



Penruddock Primary School

Nursery Cancellation Policy

Penruddock Primary School & Nursery is:

'A caring community where every child is nurtured and valued, empowered and inspired to achieve.'

At Penruddock, we pride ourselves on building strong relationships with the families of our school. Within our EYFS setting, we aim to . . .

- To provide a safe, secure, welcoming and happy environment for children aged 3 years.
- To provide quality experiences following the statutory framework for the early years foundation stage across the seven areas of learning, using play as a vehicle for learning.
- Promote equality of opportunity and anti-discriminatory practice. We provide early intervention for those children who require additional support.
- Work in partnership with the parents and within the wider context.
- Plan challenging learning experiences, based on the individual child, informed by observation and assessment.
- Provide opportunities for children to engage in activities that are adult-initiated and child-initiated, supported by the adult.

Terms and Conditions

Registration with Penruddock Nursery acts as a binding contract between the setting and the family of the child.

Cancellations and changes to bookings

Please ensure that a **minimum of 1 months'** notice is given to change pre booked arrangements.

Ending your agreement

You may end your agreement with the Nursery by giving **one month's written notice**. No specific reason for ending the agreement needs to be given, although naturally we would wish to understand the reason for the termination. If for some reason you fail to adhere to the notice period, the fees will still remain payable.

Changes to your bookings

You may change your booking arrangement with the Nursery by giving **one month's written notice**. The reasoning behind this is that we need to ensure that we have the adequate staffing ratios to cover each session of Nursery. Changes to bookings may necessitate a change in staffing arrangements.

Charlotte Ward

Head of School

To be reviewed: September 2026