



PARK HILL PREPARATORY SCHOOL & NURSERY

For boys and girls aged 2 years and above

FULL TIME NURSERY GENERAL INFORMATION

The Nursery day

Mornings only	*8.15 - 12 noon
Afternoons only (inc. lunch & tea)	11.30 - 6.00 pm
Full Day (inc. lunch & tea)	*8.15 - 6.00 pm

* 8.00 a.m. drop off by arrangement (term time only)

The school gate will open daily at 8.15am and all children are expected to be in school for registration at 8.30am. For those attending a full day we would encourage the children to be collected no earlier than 3.30pm (main school collection time).

Snack, lunch & tea

Children are provided a healthy snack at 9.30am. A well-balanced and nutritious lunch is served daily at 11.45am from fresh ingredients by our own in-house chef. Children are given another nutritious snack at 2.45pm. A light tea will be served at 5pm.

Holidays and absences

Holiday dates (e.g. bank holidays, INSET days & Christmas/ New Year break) are sent out well in advance and parents are asked to keep to them. Absence due to sickness must be covered by a telephone call or email to the school office in the first instance. An infectious child must be kept at home until they are feeling better without the aid of medicine. Absence for any other reason requires prior permission from the Nursery Manager and Head. Parents are required to pay for the Full Time Nursery provision even when they have chosen to take their child out of the provision for a holiday.

Uniform

Full school uniform is worn by our pupils and is available from AlleyCatz in Hershaw. We expect children to take pride in wearing the uniform and respect our school values. No jewellery, other than a watch, is allowed. Hair is worn off the shoulders with black, grey, maroon or pink and white hair accessories.

Admission procedure

All applicants must first register by completing the attached form, which should be returned with the registration fee of £100 to the Admissions Secretary. The offer of a place is made in writing. Acceptance must also be in writing and accompanied by a deposit of £950 which is held by the school and repaid when the child leaves Park Hill and any outstanding accounts have been settled.

We are flexible as to when each child joins Park Hill and we are happy to discuss with parents the start date. Children can join us as young as 2 years old following a successful visit to the school and a meeting with the Head of Nursery. Our Nursery is divided into 2 year groups, 1st Steps (for children aged 2-3 years old) and 2nd Steps (for children aged 3-4 years old). To ensure they receive the very best education and start to their school life at Park Hill, children in 1st Steps are expected to attend a minimum of 5 sessions per week, these can be a mixture of morning and afternoons. Children in 2nd Steps are expected to attend a minimum of 5 mornings per week with the option to extend into a full day.

Session amendments

A full month's notice must be given if you wish to amend your sessions. Notice must be given in writing by the 1st of the previous month.

Park Hill is non-selective and the children are not subjected to an assessment. However, we do ask parents to inform us of any reason or issue, which may affect their child's school performance.

We expect all parents interested in their child joining Park Hill to come and visit us, meet the staff and pupils and see the school in action.

Funded hours

Funded hours are available to all children from the term after their 3rd birthday until the term after their 5th birthday. If you are eligible for the extended 30 hours funding your child must attend a minimum of 6 sessions. For further information including cut-off dates for the funding please visit:

<https://www.afcinfo.org.uk/pages/community-information/information-and-advice/where-to-apply-for-childcare>

<https://www.afcinfo.org.uk/pages/community-information/information-and-advice/information-for-childcare-professionals-working-in-kingston-and-richmond/resources/provider-portal>

For more information

Please visit our website www.parkhillschool.com for further details and up-to-date information about Park Hill.