



Lucton Nursery Registration Form

How did you hear about Lucton:

Please note that the information that you are provide in this form will be treated confidentially in line with the School's Privacy Notice, which can be found on the School website.

RETURN APPLICATIONS TO:

admissions@luctonschool.org
Lucton School
Leominster,
Herefordshire,
HR6 9PN

Headmaster:
Mr J Tyler

LUCTON NURSERY

REGISTRATION FORM



Please complete in CAPITALS

*please delete as appropriate

First Name		Surname	
Date of Birth		Gender	
Nationality		Ethnicity	
Proposed Start Date		Joining Year Group	
Type of Entry		Lives With	
Parent 1 Name		Parent 2 Name	
Address		Address (if different)	
Postcode		Postcode (if different)	
Telephone (Mobile)		Telephone (Mobile)	
Telephone (Home)		Telephone (Home)	
Telephone (Work)		Telephone (Work)	
Email		Email	
Place of Work		Place of Work	
Relationship to Child		Relationship to Child	
Parental Responsibility		Name of 'Other' with Parental Responsibility	
Emergency 1 Contact Name		Emergency 2 Contact Name	
Emergency 1 Contact Phone		Emergency 2 Contact Phone	
Emergency 1 Relationship		Emergency 2 Relationship	
Alternative/Additional Nursery Setting (if applicable):	From:	To:	Consent to Liaise
Name of person(s) who will regularly collect child		Security code (word or numbers)	
		It is very important you set security a code. It is in case of an emergency, and you may have to send someone else to collect your child whom the Nursery has not seen before. We will NOT allow your child to leave the Nursery with them unless they know your security code.	

Doctor's Name		Surgery Name	
Surgery Address			
Surgery Postcode		Surgery Phone	
Health Visitor's Name		Health Visitor's Phone	
Medical Conditions			
Allergies			
Medications			
Dietary Requirements			
Immunisations Recieved			
Has your child ever had a CAF or EHA?			
Is your family in receipt of any funding? Please give details			
Child's Position in Family		Alumni Links (if any)	
Siblings at Lucton (if any)		Parents Work at Lucton	

I give permission for authorised Nursery/School staff to seek emergency medical advice and/or medical treatment for the immediate health and safety of the named child in the event of serious illness or injury.

I give consent for the Nursery to display medical and personal information within the school when necessary.

I give consent for my child's photograph and video footage to be used for advertisement and social-media for the purposes of Lucton School/Nursery.

I give consent for my child's photographs to be taken by authorised staff within the Nursery for the purpose of daily home/nursery communication (Class Dojo) and their on-line learning Journey (Tapestry).

I give consent for photographs of my child's image to be included in other children's learning journeys and on the daily home/nursery communication.

I give consent for my child's photograph to be taken and used for the Lucton News or display purposes of Lucton Nursery/School.

I agree to not put photo images, videos or comments about children or staff of Lucton Nursery on any social media sites without seeking prior permission.

I give consent for Lucton Nursery to take my child on walks in the grounds of Lucton School, the adjoining Spring meadow and around Lucton Village.

I give consent for a member of staff at Lucton Nursery to apply sun cream that I have provided for my child,; and to apply nappy creams or teething gels/granules that I the parent have provided.

I give consent to provide my child's 'Little Red Development Book' to the staff of Lucton Nursery and for the Nursery to liaise with other Health professionals when necessary to support my child's further development.

I give consent for my child to partake in age appropriate activities including Woodland Activities, swimming and to partake in Assemblies, Sports Day and Nativity plays.

I give consent for staff at Lucton Nursery to make assessments/observations on my child's development.

I understand the Healthy Eating Policy of Lucton Nursery and will provide healthy, balanced and nutritious nut-free snacks for my child.

I will support Lucton Nursery in the parent-staff working partnership, to support my child's care and education; through written and verbal communication provided regarding my child's learning experience and development.

Sign:

Print:

Date:

LUCTON NURSERY – TERMS AND CONDITIONS

Please Note that parent's holding parental responsibility, even if not actually caring for the child, have the right to receive relevant information from the Nursery in respect of any relevant matter affecting the child, unless order indicates otherwise. A Copy of this Registration Form will be returned to the child's parents/carer. Parents have free access to developmental records about their child (for example the Early Years Foundation Stage Profile). In order to access a Personal File a written request must be submitted to the Head of Nursery. Please take into account that information regarding a third party may need to be retained under data protection regulations.

Fees – The current fees and charges which are shown on a separate sheet form part of these terms and conditions. Fees are charged termly, payable in advance, on or before the first day of each term. A monthly payment scheme is available to parents for a small charge when the child transfers to the Preparatory School upon request to the finance Department. Nursery pupils under the age of 3 are invoiced monthly and payment is due within 7 days of the invoice date.

Notice - From the age of 3 upwards, one term's notice of a pupil leaving must be given in writing to the Head. Such notice must be given by no later than the day before the start of term of the pupil. If such notice is not given, one term's fees will be charged in lieu of the notice. In the Nursery, for pupils aged 2 and under, only one month's notice is required, (fees are payable for a minimum of one full month from whichever day notice is given. In the event of a child being excluded, no part of that term's fees is refundable. Late payment charges will apply to overdue fees and the school reserves the right to make administrative charges and charge interest at a rate of 4% above the bank of England base rate on any overdue amounts. Should termly fees remain unpaid by half term; children will not be allowed to return to the school until the overdue fees are paid. The School will give a minimum of one term's written notice to fees, and this will be by no later than the day before commencement of the term before the term for which such alteration will take effect.

Registration fee - A non-refundable registration fee of £75 is charged for each pupil at the time of registration to the Preparatory or Senior Schools to cover administration costs. This charge is waived for entry into the Nursery, but will become payable on transfer into the Preparatory School.

Acceptance – Applicants will be sent a letter offering a place at the nursery, together with a Form of Acceptance, which should be signed and returned immediately to the School to secure the place and complete the entry process.

Deposit – No deposit is required for the Nursery. Upon entry into the Preparatory School, pupils are charged a refundable £500 in addition to the first term's fees. The amount is held on deposit against damage or 'any' extras' incurred in the final term at the school. The balance will be refunded.

Private Tuition and Extras – Fees for any individual or specialist tuition such as ballet, piano, speech and drama or extra English will be charged as 'extras' and will be invoiced where possible in advance or otherwise at the end of the term.

Damage to School property – Where damage is caused to the school property through a pupil's negligence or wanton act, the full cost of the repair or replacement will be charged to the pupil.

Fee Discounts – In the Preparatory and Senior Schools, second and subsequent members of a family qualify for a sibling discount when the pupils attend the school at the same time and when full fees would otherwise be payable. Sibling discounts do not apply in the Nursery.

Photography – Photographs of pupils are used in the production of the school prospectus, website, newsletters and adverts. Video film is also taken for use in the production of DVDs, the website and other presentations.

Absence – Parents are asked to notify the school immediately either by telephone or in writing as to the reason for any absence. When the sessions are agreed for the term, this forms as part of a contract, and the school cannot then offer your place in that session to another child. It should be noted that the full fees for the agreed sessions are payable whether or not the child is in attendance and the Governors cannot consider any application for refund of fees in case of absence.

Personal Effects – The School cannot accept any responsibility for the loss of personal effects and valuables.

Variation of terms – The school reserves the right to amend these terms and conditions as necessary and undertakes to distribute an updated set to all parents following any changes.

Please note – A parent National Insurance number is required for those in receipt of 30 hours funding. A birth certificate is required as proof of your child's identity, it is also required to claim your NEF funding.

I consent for Lucton School to contact me through email, telephone and by post.

I/We hereby apply for the above child's admission to the nursery under the terms and conditions specified overleaf. I/ We undertake to comply with Lucton's Code of Conduct as notified by the Headteacher and Governors, and appreciate that sanctions available to include exclusion of the pupil.

Signature of Adult 1:

Date:

Signature of Adult 2:

Date:

LUCTON NURSERY

SESSION FEES



Nursery Fees for Under Two's		
Early Start	8:00am – 8:30am	£4.10
Full Day	8:30am – 5:00pm	£57.25
Morning Session	8:30am – 12:00pm	£22.85
Morning Session with Lunch	8:30am – 2:00pm	£37.65
Lunch Session	12:00pm – 2:00pm	£14.80
Afternoon Session with Lunch	12:00pm – 5:00pm	£34.40
Afternoon Session	2:00pm – 5:00pm	£19.60
Late Session	5:00pm – 6:00pm	£8.15
Nursery Fees for Over Two's		
Early Start	8:00am – 8:30am	£3.55
Full Day	8:30am – 5:00pm	£45.90
Morning Session	8:30am – 12:00pm	£18.25
Morning Session with Lunch	8:30 – 2:00pm	£30.40
Afternoon Session with Lunch	12:00pm – 5:00pm	£27.65
Lunch Session	12:00pm – 2:00pm	£12.15
Afternoon Session	2:00pm – 5:00pm	£15.50
Late Session	5:00pm – 6:00pm	£7.15

*Under 2s require a higher staffing ratio than older children

** A 10 minute grace period if offered after 5:00pm, before the late session is charged.

Fees as of September 2021

LUCTON NURSERY

SESSION REQUEST FORM



Please complete in CAPITALS

*please delete as appropriate

Sessions Required				
Child's Name:			Date of Birth:	
Monday	Early 08.00-08.30	Day Time Session	Late 17.00-18.00	Notes
Tuesday	Early 08.00-08.30	Day Time Session	Late 17.00-18.00	Notes
Wednesday	Early 08.00-08.30	Day Time Session	Late 17.00-18.00	Notes
Thursday	Early 08.00-08.30	Day Time Session	Late 17.00-18.00	Notes
Friday	Early 08.00-08.30	Day Time Session	Late 17.00-18.00	Notes
Signed: (parent/carer)			Signed: (Head of Nursery)	
Date of First Taster:			Date of Second Taster:	
For Office use only			For Office use only	

Date to be Billed from	Monthly or Termly billing	30 or 15 hours NEF funding	NEF DERN code (30 hours funding) (If applicable)
For office use only	Please circle		