



**W H I T L E Y** **C H A P E L** **C E**  
F i r s t S c h o o l

**Whitley Chapel Church of England First School**  
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Headteacher: Miss Jenny Morgan

## Nursery Provision

Dear parents

We are now one half term into our new extended Nursery provision. It is all working very well, and we are pleased to deliver a successful provision for you and your children. I thought it would be a good time just to remind you all of the hours, and to explain how payment for food works, now that we are established.

We run our Nursery sessions Mondays to Thursdays. There is no Nursery on a Friday. We have 4 sessions each day.

Early Nursery – flexible arrival time, between 8.15am and 9.00am. Breakfast can be provided if required. If breakfast is taken, there will be a charge of £1 per day. Breakfast will typically be something like toast or a bagel, or porridge, and some fruit juice. Children have some choice about what they would like to have. If breakfast is to be taken, please ensure children arrive at school no later than 8.30am. Children do not HAVE to have breakfast if they attend Early Nursery, as we know some children may have had breakfast already at home, but please do let us know either way so we can plan accordingly.

Morning Nursery – From 9.00am til 12.00 noon. Unlike Early Nursery, the timing of this session is not flexible, and children attending are expected to arrive at school at 9.00am. If children are not attending the afternoon session that day, they can be picked up at 12.00 noon if they are not having lunch, and at 12.30pm if they are staying for lunch. If children are staying all day, they will go out to play between 12.30pm and 1.00pm with the rest of the school.

Afternoon Nursery – From 1.00pm til 3.15pm. Again the timing of this session is not flexible, and children attending the afternoon session ONLY must arrive at 1.00pm. All children who are NOT attending Late Nursery that day are to be picked up at 3.15pm.

Late Nursery – flexible pick up time between 3.15pm and 4.30pm. An afternoon snack is provided at the cost of £1 per day. Children attending Late Nursery will generally be expected to have – and therefore pay for – a snack, as they really do need it by this time of day! Children are involved in the preparation of their snack, and a typical snack may be beans on toast, brioche and fruit, a cheese toastie, a small bowl of soup etc, along with fruit juice. If children are to be picked up BEFORE 4.00pm, there won't be time for them to have a snack, so it is really important that you let us know what time you will be picking up your child.

It is essential that you let us know IN ADVANCE if your child will be attending the Early or Late Nursery sessions, as we need to plan around who is staying and when. You must let us know at least one day in advance. For example, if they are to stay on a Tuesday, you must let us know on the Monday morning at the latest. If your child is staying for either session on a Monday, you must let us know by the THURSDAY before.

You can pay your food bills at the end of each half term (you will be billed accordingly), or you can 'pay as you go' on a session-by-session or weekly basis.

Please be aware that whatever sessions your child takes must be within their funded allocation, whether that is 15 or 30 hours. If you are sharing your provision with another setting, you will need to ensure the sessions you take at Whitley Chapel are no more than the amount of hours you have told us you are allocating to our setting.

If you have any questions at all about our Nursery provision, please do come and speak to me. Thank you.

Mrs Dickens