



# Orchard Primary and Nursery School

Head Teacher Mrs J Chambers  
Chapel Street Kirkby-in-Ashfield Nottingham NG17 8JY

Telephone (01623) 455939 Fax (01623) 459868  
[Email.office@orchard-pri.notts.sch.uk](mailto:Email.office@orchard-pri.notts.sch.uk)

## **Your 30 Hours entitlement at Orchard, we only offer 15 or 30 hour places.**

We are pleased that you will be using your 30 hours entitlement with us, we just wish to outline the arrangements for this with you and ask you to confirm your agreement.

- 1, You need to remember to activate and renew you eligibility access code each term and re submit it to school office or your 30 hours place will be cancelled.
- 2, If you are no longer eligible for 30 hours due to a change in your circumstances then you will resume your 15 hours of entitlement on the sessions you were originally allocated ie. mornings or afternoons or we will try to meet you preferred session requirements.
- 3, You must provide your child with a packed lunch each day and a drink for the afternoon session. You may also wish to leave a small bag with a change of clothes.
- 4, The daily lunchtime charge of £5 is payable if your child attends everyday from 8.30-3.30 and must be paid on all occasions even if your child is ill or you are on holiday.
- 5, Lunchtime is included in your 30 hours if your child does not attend for at least 2 sessions per week.  
To clarify- if your child does not attend for at least 1 full day or 2 mornings or 2 afternoons or 1 morning and 1 afternoon per week then you will not be charged for lunchtimes.
- 6, Parents have the option to take their child home for the lunchtime hour if they so wish. (lunchtime is 11.30-12.30)
7. Your 30 hours may not be accumulated at Orchard, each Monday is a fresh start of your entitlement with us.

We reserve the right to review charges and amend our terms and conditions on an annual basis, this agreement is for the 2022/23 academic year

Childs Name\_\_\_\_\_

I agree to the meet the agreement arrangements stated above.

Signed\_\_\_\_\_ Date\_\_\_\_\_





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Please indicate below (if possible) what your pattern of usage for the 30 hours will be.

Childs Name	Please tick/state sessions if known
5 days totalling 30 hours with £25 a week paid lunch times every week	
<b>Occasionally</b> 5 days a week with the £25 a week paid lunch times, the majority of the time will be 30 hours with the included lunchtime	
30 hours with the included lunchtimes Please state which sessions your child <b><u>will not attend</u></b> each week (if known)	
Occasional use of the 30 hours to suit your individual requirements communicated at least 1 week in advance.	

