

**BROOKSIDE ACADEMY**

INSPIRING FUTURES

**BROOKSIDE ACADEMY NURSERY**

This pack includes:

Registration Forms

Consent Forms for Photographs

 & Off Site Activities

Fees Policy & Important Dates Letter

Registration Forms will need to be returned with a copy of your child’s birth certificate and a £50 deposit as soon as possible. Without this your place will not be held.

For more information please see

[www.brooksideacademy.co.uk](http://www.brooksideacademy.co.uk)

or call 01458 443340

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Brookside Academy

I N S P I R I N G F U T U R E S

Brookside Academy, Brooks Road, Street, Somerset, BA16 OPR

Tel: 014S8 443340

Email: office@brooksideacademy .co.u k Web: www .brooksideacademy.co.uk Twitter: @BrooksideStreet Headteacher: Brian Walton

### Brookside Academy Registration Form

Term Time Only / All Year Round (please delete)

|  |
| --- |
| Child's DetailsChild's Surname ................................................... First Name(s).........................................................Preferred name of child (abbreviation etc) ....................................................Date of Birth...................... Male *I* Female .................................... position in family 1/2/3/4 ....... Child's Home Address ...........................................................................................................................Postcode..................................................................................................................................................Home Telephone Number.....................................................................................................................Religion ............................................................. Ethnic Origin................................................................First Language.................................................. Home Language.......................................................... |
| Please provide your child's original Birth Certificate Certificate provided: Yes *I* No |
| Parent *I* Carer DetailsFull Name ..................................................................................................................................................Address ......................................................................................................................................................Postcode .................................................................................................................................................... Telephone numbers: Home..............................................Mobile ..........................................Work ............................................... Email Address ...................................................................... |
| Parent *I* Carer DetailsFull Name ..................................................................................................................................................Address ......................................................................................................................................................Postcode .................................................................................................................................................... Telephone numbers: Home..............................................Mobile ..........................................Work ............................................... Email Address ...................................................................... |



Details of any other person with parental responsibility

Full Name ........................... ...... .......................................... ............... .....................

Address ............... ... .................. ............ ....................................... . . . ............... ......

Postcode ... ...... ...... ... ... . . . . . ............................ ...... ............ ...................... .. . ..... ... Telephone numbers: Home .. ........................ .................. .................. ......

Mobile ...... . .. . ..... ... .............................................

Work .................... . ........................... ...... ... ............

Relationship to the child ............ ...... ... ............ ......... ........................................

Please supply details of those who will be collecting your child from Nursery . This is to ensure that your child is as safe as possible whist in our care. We would ask that children under 16 years do *not collect.* A phone call at the beginning or before the end of the session is required if usual collection arrangements are to be altered. Please note: it will also be necessary to give an identifying password if anyone different is to collect.

1. Full Name ............... ...... ..................... ............ .................. ............. . . ... . .................. . .

Address ......... ............................. . ......... ....................................... ........ ...............

Postcode ................................. ........ . ......... ... ........................... ............. .......... .

Telephone number: ............. .................... ........ .......... ... ....... ........... . ........... ...

Relationship to the child ..... ....... .................................... ........................ ..........

2 . Full Name ... ... .................. .............................. .......................................... ... .. . ...... ... Address ......... .. .................. .. . ............

Postcode ...... ...... .................. ......... ............... .................. ...... ...... .................... .

Telephone number: ............ ............ . ..................... . ............. ................ ...........

Relationship to the child ... .......................................... ... ....... . ...............

3. Full Name ...... ......... .................................... ............................. . ...... ... ............. ..

Address ............................................................ ............................ ........... ............

Postcode .......................................... ... .........

Telephone number: ......... .......................................... ................. .......... .........

Relationship to the child ............. ..... ... ......... .................. ... ... .................. ...... ..

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| **Emergency Contact 1**Full Name ... ...... ........................... ... ... ......... ......................... ...................................Address ... ............ ... ............... .................. .............................. ...... ... ................... . .Postcode .............. . ... ........ .............................. . ............................. ...................Telephone number: ............... ... ... ...... ... ........................... ... . .... .................. ...Relationship to the child ............ .................................... ..................... ... ..........Signature ......... ... ........................... ...... .............. Date ............ ............... ..................... |
| **Emergency Contact 2**Full Name ... ......... .................. ... ........................... ... ............... ...... ...... .....................Address ... .................................... . . . . . ... .................. ......... ...... ..............................Postcode ... . .. ...... . .. ... ............ .............................. .................. ............ .... ...........Telephone number: ...... ... ......... ... ........ .... ... ...... .............................................Relationship to the child ............................................. . ......... ..... . .....................Signature ............... ........................ ... ... .............. Date .......... ...................................... |
| **Emergency Contact 3**Full Name ............ ........................ ..... . . . ......... . .. ... ... ...... ... ... ...... ... .................. .........Address .................. .......... .. ... ... ......... ... ........................... ....................................Postcode ............................................. ........................... ................................ .Telephone number: . .. ... ... ........................ ...... .. . ...... ............ ........................ . . .Relationship to the child .......................................... ............... ....................... ..Signature ........................ ..... . ................. ........... Date ..... ... ... ......... .... ................. . .. ... |

## Brookside Academy, Brooks Road, Street, Somerset, BA16 OPR

|  |  |
| --- | --- |
| Attendance | Please indicate the days and times " you would like your child to attend, as well as the date vou wish them to start. |
|  | Morninq Afternoon All Day |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Start date ... ...... ..................... ......... ... ............... ..................... |

\*session times are: 7.30,8.00-9.00, 9.00-12.00, 12.00-1.00, 1.00-3.00, 3.00-4.00, 4.00-

5.00, 5.00-6.00

|  |  |
| --- | --- |
| Will your child be attending any other Early Years setting during their time here? |  |
| Which Primary School is your child likely to attend? When are they likely to start? |
| Are there any anxieties that you or your child has that we should know about? |
|  |
| Is the child subject to any Court Orders? Please give details:Child Protection Register? In Care of Local Authority? |



**Brookside Academy, Brooks Road, Street, Somerset, BA16 OPR**

**Health Information**

Name of Child's Doctor ...... ...... ..................... ...... ......... ......................................................

Address of Surgery .......................................... ................................................... ............ .

Postcode ......... ........... ... ... ........ ........... ... ........... .................

Telephone number ...... ................................. ........................... ...... ........................... ..

Health Visitor

Social Worker

Are you involved with any other Health Practitioner?

Are there any specific current medical conditions affecting your child e.g. Asthma , Convulsions, Bowel Problems etc?

Are they currently on any form of medication?

Does your child have any allergy to nappy cream or wipes? Yes/No

If yes , please state ................ ........................... ............................................ ............ . ...........

Does your child suffer from any allergies including food and what are the side effects?

Is your child a vegetarian or have any specific dietary needs?

Are your child's immunisations up lo dale? Yes/No

*If you are unclear please* ask *your Health Visitor*

**Declaration of Consent:**

Should any urgent matter of concern arise, I / we give permission for my/our child lo be given emergency treatment as necessary and/or contact to be made with the appropriate medical/health/social care authorities.

Name ... ......... . ........ Signature ............................ Date ................ .

Name ............. ........ .............. ......... Signature ............................ Date ..................

**In the event of a medical emergency , when the parent *I* carer cannot be contacted this sheet must be removed and taken with the child for treatment.**

Signature of parent or guardian ............... ............ Date ........................... .................. .................. .....

The Schools policies provide the framework and guidelines for the running of the nursery, please ensure that you read them. Full sets are available within the School office, which you are welcome to borrow, If you require a set to keep please let us know.

In order to safeguard the children in our care we need to be informed if any of the above changes at any time, so we can amend our records. Approximately every 6 months you will be asked to review the information and make any changes as required.All information we receive is treated confidentially and will not be passed on to any other parties.

The way allergens are labelled on prepacked foods is changing because of new regulations. The Food Information Regulation, which comes into force in December 2014, introduces a requirement that food businesses must provide information about the allergenic ingredients used in any food they sell or provide. There are 14 major allergens which need to be mentioned (either on a label or through provided information such as menus) when they are used as ingredients in a food . Here are the allergens, and some examples of where they can be found:

|  |  |  |
| --- | --- | --- |
| Allergen | Example | Please tick if allergic |
| 1. Celery | This includes celery stalks, leaves, seeds and the root called celeriac. You can find celery in celery salt, salads, some meat products, soups and stock cubes. |  |
| 2. Cereals | Cereals containing gluten Wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats is often found in foods containing flour, such as some types of baking powder, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and fried foods which are dusted with flour. |  |
| 3. Crustaceans | Crustaceans Crabs, lobster, prawns and scampi are crustaceans. Shrimp paste, often used in Thai and south-east Asian curries or salads, is an ingredient to look out for. |  |
| 4. Eggs | Eggs are often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and pastries or foods brushed or glazed with egg. |  |
| 5. Fish | Fish You will find this in some fish sauces, pizzas, relishes, salad dressings, stock cubes and Worcestershire sauce . |  |
| 6. Lupin | Yes, lupin is a flower, but it's also found in flour! Lupin flour and seeds can be used in some types of bread, pastries and even in pasta. |  |
| 7. Milk | Milk is a common ingredient in butter, cheese, cream, milk powders and yoghurt . It can also be found in foods brushed or glazed with milk, and in powdered soups and sauces . |  |
| 8. Molluscs | Molluscs These include mussels, land snails, squid and whelks, but can also be commonly found inoyster sauce or as an ingredient in fish stews. |  |
| 9. Mustard | Mustard Liquid mustard, mustard powder and mustard seeds fall into this category. This ingredient can also be found in breads, curries, marinades, meat products, salad dressings, sauces and soups . |  |

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| **10. Nuts** | Nuts Not to be mistaken with peanuts (which are actually a legume and grow underground), this ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You can find nuts in breads, biscuits, crackers, desserts, nut powders (often used in Asian curries), stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces. |
| **11. Peanuts** | Peanuts are actually a legume and grow underground, which is why it's sometimes called a groundnut .Peanuts are often used as an ingredient in biscuits, cakes, curries, desserts, sauces (such as satay sauce), as well as in groundnut oil and peanut flour |
| **12. Sesame seeds** | These seeds can often be found in bread (sprinkled on hamburger buns for example), breadsticks, houmous, sesame oil and tahini. They are sometimes toasted and used in salads. |
| **13. Soya** | Soya Often found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu, soya is a staple ingredient in oriental food. It can also be found in desserts, ice cream, meat products, sauces and vegetarian products. |
| **14. Sulphur dioxide (sometimes known as sulphites)** | This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you have asthma, you have a higher risk of developing a reaction to sulphur dioxide. |



# Brookside Academy

Brookside Academy, Brooks Road, Street, Somerset, BA16 OPR

Tel: 01458 443340

Email: office@brookside.somerset .sch.uk Web : [www.brooksideprimaryschool.com](http://www.brooksideprimaryschool.com/)

Twitter: @BrooksideStreet

I N S P I R I N G F U T U R E S Headteacher: Brian Walton

14th June 2021

Dear Parents/Carers

Re: Inset days and Christmas Closures 2021/2022

Please note that both Brookside Nursery will be closed for four staff training days in the next academic year. The dates are as follows:

Monday 6th September 2021

Tuesday 7th September 2021

Monday 1st November 2021

Friday 24th June 2022

Over the Christmas period we will be closed as follows:

Thursday 23rd December to Monday 3rd January 2022 inclusive.

We will re-open on Tuesday 4th January 2022

Please note we will be closing at 4pm on Thursday 23rd December.

Sessions will not be charged if they fall on any days we are closed.

Yours faithfully

Brookside Academy

# Brookside Academy

I N S P I R I N G F U T U R E S

**SUNCR EAM CONSENT**

Tel: 01458 443340

EmaiI: office@brooksi de.somerset.sch. uk Web: [www.brooksideprimaryschool.com](http://www.brooksideprimaryschool.com/)

Headteacher: Brian Walton

In the summer term we hope we will have warmer weather. We do however need to ensure all children are safe in the sun when at Nursery.

Our sun policy states that, **in warm weather all children will have a sun hat and will come to Nursery with sun cream on.**

It states that we will reapply sun cream at lunchtime for those staying for an afternoon session.

We will purchase a sensitive skin 50SPF suncream suitable for children. This will prevent you from buying a bottle of sun cream to send into Nursery and will aid the application process to ensure all children are protected in the sun.

We do require your consent to apply suncream to your child when at nursery.

If your child requires a different type of sun cream, than the one we provide, please tick below and inform us which sun cream you will provide. The bottle will need to be labelled with your child's name.

Many thanks Brookside Academy

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Reply slip - please return to your child's Key Worker

Name of Child: -----------------

*(please tick)*

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I give consent for Nursery to apply Kids sensitive factor 50 sun cream at Nursery

Or

I will provide sun cream for my child and give consent for Nursery to apply

Name of Sun cream ------------

Signed -------------- Date



|  |  |
| --- | --- |
|  | Fees and Funding Policy  |
| This policy describes the fees policy and EY Funding, and aims to enable all parents and carers to access our provision. |

* Approved by Executive Leadership Team in September 2019.

**Re- Written: September 2019**

**Review date: September 2020**

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**Fees and Funding Policy**

**September 2019**

**Aim**

To apply a fair policy on charging to enable all parents and carers to access our facility.

**Methods**

1. **Nursery fees:**

Full details of prices are as stated on our website. We are open 7.30 – 6 all year round, offering morning sessions 9 – 12 and afternoon sessions 1 – 3, all other hours outside of the session times are charged at our hourly rate. There is a daily reduction for children attending a full day 8 – 6.

* Fees will be reviewed on a regular basis (usually annually) and notification of any changes will be sent out in writing at least one month in advance.
* The preferred method of payment is by ParentPay.
* Late collection of a child will incur a charge of one additional hour.
* Children attending 48 weeks per year will be entitled to two weeks holiday which can be taken as single days with no fees payable (based on their normal weekly attendance). Any additional days beyond the authorised blocks would be charged at the normal rate. We require a least 1 week’s notice of holiday care requirements.
* Any days absence from your agreed sessions, including absence due to illness, will be charged at normal rate, unless in exceptional circumstances, which must be discussed and agreed with the Academy.
* Children attending term time only will not be entitled to any holiday during term time. Additional holiday care can be booked as required, subject to availability. Priority will be given to families on all year round agreements. In order to meet staffing ratios we require a least 1 week’s notice of holiday care requirements.
* 4 weeks notice is required to make changes to sessions by parents.
* Non-payment of fees may jeopardise your child’s place.
* Cooked lunch and tea are available at an additional charge (this applies to EYE and fee paying families).
* We reserve the right to charge for specific additional services if appropriate (photography, some outings etc). All additional services are optional (this applies to EYE and fee paying families).
* We close for three inset days per year. No charges apply.
* No charges apply to bank holidays, or the closed days during the Christmas period (closure dates and academic timetable are available on the website and in hard copy upon request).
* In the event of an emergency causing the nursery to close no fees will apply.
* Invoices for the previous month are sent out during the first week, requesting payment within 14 days.
* Families may be able to access help towards childcare costs in the form of Tax Credits.
* Other help for childcare costs may be available from the government. See <https://www.childcarechoices.gov.uk/> for more information, including:

Free Childcare (2-4 year olds):

* For families in England, receiving some forms of support, with 2-year-old children, there is 15 hours of free childcare or early education a week.
* For all families in England, with 3 and 4-year-old children, there is 15 hours of free childcare or early education a week.
* For working families in England, with 3 and 4-year-old children, there is an extra 15 hours a week of free childcare - so 30 in all for working families, a total of 1,140 hours per year, that you can use flexibly with one or more childcare provider.

Tax Free Childcare (0-11 year olds):

* For working families, including the self-employed, in the UK, with children under 12 (or under 17 if disabled), For every £8 you pay in, the government will add an extra £2, up to £2,000 per child per year - that's up to £500 every three months. Parents of children born on or after 24th November 2011, and parents of disabled children, can apply now.

 Tax Credit for Childcare (0-15 year olds):

* For working families, in the UK, with children under 16 (or under 17 if disabled), 70% of childcare costs, up to a cap. For further details contact the tax credits helpline on **0345 300 3900** or visit their web page at [www.direct.gov.uk](http://www.direct.gov.uk).

Universal Credit for Childcare (0-15 year olds):

* For working families claiming Universal Credit, in England, Scotland and Wales, with children under 16, 85% of eligible childcare costs, up to a cap.

Childcare Vouchers (0-15):

* For working families, in the UK, with children under 16 (or under 17 if disabled), up to £933 a year in tax and National Insurance savings.

 **Early Years Entitlement Funding (EY) including 2YO EY**

We are in receipt of funding for three and four year olds. The entitlement is available during the funding period following a child’s third birthday.

The entitlement has a maximum number of hours during each funding period (approximately 15 hours a week during term time or 11 hours All Year Round), but can be used over the entire funding period if children use less than 15 hours a week, up to the maximum entitlement for the period.

For children in receipt of nursery education funding, our normal fees will apply for hours attended in excess of the funding. The bill will show a clear breakdown of funded hours and any additional hours attended.

In order to claim your child’s EY entitlement, we will require the following documentation:

* A copy of your child’s birth certificate
* A signed registration form
* Termly declaration forms.
1. **Extended Schools fees:**
	1. **Breakfast Club and After School Club**
* Fees for Breakfast Club and After School Club are paid on Magic Bookings.
* Fees are payable at the time of booking.
* Bookings need to be made more than 24 hours in advance
* In the case of cancellation a minimum of 48 hours’ notice is required otherwise the session will be charged.
* Late collection of a child from the After School Club will incur a charge of £10.
* Fees will be reviewed on a regular basis (usually annually) and notification of any changes will be sent out in writing at least one month in advance.
	1. **Holiday Activity Scheme**
* Fees for the Holiday Activity Scheme are paid on Magic Bookings.
* Fees are payable at the time of booking.
* Bookings need to be made more than 24 hours in advance
* In the case of cancellation a minimum of 48 hours’ notice is required otherwise the session will be charged.
* Late collection of a child will incur a charge of £10.
* Non-payment of fees will jeopardise your child’s place in future.

**Non-payment of fees**:

* + In the event of difficulties paying fees, please speak to the Nursery Administrator as soon as possible in order for us to support you.
	+ A letter will be sent with an offer of an appointment to discuss the amount outstanding in order to establish an agreed way forward, via a payment plan if required.
	+ If no agreement is reached, a final warning letter will be issued for the outstanding balance to be cleared within 14 days.
	+ Hours may be reduced to the basic EY until the debt is repaid if appropriate.
	+ After 14 days of no payment or agreements being reached we have the right to withdraw the child’s place.
	+ We will pursue the debt using our established procedures.

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 **Pupil Images, Video, Sound and Local Visit  Consents**

##### Consent for children to appear in photographs, video or sound recordings (and how they will be used)

We occasionally take photographs, videos or sound recordings of the children at Brookside Academy . These images may be used in printed publications that we produce, such as newsletters, posters and other promotional material, on our academy website, on display boards within the academy, etc. We may also make videos or webcam recordings of academy plays and class work.

All staff are aware of their responsibilities and they will always take care with how the images and sound are collected and how they are stored.

It is important that we protect your child's interests, respect your wishes and comply with Data Protection law. Please read the Conditions of Use before answering the questions below and signing and dating this form. Please return the completed form (one for each child) to the school as soon as possible. We will not use a photo or video of your child without consent.

Please note that there are certain activities where we do not use consent as the basis for processing your child's data. These are described in our Privacy Notice

(https://www.brooksideacademy .co.uk/Policies-27062018145046/). We may also take photos of your child for identification purposes and for evidencing their educational development - such data will sit on their file and not be shared unless the law requires us to do so, or if you have given your specific consent.

##### Consent for children to take part in Local Visits

Classes have various visits throughout the year; some involve the whole year group, others just several children. To ensure that your child can enjoy every opportunity available to them, it is crucial that we receive your written consent allowing them to be transported off-site within a 15-mile radius of Street. Please note that a separate letter will be sent home to obtain consent for each visit over 15 miles away from Street.

Please note that you can withdraw your consent for any of the above at any time. If you have any queries or wish to withdraw or review your consent , please contact the academy.

##### Conditions of Use:

* This form is valid for your child's time at the academy. Your consent will automatically expire after this time.
* The academy will not re-use any photographs or recordings of your child that are incompatible with the original purposes explained to you.
* We will retain a small sample of photographs such as annual class photos that represent an historical record for the academy .
* We will not usually retain other photographs of your child after they cease to be a pupil at this academy. However, photographs on our website, in promotional material and other publications, or those that are part of our archive of learning activities, could continue exist for a period of time after the child has left the academy.
* If we use photographs of individual pupils, we will not use the full names of the child in any accompanying text or caption without consent, nor will we include any of their personal data.
* We may use group or class photographs or footage with very general labels e.g. 'a *science lesson'.*
* We will only use photographs and videos of pupils who are suitably dressed.
* Parents should note that websites can be viewed around the world and not just the United Kingdom (where UK law applies) and when copied from the website, images and information can no longer be controlled by the academy.

***Please read the attached letter from Brookside Academy and Conditions of Use***

|  |  |
| --- | --- |
| **Consent for children to appear in photographs, video or sound recordings** | **Please tick** |
| **May we use your child’s photograph and first name on display boards within academy buildings?****(Please note: displays are generally viewed by staff, pupils, parents, guardians and other visitors to the academy)** | **Yes** | **No** |
| **May we use your child’s photograph in the academy newsletter and other printed publications or posters we produce for promotional purposes?****(Please note: printed publications are available to anyone)** | **Yes** | **No** |
| **May we put your child’s photograph on the academy’s website, including online publications such as newsletters and other promotional material?****(Please note: websites can be viewed around the world, not just the United Kingdom where UK law applies, and if copied from the website, images and information can no longer be controlled by the academy)** | **Yes** | **No** |
| **May we use your child’s photograph and name on social media (e.g. Twitter)****(Please note: social media can be viewed around the world, not just the United Kingdom where UK law applies, and if copied from social media, images and information can no longer be controlled by the academy)** | **Yes** | **No** |
| **May we record your child on video for academy plays, internal academy events, external academy events and trips.****(Please note: this may include your child’s voice as well as their image. Videos will only be made available to parents / guardians of the child. For information about how we use CCTV please see our CCTV policy)** | **Yes**  | **No** |
| **Consent for children to take part in local visits within a 15 – mile radius of Street** | **Yes** | **No** |

 **Child’s Name: Class:**

 **Print your name:**

 **Signed:**

 **Relationship to child:**

 **Date Please return this completed form to Brookside Academy office.**



**Brookside Academy**

Brookside Academy, Brooks Road, Street, Somerset, BA16 OPR

Tel: 01458 443340

Email: office@brooksideacademy.co.uk Web: www.brooksidepri maryschool.com

Twitter: @BrooksideStreet

I N S P I R I N G F U T U R E S Headteacher: Brian Walton

30th July 2021

Dear Parents/Carers

Re: Fee Structure from September 1st 2021

Brookside nursery:

Babies (0 to 2 yrs)

* £4.40 per hour

• Full day rate - £43.00 (8.00 a.m. - 6.00 p.m.)

* Early Birds - £2 .20 (7.30am - 8am) Toddlers (2 to 3 yrs)
* £4.35 per hour

• Full day rate - £42.50 (8.00 a.m. - 6.00 p.m.)

* Early Birds - £2 .20 (7.30am- 8arn)

Nursery Children (3 yrs +) (where additional hours over and above those covered by EYE funding are booked)

* £4.30 per hour

• Full day rate - £42.00 (8.00 a.m. - 6.00 p.m.)

* Early Birds - £2 .20 (7.30am - 8am)

2 Course cooked lunch (available term-time only)

• £2.10

2 Course cooked Tea

• £1.80

We hope that you will agree that these prices continue to represent excellent value. Yours sincerely

Sandra Cinicola Business Manager