



King's Academy Binfield

St. George's Park  
Binfield  
Bracknell  
Berkshire  
RG42 4FS

## **KAB Nursery Class Terms and Conditions**

General Enquiries: [admin.biprimary@kingsacademies.uk](mailto:admin.biprimary@kingsacademies.uk)  
01344 306983

Finance Department: [financekab@kingsacademies.uk](mailto:financekab@kingsacademies.uk)  
01344 306983

### **Registration**

A registration fee of £50.00 is payable to the academy in order to secure a nursery place for your child. The registration fee will be refunded when your child takes up their nursery place. Your deposit will be retained by KAB if you do not take up your nursery place.

### **Confirmation of Place**

The child's place will be confirmed in writing. The confirmation will include details of the child's commencement date along with the required sessions (morning, afternoon or full days).

### **Types of Sessions & Conditions of Booking**

Children become eligible for 15 hours a week free provision from the term following their 3<sup>rd</sup> birthday. This means that you may apply for a place for your child in our nursery for the September, following their third birthday.

#### **Full Time:**

Children taking up a full time place should arrive at 8.30am and be collected at 3.30pm - this is a 35 hour per week offer. If your child is eligible for 30 hours funding, you would be charged for an additional hour per day. If your child is eligible for 15 hours funding you would be charged for an additional 4 hours per day.

If you wish for your child to attend for 30 hours, the start time for your child will be 09.30am and collection remains at 3.30pm.

#### **Part Time:**

Those attending the morning session will arrive at 8.30am and be collected at 11.30am. Children attending the afternoon session will arrive at 12.30pm and be collected at 3.30pm. If taking a nursery space, it is expected that your child will attend everyday apart from when unwell.

### **Nursery Fees**

Fees are calculated over term time only. Fees are invoiced prior to the start of each half term payable in advance of the 1st day of term. Payment may be made by Direct Debit, Bank Transfer, Childcare Vouchers, Tax Free Childcare and Cheque.

We offer 8 part-time places (morning or afternoon) and 22 full time places. For full time places, your child will be charged for an additional 1 hour per day if they are attending for 35 hours per week. You will not be charged if your child starts at 09.30am as they will be attending 30 hours per week.

Children staying all day must be supplied with a lunchbox. In the event this is forgotten a call will be made requesting to bring lunch in. If lunch is not provided, parents will be charged for a hot lunch that day. Alternatively, you may book a hot lunch for your child.

Costs for 2025/2026 will be £7.50 per additional hour - this charge will apply to any unfunded hours you wish your child to be at the provision for and for the lunch hour should you choose for your child to stay.

Sessions attended	Fees if eligible for 15 universal hours	Fees if eligible for 30 extended hours
<b>Morning</b> - 15 hours	Covered by universal hours	Covered by universal hours with extended hours available to use elsewhere
<b>Afternoon</b> - 15 hours per week	Covered by universal hours	Covered by universal hours with extended hours available to use elsewhere
<b>Full Time</b> - 35 hours per week 08:30-3:30	35 hours minus 15 hours universal funding. Remaining hours self funded is 20. 20 hours at £7.50 =£150 per week	35 hours minus 30 hours extended funding. Remaining hours self funded is 5. 5 hours at £7.50 = £37.50 per week
<b>Full time</b> - 30 hours a week if starting at 09:30 - 3:30	30 hours minus 15 hours universal funding. Remaining hours self funded is 15. 15 hours at £7.50 =112.50 per week	30 hours covered by 30 hours extended funding

If required, nappies, wipes and formula milk are to be provided by the child's parent/carer.

Children are welcome to bring a packed lunch or parents/carers can order a hot meal at the cost of £3:00.

King's Academy Binfield does not charge for consumables.

King's Academy Binfield does not charge for any regular activities. There are a small number of opportunities throughout the year e.g. a Pantomime visit and Planetarium visit where parents may be asked for a small donation - this is an optional donation.

Returned payments from the bank may incur an administration charge equal to any charges the academy may be charged by the bank.

Please Note: On commencement of a child attending the nursery class, the nursery fees shall be paid in full.

The academy reserves the right to review the fees. In the event of there being changes to the fees one calendar month's written notice shall be given.

A refund will not be given where a child is absent from the nursery due to sickness or holiday.

If fees remain outstanding for more than 10 days:

1. The academy reserves the right to charge a late payment fee of 5% on any outstanding balance.
2. The academy may serve 14 days notice in writing to terminate the contract. Upon termination of this contract the child shall cease forthwith to be admitted to the nursery class and the academy notice to terminate shall be regarded as a formal demand for all outstanding monies.

### **Allocation of Spaces:**

Spaces will be allocated via the following admissions criteria:

1. Where there are professionally supported medical reasons or exceptional social reasons why a child should attend a particular school
2. Children of staff at KAB/KAO
3. Where a sibling is already in the main school (KAB/KAO) at the time of application
4. All other places will be allocated on a first come, first served basis

Please make admin staff aware at the time of application if you meet criterion 1,2 or 3.

### **Emails:**

The parent/carer must provide an email address that can only be accessed by those intended so that the academy can communicate via Schoolcomms and Tapestry. If this email address is not a personal email account the parent/carer must take full responsibility to ensure its content and attachments are strictly confidential.

The nursery keeps copies of all information sent to parents/carers by email. You agree that such sent emails will be deemed received by you at the time of sending.

### **Cancellation/Termination of Contract**

After the child's initial admission to the nursery either party may terminate this contract by giving one half term's notice in writing. This period is subject to the termination not being due to non payment of fees as outlined above. During that said half term period the academy undertakes to continue to admit the child and the parent/carer undertakes to pay for all fees due. In the event of the parent/carer failing to pay the half term's fees the child's place shall be immediately withdrawn and the nursery shall be entitled to serve a formal demand for payment of such monies.

In the event of the parent/carer giving notice of withdrawal of the child and immediately withdrawing the said child there shall be due to the nursery one half term's fees in lieu of notice. Failure by the parent/carer to provide one half term's notice or any notice at all shall render the parent/carer liable to the academy for one half term's fees.

Notice must be made in writing to the admin email address above.

### **Late Collection Policy**

The academy reserves the right to charge parents/carers when they do not collect their child at the agreed time, a charge at the rate of £8.50 for the first 15min then £15 for every 15 minutes thereafter.

### **Notification of Absence/Lateness**

The parent/carer is expected to notify the nursery if their child is going to be late or absent from the nursery.

### **Unforeseen Closure**

In the event of closure of the nursery/academy due to extreme weather conditions, transport difficulties, flooding, loss of utility supplies, heating failure, or other causes beyond the reasonable control of the academy, the academy will close and the parent/carer accepts that no refund of fees will be made due to continued operational costs.

### **Sickness/Emergency Treatment**

Children must not attend the nursery when they are unwell or suffering from a contagious illness or infection. In the event of a child becoming ill whilst at the nursery, the parent or nominated carer will be contacted to arrange to take their child home.

In the case of an infectious condition the recommended exclusion time must elapse before the child can be readmitted to the nursery (the academy can advise on this).

In the case of an emergency academy staff will call health professionals. A senior member of staff will accompany the child to the hospital until the child's parent/carer arrives. The academy will continue to make contact with their parents/carers if they have not been contactable immediately.

### **Complaints Procedure**

The nursery class follows the academy complaints procedure which can be found on the website - [www.kgabinfield.co.uk](http://www.kgabinfield.co.uk).

The nursery reserves the right to change the above Terms & Conditions as and when the need arises. One month's notice will be given in writing to any changes.

Updated March 2026