – 12.00	9.00 – 12.00	9.00 – 12.00	9.00 – 12.00	9.00 – 12.00
Afternoon Session	12.00 – 3.00	12.00 – 3.00	12.00 – 3.00	12.00 – 3.00	12.00 – 3.00

Pricing

Morning Session	£12.00
Afternoon Session	£12.00

Early Years Childcare Vouchers

Parents may use their 15 or 30 hours Early Years Childcare Vouchers for morning or afternoon sessions. Any sessions above 15 or 30 hours need to be purchased at the rates above. Early Years Childcare Vouchers can be used any time after the term following your child's third birthday.

Children may attend nursery from their third birthday at the prices stated above. Parents qualifying for 2-year old funding will receive up to 15 or 30 hours free. Any sessions above 15 or 30 hours need to be purchased at the rates above.

On weeks in which we are unable to offer a full week (e.g. May Bank Holiday), you are entitled to your full hours for that week and may take extra sessions that week if available. Please let the office know to check availability.

Booking your Sessions

Before your child starts at Gresham Village School, we ask you to complete a Session Plan for your 15 or 30 hours. This is so we can plan how many adults we will require for individual sessions. To start with you may not require all your hours but it will enable us to staff the setting effectively.

Sessions must be booked in advance at the school office using the Session Plan form. Further forms are available if required from the office.

Changing your Sessions

We are happy to change your session plan or to increase the number of sessions you require, even on a one-off basis. However, you will need to speak to Julie and Miss Neylon to arrange this, as we will need to check our ratios.

Payment

You will be invoiced, via ParentMail at the end of each month and can pay via ParentMail or through the school office. Please ensure you clear your balance before you get the next month's invoice. **Late payment will result in a £10.00 administration charge.** We will provide you with a statement at any time upon request.

Late Pick-up

If you are running late please contact the office (01263 577349) so we can arrange supervision of your child. **Persistent lateness will result in a £10.00 charge.**