



Terms and Conditions

Welcome to our pre-school!

At our pre-school we believe that the Early Years Foundation Stage (EYFS) provides a solid foundation for children to become lifelong learners. We want all children to **Love, Learn, Persevere** and **Succeed!**

Children enter pre-school with unique personalities with differences that are celebrated and welcomed within our school community. Our Curriculum is underpinned by identifying each child being an individual and allowing them to express themselves through our learning environment. Our Curriculum is designed to promote and teach basic skills, knowledge, concepts, and values. We believe that prior learning from previous settings and their experiences at home, as well as providing firsthand learning experiences is key to promoting engaging learning.

At Long Lawford Primary School, we believe that communication is key in underpinning your child's access to the curriculum. We invest a lot of time in developing children's oracy skills, ensuring that they can communicate effectively before transitioning into Reception, where this work on communication is expanded and built upon further.

Children will leave our pre-school equipped with the confidence and skills ready to start Reception Class the following academic year.

Who's who?

Early Years Lead: Mrs. Carter
Early Years Teaching Assistant L3: Mrs. Alexander
Early Years Teaching Assistant L2: Mrs. Lee
Early Years Apprentice: Miss Wills
Catering provider - Educaterers

Pre-School Contact Details:

Telephone: 01788 543332
Address: Long Lawford Primary School Pre-School,
Holbrook Road,
Long Lawford,
Rugby,
CV23 9AL.
Email: Admin2405@welearn365.com
Website: www.longlawfordprimaryschool.com
Facebook: www.facebook.com/Longlawfordprimary

Session Times:

8:30am-11:30am – morning session
11:30-12:15pm – lunch session (chargeable)
12:15-3:15 – afternoon session

Registration

1. Parents/carers can register their child for a place at any time with Long Lawford Primary School.
2. Places will be assigned in line with the school's admission arrangements, available here > > <https://www.longlawfordprimaryschool.com/attachments/download.asp?file=2867&type=pdf>
3. Parents/carers will be entitled to claim 15hrs Early Education Funding. At this time, we will only be offering places for pre-school age (from the September before they start Reception at school). Some families will be able to claim an additional 15hrs (30hrs in total). Please see www.childcarechoices.gov.uk for the eligibility criteria.
4. Additional pre-school sessions can be bought and paid for UP FRONT if you require additional sessions for your child. We ask parents/carers make this clear on the application form.
5. We DO NOT offer sessions for children under 3yrs of age at this time.
6. Parents/carers are required to share with the school details of who has parental responsibility for the child requiring a place, and we ask that this is shared either on the application form or before the child starts their pre-school place.
7. Parents/carers are required to inform the school if their child will be absent from Pre-School for any reason. This is for funding purposes and is in line with our attendance procedures.
8. Please be aware that the registration of a pre-school place leads Long Lawford Primary School to make important decisions and financial commitments in terms of the required staffing levels for the children attending the provision at any given time. This is why we must insist on the notice periods outlined in the below section.

Uniform

9. We ask that children wear our school uniform when attending Pre-School. The uniform consists of:
 - a. White polo t-shirt (logo optional)
 - b. Blue jumper (logo optional)
 - c. Grey or black jogging bottoms
 - d. Grey or black shorts (summer)
 - e. Grey or black skirt
 - f. Blue or grey summer dress
 - g. Sturdy black shoes (no trainers) that are suitable for outside use
 - h. Wellington boots
 - i. A suitable coat
10. Uniform is available on our school website: (<https://www.longlawfordprimaryschool.com/page/?title=School+Uniform&pid=1047>)

11. Good quality second hand uniform is also on sale at the school. Further information is available at admin2405@welearn365.com.

Cancellation of places, notice periods and session changes

12. If parents/carers wish to change the number of sessions their child attends, ONE CLEAR HALF A TERMS NOTICE is required.

13. If parents/carers wish to cancel or withdraw a place for their child attending our pre-school, no fees will be payable PROVIDED THAT we receive ONE CLEAR HALF A TERMS NOTICE in writing from you that your child will no longer be taking up their place. If less than one clear half a terms notice is given, fees will be payable, whatever the reason for cancellation. For example, if you would like your child to leave at the end of May then notice must be given in writing before the beginning of that half term.

14. If you do need to change the sessions your child attends, please speak to Mrs C Gibbons in the school office. We will do our best to accommodate your request. One half terms notice of permanent changes of hours is required.

Illness

15. Full fees are to be paid if your child is ill. Please let the school know if your child will be absent for any reason. This is for funding and in line with our attendance procedures.

16. If your child is showing symptoms of an infectious disease (such as sickness and diarrhoea, COVID-19, chicken pox etc), they must not return to pre-school for the required period of time (see Appendix 1, below).

Attendance and continued non-attendance

17. School leaders monitor attendance across the school. Including pre-school. We have high expectations of regular attendance, and support families in achieving this goal.

18. Parents/carers must inform the school if their child is not able to attend their booked session in pre-school. Any missed sessions are non-refundable.

19. If your child has missed more than 2 consecutive weeks of their booked sessions, school leaders will be in touch to offer support and to discuss the reasons for non-attendance.

20. Continued non-attendance (more than 2 consecutive weeks) at pre-school may result in your child's place being withdrawn.

Fees

21. The pre-school reviews chargeable sessions for parents on a financial yearly basis and will adjust fees from 1st April annually (or before if needed).

22. Parents/carers are entitled to a minimum of 15 free hours (not including lunchtime session) which can be taken either in the morning, the afternoon, or a mix of the two.

23. Sessions can be bought in addition to parent/carer entitlements (either 15 or 30 hrs free pre-school sessions), which cost **£16** per additional session.

- 24.If parents/carers wish to pay using childcare vouchers, please contact the school.
- 25.We DO NOT offer hourly sessions at this time.
- 26.Lunchtime sessions can be bought for £7 per session. A school lunch will be provided at no additional cost to parents/carers. Meals are prepared and served by Educaterers. **See Appendix 2 for the menu.** Packed lunches are welcome from home if parents/carers prefer but bringing packed lunches DOES NOT reduce the cost of the lunchtime session.
- 27.We do occasionally ask parents for contributions towards coaches for trips. Although these are not compulsory, we do ask that parents/carers try to contribute to school trips where they can, so that the children get the best educational experiences we can provide.

Payment of Fees

- 28.Fees apply for hours agreed in addition to the 15 hours of Early Education Funding, or if you are not eligible for the additional 15 hours (30 hours in total). Fees are payable for 38 weeks per year as per the school calendar.
- 29.Fees are payable Via BACS. Sessions cannot be confirmed without payment being processed.
- 30.Fees are payable for ALL sessions booked irrespective of whether or not a child is absent because of family holiday or illness or if specific Pre-School events coincide with pre-booked sessions. The only exceptions are sessions that fall on Teacher Training days, half term holidays and Public Bank Holidays. Fees will still be payable for Pre-School closure due to severe weather including flooding, snow or similar events.
- 31.Our fees are reviewed annually prior to September and may be subject to change. You will be given at least a half terms notice prior to any changes.
- 32.Early Education Funding is only available during term time (38 weeks per year). If you decide to leave halfway through a term, we reserve the right to negotiate with the new setting whether the funding can be transferred.
- 33.Funding is allocated by the Local Authority and any changes made are at the discretion of Warwickshire County Council; these decisions are out of our control.
- 34.If you have any difficulties paying fees, please speak to the school business manager Mrs C Gibbons as soon as possible.

Making Invoice Payments

- 35.Payments must be made in advance in order to secure your child's additional hours in our Pre-School.
- 36.All payments to be made via BACS.
- 37.We DO NOT accept cash in the school office – we are a cashless school.
- 38.We DO NOT accept cheques in the school office.
- 39.We CAN accept childcare vouchers via the Tax-Free Childcare Scheme. Please speak to Mrs C Gibbons in the school office regarding this.

Late Invoice Payments

40. Upon receipt of your invoice, you have 7 consecutive days to make the invoice payment.

41. If a payment is not made within and including the 7th day, the pre-school reserves the right to cancel bookings until the payment is made.

42. Continued non-payment of invoices could result in your child's placement in pre-school being withdrawn and possible legal action taken to recover the missed payments.

Late Collection Charges

43. We appreciate that delays to collect your child can sometimes be unavoidable. For these unforeseen emergencies, we do have a free 10minute buffer and ask that parents/carers inform the school if they think they might be late.

44. If this late collection becomes a regular occurrence, we reserve the right to charge £5 per ten minutes of lateness from the end of the pre-school session. Department for Education (DfE) regulations dictate that when caring for children there should always be 2 members of staff present, therefore the charge covers for this cost.



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Please complete and return to the school office.

I agree to abide by the Pre-School Terms & Conditions.

Childs name: _____

Parent's name: _____

Parents signature: _____ Date: _____

Appendix 1

This guidance refers to public health exclusions to indicate the time a child should not attend a setting to reduce the risk of transmission during the infectious stage.

Infection	Illness Absence period	Comments
Athlete's foot	None	Children should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over	Pregnant staff contacts should consult with their GP or midwife
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores

Infection	Illness Absence period	Comments
Conjunctivitis	None	If an outbreak or cluster occurs, consult your local health protection team (HPT)
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell Children and young people who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test	Children with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Staff and students can return 48 hours after diarrhoea and vomiting have stopped	If a particular cause of the diarrhoea and vomiting is identified there may be additional exclusion advice for example E. coli STEC and hep A
Diphtheria*	Exclusion is essential. Always consult with your UKHSA HPT	Preventable by vaccination. Family contacts must be not attend school site until cleared to return by your local HPT
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your local HPT
Glandular fever	None	

Infection	Illness Absence period	Comments
Hand foot and mouth	None	Contact your local HPT if a large number of children are affected. Exclusion may be considered in some circumstances
Head lice	None	
Hepatitis A	Remain off school site until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice)	In an outbreak of Hepatitis A, your local HPT will advise on control measures
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your UKHSA HPT for more advice
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles	4 days from onset of rash and well enough	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife

Infection	Illness Absence period	Comments
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your local HPT will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. Your UKHSA HPT will advise on any action needed
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case can still attend school
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your UKHSA HPT for more
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff
Ringworm	Not usually required	Treatment is needed

Infection	Illness Absence period	Comments
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all pupils and staff. Pregnant staff contacts should seek prompt advice from their GP or midwife
Scabies	Can return after first treatment	Household and close contacts require treatment at the same time
Scarlet fever*	Can return 24 hours after starting antibiotic treatment	A person is infectious for 2 to 3 weeks if antibiotics are not administered. In the event of 2 or more suspected cases, please contact your UKHSA HPT
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife
Threadworms	None	Treatment recommended for child and household
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment

Infection	Illness Absence period	Comments
Tuberculosis* (TB)	Until at least 2 weeks after the start of effective antibiotic treatment (if pulmonary TB Exclusion not required for non-pulmonary or latent TB infection Always consult your local HPT before disseminating information to staff, parents and carers	Only pulmonary (lung) TB is infectious to others, needs close, prolonged contact to spread Your local HPT will organise any contact tracing
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local HPT will organise any contact tracing

Appendix 2: School Meal Options

From September 2022 (Up until the end of January). The menus rotate weekly; week 1 is repeated after week 3 etc. Any updates to menus will be shared with parents/carers on the day (if an item on the menu is not available) or as the menu is updated by Educaterers, the school's catering supplier.

If your child has any food allergies or dietary requirements, please let the school know so that this information can be passed on to Educaterers.

Each day, children will have either a red option or a green option plus a pudding. Please let your child's teacher know which option you would like your child to have each week by completing the form provided.

Week 1



Educaterers Lunch Menu Week 1

Coventry and Warwickshire: 5/9, 26/9, 17/10, 7/11, 28/11, 9/12/23, 30/1.
Leicestershire: 5/9, 26/9, 7/11, 28/11, 9/12/23, 30/1.
Oxfordshire: 5/9, 26/9, 17/10, 7/11, 28/11, 19/12, 9/1/23, 30/1, 20/2.

Meat Free Monday



(vg) Quorn Dippers G.

or



(v) Broccoli and Sweetcorn Pasta Bake G.D.

Tuesday



Pork Meatballs G.

or



(v) Cheddar Cheese and Potato Pie D.E

Wednesday



British Roast Chicken, Stuffing G.

or



(vg) Quorn Roast G.
Optional Stuffing G.

Thursday



Pasta Bolognese G./Cheese D.

or



(v) Veggie Sausage Pattie in a Breakfast Bap D.E.G.

Friday



Crispy Salmon Fishcake F.G.

or



(v) Rustic Cheese & Tomato Pizza D.G.

Week 1 Dessert Menu

Every day we offer:

- (v) Yoghurt, (D) or
- Fresh fruit as alternative dessert options

Monday

- (v) Chocolate Mousse with Fruit D.
- (vg) Homemade Ginger Biscuit G.

Tuesday

- (vg) Homemade Lemon Shortbread G.

Wednesday

- (v) Homemade Chocolate Cherry Sponge G.E. with Hot Chocolate Sauce D.
- (v) Ice Cream Tub D.

Thursday

- (v) Homemade Iced Pineapple Cake G.E.

Friday

- (v) Ice Cream Tub D.
- (vg) Homemade Crunch Cookie G.

All our meals include a carbohydrate accompaniment, seasonal vegetables and/or salad. We offer a choice of fruit, juice cordial, semi skimmed milk or water to drink. Some schools offer a Hydration Station instead, comprising of unlimited chilled water flavoured with fresh fruit.

Accompaniments may vary to those shown in the photographs.

PLEASE NOTE some schools serve the cold option in a deli bag with vegetable sticks or salad, a dessert and a drink.

Key

- vg = vegan
- V = vegetarian
- D = Dairy
- N = Coconut/Nuts
- S = Sesame
- E = Egg
- G = Gluten/Wheat
- F = Fish
- M = Mustard
- SB = Soya
- SU = Sulphites



www.educaterers.co.uk

Menu may change to meet customer preferences.

Email: contactus@educaterers.co.uk



Allergies

Please contact your school cook for information regarding the content of dishes and products on our menu.

Week 2

Meat Free Monday



(h) Tuna Pasta Bake (F.G.D.)



(v) Veggie Toad in the Hole D.E.G.

Tuesday



Beef Grill G. in a Bun G.



(vg) Plant Power Burger in a Bun G.

Wednesday



Roast Pork, Apple Sauce



(vg) Quorn Roast G. Apple Sauce

Thursday



Chicken Pie G.D



(v) Cheese and Onion Pasty D.G.M.

Friday



Breaded Fish Fillet F.



(v) Roasted Vegetable Frittata D.E

Week 2 Dessert Menu

Every day we offer:
(v) Yoghurt (D.)
or fresh fruit as alternative dessert options

Monday
(vg) Homemade Flapjack with Fruit Wedges G.

Tuesday
(v) Ice Cream Tub D.
(vg) Homemade Chocolate Oatcake G.

Wednesday
(v) Homemade Oaty Apple Crumble G. with Custard D.

Thursday
(vg) Homemade Crispy Cornflake Cookie G.E.

Friday
(v) Dinky Doughnuts with Chocolate Sauce D.G.SB.E.
(v) Ice Cream Tub D.

All our meals include a carbohydrate accompaniment, seasonal vegetables and/or salad. We offer a choice of fruit juice cordial, semi skimmed milk or water to drink. Some schools offer a Hydration Station instead, comprising of unlimited chilled water flavoured with fresh fruit.

Accompaniments may vary to those shown.

PLEASE NOTE some schools serve the cold option in a deli bag with vegetable sticks or salad, a dessert and a drink

Key

- vg = vegan
- V = vegetarian
- D = Dairy
- N = Coconut/Nuts
- S = Sesame
- E = Egg
- G = Gluten/wheat
- F = Fish
- M = Mustard
- SB = Soya
- SU = Sulphites



Meat Free Monday



Cheese and Tomato Pizza D.G.



(v) Veg Korma M.D.E.

Tuesday



Pork Sausages G.SU.



**(vg) Chinese Style Plant Based "Meat"balls
Noodles contain Gluten**

Wednesday



Roast Beef in Gravy, York Pudd D.E.G



**(vg) Quorn Roast G.
(v)Yorkshire Pudding D.E.G**

Thursday



Chicken Fajita Wrap G.



(v) Mac 'n' Cheese G.D.

Friday



Breaded Fish Fillet Fingers F.



(vg) Breaded Vegetable Fingers G.

Week 3 Dessert Menu

Every day we offer:

(v) Yoghurt, (D.)
or fresh fruit as alternative dessert options

Monday

(vg) Homemade Chocolate Cracknel

Tuesday

(v) Chocolate or Strawberry Swirl Mousse D.
(vg) Homemade Fruity Flapjack G.

Wednesday

(v) Homemade Iced Sponge
with Sprinkles G.E. and Custard D.

Thursday

Jelly with Fruit
(vg) Homemade Carrot and
Orange Cookie G.

Friday

(v) Cheddar Cheese, Crackers and Apple
Slices G.D
(v) Ice Cream Tub D.

All our meals include a carbohydrate accompaniment, seasonal vegetables and/or salad. We offer a choice of fruit juice cordial, semi skimmed milk or water to drink. Some schools offer a Hydration Station instead, comprising of unlimited chilled water flavoured with fresh fruit.

Accompaniments may vary to those shown.

PLEASE NOTE some schools serve the cold option in a deli bag with vegetable sticks or salad, a dessert and a drink

Key

vg = vegan	G = Gluten/Wheat
V = vegetarian	F = Fish
D = Dairy	M = Mustard
N = Coconut / Nuts	SB = Soya
S = Sesame	SJ = Sulphites
E = Egg	



Please tick ✓ which option you would like your child to receive.

Child's Name: _____

	Red	Green
Week 1		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

	Red	Green
Week 2		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

	Red	Green
Week 3		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

One pudding will be provided on the day by Educaterers.

If you wish to change meal options, please contact the school.