

## Nursery Department

The school has a Parent and toddler group called "Busy Bears" for under 3's and their carers. We regard this as Stage 1 in terms of settling children in the Nursery class. The children familiarise themselves with the staff and classroom with the security of a parent being there. Stage 2 is a visit to the class for an hour sometimes before they start school. Stage 3 is when the child starts school. Depending on the child and individual circumstances, the child can start a minimum of 3 sessions to 5 full days.

### Nursery Class Hours

Morning session	8.40am-12.00pm
Extended morning	12.00pm -1.15pm
Full day	8.40am-3.30pm

Children are admitted into the Nursery class from 2 years and 9 months if they are both clean and dry. We expect an odd accident but this should be the exception rather than the rule. A few spare clothes are kept in Nursery but, if preferred, a named bag with a spare set of clothes can be kept on the child's peg. An Abbotsford maroon tracksuit is required by all nursery pupils and a navy polo shirt in winter, white in summer with navy trousers for boys and navy skirt for girls.

### Before and After School Care (Dawn Chorus and Night Owls)

Officially school opens from 8.20am but children can be brought to school at 7.50am where they will be cared for by a member of staff. We also provide after school care between 3.30 and 5.45pm.

Costs are as follows and are included in the following term's fees:

Dawn Chorus	7.50am-8.30am	£2.20
Night Owls (1 <sup>st</sup> hour)	3.45pm-4.45pm	£3.50
Night Owls (2 <sup>nd</sup> hour)	4.45pm-5.45pm	£3.50
Late pick up charge	after 5.45 pm	£10 per child each evening

Pupils are provided with a drink and snack and offered range of activities including painting, games, craft work etc. Juniors also have the opportunity to do homework.

### Fees and Scholarships

Fees for Academic Year 2009/2010 are as follows

Junior Department (Years 3,4,5 and 6)	£2180.00 per term
Infant Department (Reception, Years 1 and 2)	£2055.00 per term
Nursery Department	£1745.00 per term full time
	£17.50 per half day session am or pm
	£23.35 per extended morning until 1.15 pm
	£35.00 per one full day

(Fees are inclusive of all books and stationery)

<b>Swimming</b>	<b>Orange Juice (optional)</b>	<b>Milk (optional)</b>
-----------------	--------------------------------	------------------------

£16.20 per term	£20.00 per term	£16.00
-----------------	-----------------	--------

Fees may be paid monthly using Holmwoods Termtime credit scheme. Details are available from school. The Council of Management reserves the right to raise fees, but will endeavour to give parents 3 months' notice of any changes.

**All fees are payable on or before the first day of term. Failure to do so will result in interest being charged.**

#### Scholarships

Two scholarships of £3270.00 (1/2 annual fee) and two scholarships of £2180.00(1/3 annual fee) each are awarded to pupils entering the Junior Department at age 7. An examination is held every Spring term and the awards are for 4 years. The Scholarship Day will be on Tuesday 23<sup>rd</sup> February 2010.

#### Private Tuition

Music Tuition – by arrangement with each Music teacher at individual 30 minute lesson (or 20 minutes pro rata) but will be invoiced retrospectively every half-term.

Speech and Drama Tuition - £40 per term (taught in groups).

Learning Support – Individual sessions at £12.50 per 30 minute lesson.

**Admission Request Form**

Surname \_\_\_\_\_ Proposed Date of Admission \_\_\_\_\_

Forenames \_\_\_\_\_ Gender \_\_\_\_\_ Date of Birth \_\_\_\_\_

Full Names of Parents/Guardians \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Email Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile Telephone No. \_\_\_\_\_

Father's Occupation \_\_\_\_\_

Mother's Occupation \_\_\_\_\_

Religious Denomination \_\_\_\_\_

Illnesses/Allergies \_\_\_\_\_

Present school details (if applicable) together with any previous school attended

\_\_\_\_\_  
\_\_\_\_\_

Headteacher of present school \_\_\_\_\_

On full term's notice of the intention to remove a pupil must be given in writing to the Head teacher before the beginning of term or payment for the current term and following term will be required.

I/We undertake, while the pupil is at the school to pay the fees by the first day of term and understand that failure to do so will result in an interest charge being levied. These fees will be in accordance with the scale of fees as laid down from time to time by the Council of Management of Abbotsford School and I /We agree that an alteration in such scale of fees shall not affect my/our liability to conform to the regulations of the school from time to time in force.

I/We agree to observe the above regulation regarding notice to be given and I/We acknowledge that the Council of Management reserves the right to request the withdrawal of any pupil for any cause which it deems sufficient.

Parents/Guardians signature.....Date .....

This form should be completed and returned to the Head teacher together with the registration fee of £150 (non-refundable).