Nursery Policy

Dove Bank Primary School

2026 - 27

Terms and Conditions
Admissions, Fees and Funding

Dove Bank Primary School has an admissions policy that we feel is fair and equal to all those who wish to attend. We are an inclusive setting that welcomes children from all backgrounds and abilities. The only restriction is the maximum number of places available at any session.

The Application Process for Places

Please add your child to our wait list with the school office or apply by completing the forms available from the school office. These must be completed and returned before your child can start with us. Applications are accepted for children aged 2 to 4 years.

Funding

Funding is available for children age 2, 3 and 4 years, in line with guidelines and regulations enforced by Staffordshire County Council. More information is available from the following websites Staffordshire County Council or Childcare Choices.

Fees

Fees are payable weekly in advance. You will be invoices for all sessions that are not covered by the government funding. Lunches will be charged each day your child books a school lunch through the Arbor parent app. For your child to keep their place fees must be paid promptly upon receipt of the invoice.

A late payment charge of £10 may be charged to your account for any fees outstanding at the end of each month in which sessions take place. For example, June fee's must all be paid by the end of the month to avoid a late payment fee.

We reserve the right to terminate your child's unfunded hours if fees are repeatedly not paid on time. Non-payment of fees may result in referral to the Trust's debt recovery team.

If you are having difficulty paying fees, please contact the school office as soon as possible. All discussions are confidential and, where appropriate, we may be able to arrange a payment plan with you.

A minimum of 4 weeks written notice is required to cancel any of your child's sessions.

Please ensure your child is dropped off and collected on time to avoid disruption to the Nursery and wider school. A fee of £10 will be charged if collection times are not adhered to on several occasions.

We reserve the right to review and adjust fees. Any changes will only take effect after providing at least one month's written notice to parents and carers.

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Kidsgrove
Stoke-on-Trent
ST7 4AP

01782 898015
office@dovebank.staffs.sch.uk
www.dovebank.staffs.sch.uk

I understand that:

- All my child's hours must be financed either by government funding or via invoice.
- Lunch, wraparound care (before and after school club) and visits/trips are not included in the 30 hours funding, separate fees apply.
- Attending this nursery does not guarantee my child a reception place within the school.

By signing below, you acknowledge that you have read, understood, and agree to the above Terms and Conditions, including responsibility for any additional costs incurred due to late payment or collection of your child.

Parent/Carers Name: …….

Child's Name…….

Signature…….

Date……

PSQM Primary Science Quality Mark PSQM Valid 2025 – 2028

TLP PART OF THE LEARNING PARTNERSHIP