

Portobello Primary School
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PORTOBELLO PRE-SCHOOL NURSERY PARENT/CARER AGREEMENT, CHARGES AND GUIDELINES.

GENERAL INFORMATION

Portobello pre-school nursery provides childcare for 3-4-year-olds in a safe, happy environment, supervised by qualified, professional and experienced staff. We are open during term time only (38 weeks per academic year), Monday to Friday between 8.45am to 3.15pm. term dates can be found on our school website: [Portobello Primary School - Home](#)

Our nursery is in the main school building. Parents/carers access the nursery classroom from the main school site. Children are brought into nursery and collected from nursery at the end of the daily session, via the nursery entrance off the key stage one yard at the front of school, along from the main entrance. Nursery door will remain locked during school hours.

The Head Teacher and governors are committed to provide full time nursery care for the children of Portobello Primary School. Please note that we accept no responsibility for children on our school premises not attending our nursery or school.

We are a Rights Respecting School who strive to provide a stimulating, safe and happy environment where every pupil can achieve their potential. More details can be found on our website.

Any profits made after costs will be reinvested back into our nursery for the benefit of the children, surplus funds will be used to support school activities and curriculum.

The number of children attending and supervision levels at any session will be in accordance with DfE guidelines. The nursery will comply with environmental health food safety standards. There will be at least two members of staff in attendance at any time and legal guidelines relating to the adult/child ratio will always be adhered to.

We recognise that parents/carers need to feel confident and secure with the nursery environment they choose. At Portobello pre-school nursery we offer an 'open door' policy so that parents can discuss any aspect of their child's development at any time with a member of staff. We will hold regular drop-in sessions for you to keep up to date with your child's progress in Nursery. Weekly newsletters are emailed to ensure parents/carers are kept up to date with any school events and any main school notices will be emailed or sent via our text messaging provider, eSchools. We encourage all parents/carers to download the eSchools APP to ensure they receive all communications when children commence their journey with us.

OFSTED INSPECTION

Please go to our school website: [Portobello Primary School - Ofsted](#)

We are proud to tell you that Ofsted recognise that Portobello is a 'Good' school. Whilst the inspection is only a snapshot of our school, and the outstanding work it does, we feel it really does capture the essence of Portobello and its many strengths. Please come along to visit us for more information.

NURSERY

We operate an Early Years Foundation Stage setting, where both our Nursery and Reception children could occasionally learn side by side in nearby classrooms. Children's Personal, Social and Emotional development can be greatly enhanced as they support each other in their learning.

A key strength within our constantly changing curriculum is we plan from the children's interests both indoors and outdoors. This enables staff to direct their teaching to key areas of the individual child's development, along with enabling the children to have real enthusiasm and independence in their learning.

Throughout the week we will provide various small group teacher focused activities which provide children with appropriate challenges to support the individual needs and development of our children.

Our nursery sessions start at 8.45am. If your child attends our school breakfast club, our Breakfast Club supervisors will take children to their nursery class. Lunchtime is from 11.45am until 12.15pm and is supervised by Lunchtime Supervisors. Children have the choice of either paying for a hot meal - current price £3.10 per meal per day or bringing a healthy packed lunch in to suit. For details relating to breakfast club go to: [Portobello Primary School - Breakfast Club](#)

The afternoon nursery session is from 12.15pm until 3.15pm.

Children in nursery will receive a carton of fresh milk daily as well as a snack and will be offered a portion of fruit or vegetables too. (all sessions). **Please advise us of any allergies.** We ask parents/carers to also please send in a named water bottle with their child.

CHOOSING CHILDCARE TO SUIT YOUR NEEDS

Finding childcare suitable to your needs is often challenging and expensive. At Portobello we listened to parents and spoke to local maintained nursery settings too. We ensured our curriculum and sessions are flexible enough to facilitate the needs of most families and have kept our charges in line with other maintained nurseries.

We offer 15 hours or 30 hours government funded free childcare per week, please see below available pattern.

Our nursery sessions start at 8.45am until 11.45am and 12.15pm until 3.15pm. (Lunch session is from 11.45am until 12.15pm).

We offer the following patterns of provision from September 26:

5 morning sessions - 8.45am - 11.45am	15hrs Attendance
5 afternoon sessions - 12.15pm - 3.15pm	15hrs Attendance
2½ days - Monday & Tuesday all day & Wednesday morning	16hrs Attendance
2½ days - Wednesday afternoon all day Thursday & Friday	16hrs Attendance
30 hours Monday - Friday 8.45am - 3.15pm (limited spaces)	32hrs 30min Attendance

Nursery sessions are either 15 hours or 30 hours per week depending on your eligibility. Hours outside of these are deemed privately paid for hours and we receive no funding, therefore charges will apply.

CHARGES AND BOOKING ARRANGEMENTS

For those parents who are entitled to the 15-hour government funded nursery place and would like to pay for a further 15 hours of care there is a per session charge. A session is defined as either morning 8.45am - 11.45am or afternoon 12.45pm - 3.45pm.

There is no facility for ad hoc sessions, for example requesting one afternoon extra per week, bookings need to be for the full 15 hours (5 sessions) per week e.g. 5 mornings, 5 afternoons or 2 $\frac{1}{2}$ days.

Additional sessions are to be agreed and arranged on a full-term basis, in advance.

Our pricing structure is as follows:

£2.00 per full day towards lunchtime staffing costs

£1 daily contribution snacks/juice (this is a voluntary charge).

Additional session charge of £15 per half day session

Late pick up charges please refer to page 7

Standard Charges				
15 hours attendance	Staffing in excess of 15hrs or 30hrs	Daily voluntary contribution Juice & snacks	Maximum total weekly charge	Total hours attendance
5 Mornings	N/A	£1 per day	£5	15 hours
5 Afternoons	N/A	£1 per day	£5	15 hours
2 $\frac{1}{2}$ days Monday - Wednesday AM	£2 per full day	£1 per day	£7	16 hours
2 $\frac{1}{2}$ days Wednesday PM - Friday	£2 per full day	£1 per day	£7	16 hours
30 hours attendance	Staffing charge in excess of 15hrs or 30hrs	Daily voluntary contribution Juice & snacks	Total Weekly charge	Total hours attendance
30 hours Monday - Friday	£2 per full day	£1 per day	£15.00	32 hours 30 mins
Additional Charges				
Additional session £15.00 per half day session	£2 per full day	£1 per day	Max £90 additional charges see examples below.	32 hours 30 mins

School lunches are optional; the current charge is £3.10 per meal (this is a separate payment), please refer to our current Dinner Money Policy via our website: [Portobello Primary School - Policies](#)
Alternatively, parents/carers can provide a healthy packed lunch for each full day attending.
Please provide a named water bottle daily, for all sessions.

Examples of childcare costs for additional hours:

If your child attends morning sessions (8.45am - 11.45am) and you would like them to also attend the afternoon session (12.15pm - 3.15pm) Charges are £15 for half a day or £30 for a full day plus £2 per full day additional staffing charge, for hours in excess of 30 or 15 per week.

Current attendance example	Current daily voluntary contribution Juice & snacks	Additional 5 PM sessions required/ charges	Additional staffing charge	Total weekly charge	Total hours attendance
Morning sessions x 5 = 15 hours government funded	£1 per day = £5 per week	£15 per half-day session (Mon-Fri afternoons) = £75 per week	£2 per day = £10 per week	£90 of which £5 is voluntary	32 hours 30 mins

If your child attends 2 $\frac{1}{2}$ days Monday, Tuesday and Wednesday AM and you require an additional 2 $\frac{1}{2}$ days Wednesday PM, Thursday and Friday (8.15am - 3.15pm each day) Charges are £15 for half a day or £30 for a full day plus £2 per full day additional staffing charge.

Current Attendance	Current Attendance Charge Including daily contribution (juice & snacks)	Additional 5 sessions 2 $\frac{1}{2}$ days required/ charges	Additional staffing charge	Additional voluntary daily contribution Juice & snacks	Total weekly charge	Total hours attendance
2 $\frac{1}{2}$ days - 15 hours government funded	2 $\frac{1}{2}$ days charge of £7 per week (£2 per day full day additional staff charge plus £3 voluntary)	£15 per half-day session for Wednesday PM plus Thursday and Friday = £75 per week	£2 per day for Wednesday, Thursday & Friday - £6 per week	£1 per day for Thursday & Friday - £2 per week	£90 of which £5 is voluntary	32 hours 30 mins

If your child attends 2 $\frac{1}{2}$ days Monday, Tuesday and Wednesday AM and you require an additional 1 FULL DAY on a Thursday (8.15am – 3.15pm each day) An additional charge of £30 for one full day plus £2 per full day additional staffing charge will be payable.

Current Attendance	Current Attendance Charge Including daily contribution (juice & snacks)	Additional 2 sessions = 1 full day charge.	Additional staffing charge	Additional voluntary daily contribution Juice & snacks	Total weekly charge	Total hours attendance
2 $\frac{1}{2}$ days – 15 hours government funded	2 $\frac{1}{2}$ days charge of £7 per week (£2 per day full day additional staff charge plus £3 voluntary)	£30 per day	£2 per day extra	£1 per day extra	£40 of which £4 is voluntary	21 hours and 30 mins

NB: extra sessions will be confirmed via the school office once staff have reviewed numbers of children in the sessions requested.

If you wish to cease using our nursery for additional hours over your 15 hours government funded entitlement, we will require a half term's notice in writing. We do accept this via email; please add the word "Nursery", into the subject heading.

Fees for children attending the 2 $\frac{1}{2}$ days, 30 hours sessions or additional sessions are payable termly. Letters & Invoices will be issued to parents stating the weekly breakdown of fees to be paid and the date by which payment is to be made. Refunds will not be given for sickness or any other absences.

Parents are to pay on-line via our online school payment system. The school office will provide details once your child starts nursery; you will be provided with log in details/how to create an account etc.

Once you have logged in, your account will show the amount owing for the term ahead. You can make payments in instalments over the course of the term however **all charges must be paid in full by the final day of each half term for example: September Autumn term 1 to be paid in full by October half term, Autumn term 2 to be paid in full by close of play final school day in December ahead of Christmas break.**

Payment reminders will be sent out via eSchools communication text messages or via email.

Persistent non-payment of extra sessions will result in those sessions being withdrawn, children will then only attend the 15 hours government funded entitlement.

Applying for nursery funding

Parents/carers who may be entitled to 30 hours government funding can apply at [Free Childcare for Working Parents: Apply for free childcare - GOV.UK](#). If you are eligible for 30 hours, you must confirm your details are up to date by signing into your childcare account every 3 months providing us with your reference code. Failure to do this can result in your child losing their 30-hour place in our nursery.

Parents/carers may also be eligible for Tax Free childcare or universal credit childcare. Details on this can be found using the link above.

Payments can be made weekly or monthly although all charges must be paid for in full each term. Please also advise if you intend on paying via a tax-free childcare account. The school office will provide you with further details around this method.

Portobello Primary School CANNOT ACCEPT ANY CHILD TO ATTEND A NURSERY SESSION UNLESS THE NECESSARY ADMISSION FORMS HAVE BEEN COMPLETED, SIGNED AND SUBMITTED BY THE PARENT/CARER along with proof of identification and the funding confirmed.

Bookings are to be made by calling the school office on [0191 4104571](tel:01914104571) and/or parents/carers can email portobelloprimaryschool@gateshead.gov.uk 3.30pm each day. A message may be left outside these times, and staff will call back in opening hours and confirm bookings. All bookings will be confirmed with parents/carers before attendance is permitted. Places are on a first come first served basis. Please contact us to arrange a visit to our nursery or to put your child's details on our waiting list. If emailing please add the word "Nursery", into the subject heading.

Early Years Pupil Premium & DISABILITY ACCESS FUND

DISABILITY ACCESS FUND

If your child is receiving Child Disability Living Allowance and is receiving any of the free entitlements, he or she is eligible for the Disability Access Fund (DAF). DAF is paid to your child's early years provider. The purpose of DAF is to support the provider to make reasonable adjustments and build the capacity of their setting to support children with disabilities.

Early Years Pupil Premium

Additional funding may be available through the Early Years Pupil Premium (EYPP), paid to early years providers for the provision of extra support for your child. EYPP is used to improve teaching and learning facilities and resources to impact positively on your child's progress and development.

ARRIVAL AND COLLECTION ARRANGEMENTS

Children must not be left on their own in the school yard and should be supervised by their parent/carer until welcomed in by staff. A member of staff opens the nursery door at 8.45am for morning sessions and 12.15pm for afternoon sessions, children must be picked up at promptly at 11.45am if only attending the morning session, or 3.15pm if attending all day or only an afternoon session.

Arrivals and collections are via the nursery door. If you arrive outside of these times, you will need to wait until the nursery door is opened by staff or if you are late in dropping off or collecting your child you will need to go to the main school office. Your child will then be brought to/from the nursery by a member of staff.

PLEASE ensure you advise us if your child will not be attending a specific session, if your child is unwell, please refer to our absence guidelines. For morning sessions please advise by 8.30am and for afternoon sessions this would be by 12pm. We have a telephone service for absences so please call [0191 4104571](tel:01914104571) and leave a message.

LATE PICK-UP CHARGES

If parents/carers pick children up after their session has ended e.g. after 11.45am or 3.15pm, they will need to pay a penalty charge. This charge is £3 per 15 minutes.

For example, a child due to finish at 11.45am and picked up at midday you will be charged £3. If a child is due to finish at 3.15pm and were then picked up at 3.30pm you will be charged £3. **This will be charged via the online payment system, school gateway/parent pay on a weekly basis, this extra charge is to be paid weekly, in full.**

Late pick up charges: nursery children will need to be continually supervised which could take staff away from other duties which may include training/staffing or parental meetings.

Whilst we understand parents/carers can unavoidably run late/get stuck in traffic etc. we would appreciate if an adult were running late that we are contacted ideally **a minimum of 15 minutes before picking up is due**, on [0191 4104571](tel:01914104571). This will allow staff to make alternative arrangements too.

PERMANENT CANCELLATION

Notice of cancellation of additional sessions must be notified to school a minimum of one-half term in advance, in writing. You can do this via email; please add the word "Nursery cancellation" into the subject heading.

SICKNESSES, ACCIDENTS, FIRST AID & EMERGENCIES

If a child becomes ill during a nursery session, every attempt will be made to contact one of the people listed on the contacts list to arrange collection of the sick child. The child will be cared for until collected.

In case of a minor accident, basic First Aid will be administered. In case of an accident requiring more than basic First Aid, every attempt will be made to contact the parent/carer to advise or discuss with the course of action to be taken. Portobello Primary School will always call or message parents/carers to inform if their child has had a bump to the head, however small.

Portobello pre-school nursery operates under the same procedures as Portobello Primary School; all accidents and emergencies are logged following Gateshead Council Health & Safety policies and procedures.

PLEASE NOTE: Portobello Primary School act "*in loco parentis*". If the PARENT/CARER CANNOT BE CONTACTED IN TIME, the school will invoke the authority to take action to gain appropriate medical treatment for the child and will inform as soon as we are able to speak to the relevant parent/carer.

Please contact to advise of any change in arrangements (e.g. child's absence from nursery, likely delay over collection of a child) or for any other reason, please ring telephone number [0191 4104571](tel:01914104571)

Written correspondence can be sent to Mrs J Lister, School Business Manager via email at: portobelloprimaryschool@gateshead.gov.uk

PLEASE RETAIN THIS INFORMATION FOR YOUR REFERENCE.

Policy Date:	28 th July 2026
Next Review Date:	July 2027
Approved by the Full Governing Board on	July 2026

