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Nursery Welcome Information October 2025

Dear Parents,

Thank you for considering Haberdashers' Castle House School for your child. We look forward to being part of their next steps and look forward to sharing them with you.

We hope that you will find the information contained below of use, it is a summary of our normal operating procedures and policies. However, as always, please do ask should you be unsure about anything.

Kind regards

Frankie Huffa-King

Nursery Manager

Ian Sterling

Headteacher

Opening times, collection / departure arrangements

Our Nursery is open 8am-6pm and sessions are booked either 8am-1pm or 1pm-6pm. All morning sessions include a morning snack and a freshly prepared lunch, cooked by our school chef Nick. Pm sessions include an afternoon snack and light tea.

If you wish for your child to arrive at 7.30am, then you must prebook through the school office, 4 weeks in advance.

Collection and drop offs both take place at the grey school gates, so that we can effectively safeguard all the children. The gate is opened every morning at 8am and will be closed at 8.30am, as Nursery activities begin at this time.

If you arrive outside of this time, or to collect, please ring 01952 567607.

There is an option to access the school at key times through the rear gate on the canal. To do this, parents need to request a key fob from the school office and pay a £10 deposit.

Please remember that there is a one-way system in operation in the school car park with a maximum speed limit of 5mph.

Uniform

From the age of two, as they move into the Toddler room and beyond, children are expected to wear a Nursery uniform. This is available to order online at School Shop Direct via [Haberdasher's Castle House | School Shop Direct](#)

Children's uniform and water bottles should all be clearly labelled with their full name, as well as additional items such as hats, gloves, scarves, puddle suits and wellies.

If your child uses nappies and wipes, you are welcome to leave these at Nursery in bulk as long as your child's name is written clearly on the packaging, to minimise the size of bag that they need to bring. During Summer, children can also leave a labelled bottle of suncream at Nursery, to apply as needed.

Children over 2 can bring in a small bag to hang on their peg, with their water bottle and change of clothes inside, whilst children in the baby room have a box to place their belongings in. Items such as puddle suits and wellies can be left at Nursery, to be used as necessary.

Items brought from home

Children should not bring in any toys from home, unless they have been asked for by Nursery staff for show and tell. Children who do bring an item with them, will be asked to give it to parents at the school gate. This is to avoid items becoming lost or broken in Nursery or causing upset to the children.

Forest School

Forest school sessions are as follows:

Baby room- Tuesday morning (Puddle suits, wellies, hat, gloves and a warm coat required)

Toddler room- Friday morning (Puddle suits, wellies, hat, gloves and a warm coat required)

Preschool- Thursday morning (Puddle suits, wellies, hat, gloves and a warm coat required)

Food and snacks

In line with our oral health policy, instructed by the government, we only serve a range of well-balanced snacks and meals, alongside water and milk (or milk alternative). Other drinks such as squash and hot chocolate may be served on special occasions such as cold Forest School days or Summer parties.

Medicine and allergy information

We have a range of children at Nursery who have allergies and so it is important that food and drink items from home are limited to breakfasts only. Children who require breakfast in a morning, will need to arrive at Nursery before 8.15am and have breakfast supplied from home.

If your child has been prescribed medicine that you would like to be administered by Nursery staff during the day, then you will need to complete a [Medicine form](#) on arrival. We can only administer medicines that are prescribed to the child and with prior written consent. We cannot deliver the first dose of any medication and for all new medication children need to have had a minimum of 24hours of the course before they can attend nursery.

Calpol can also only be administered at Nursery with prior written consent and only if the child has a temperature.

If your child has been given any medication at home, then this needs to be reported to us as well, using a [Medicine at Home](#) form. This is to ensure that we are able to give the emergency services full details if it is ever necessary. This includes Calpol and other minor medications.

Injuries sustained outside of Nursery also need to be recorded prior to your child attending Nursery and can be recorded on a [Existing Injury](#) form.

If your child has any allergies or dietary requirements, please do let us know and we will add it on to the Family app for all staff to see and can ensure that only appropriate foods are provided.

Communication

Our Nursery makes use of Famly to provide you with information about your child's journey with us. You will be sent a sign up email when you join, to create your login. Famly enables you to message staff directly, as well as receive information about their food, sleep and toileting throughout the day. Whilst we do try to keep this as updated as possible, it is not a live feed and we do ask that staff concentrate their time on being present with the children, rather than updating apps and so there will be delays at busier times.

This app also enables you to receive observations, photos and videos of some of your child's activities at Nursery, as well as some of the next steps that they will be working on. Again, these are not in real time and your child will not receive one for every session that they attend but are more 'Wow moments' in their time here.

Opening times

7.30am	gate opens for early arrivals
7.35am	gate closes
8.00am	gate opens
8.30am	gate closes
8.40am	Nursery activities and learning begins
11.30am	Babies lunch
11.40am	Toddlers lunch
11.50am	Preschool lunch
1.00pm	Morning session ends
6.00pm	Nursery closes

Nursery staff

Miss Frankie Huffa-King	Nursery Manager
Ian Sterling	Headteacher
Miss Tara Clark	Deputy Manager & Toddler Room Lead
Miss Dolloway	Deputy Manager
Mrs Gannon	Pre-School Room Lead
Mrs Hadley	Baby Room Lead
Miss Peate	Baby Room Lead
Miss Hughes	Nursery Practitioner
Mrs Love	Nursery Practitioner
Mrs Barker	Nursery Practitioner
Mr Miles	Nursery Practitioner
Mrs Hall	Nursery Practitioner
Miss Henry	Nursery Practitioner
Miss Naidoo	Nursery Practitioner
Mrs Gannon	Nursery Practitioner
Miss Murray	Nursery Practitioner
Miss Podmore	Nursery Practitioner
Miss Davies	Nursery Practitioner
Miss Whitehouse	Nursery Practitioner
Miss Gibson	Nursery Practitioner

Funding

Here at Castle House Nursery we believe every child deserves the best possible start in life and we pride ourselves on providing a service to enable parents to work and live their daily lives knowing their children are cherished and cared for to the highest standard. We understand the cost of childcare represents a significant proportion of your outgoings and we want to ensure all our families are receiving the support they are entitled to.

There are a number of government programmes that support parents with the cost of childcare and whilst we aim to explain these in more detail in this guide, everybody's circumstances are different and we therefore encourage you to visit: [Childcare Choices | 30 Hours Childcare, Tax-Free Childcare and More | Help with Costs](#)

[GOV.UK](https://www.gov.uk) That said, this guide will provide you with an overview of the help available and how that impacts on the fees payable here at Castle House Nursery.

Funding Available: At a Glance

	Free Entitlement 9 month olds & 2 Year Olds	Free Entitlement 3 & 4 Year Olds	Free Extended Entitlement 3 & 4 Year Olds	Tax Free Childcare
Eligibility	For families in England, receiving some forms of support with children aged 9 months to 2 From January, April or September following turning 9 months and then 2 years old. From April 2024 for eligible working families of 2 year olds. From September 2025 for those turning 9 months.	For all families in England with children aged 3 & 4 From 1 January, 1 April or 1 September following your child's 3rd birthday	For working parents in England where you, and any partner, must each expect to earn (on average) at least £152 per week (equal to 16 hours at the National Minimum or Living Wage) with a child(ren) aged 3 & 4 From 1 January, 1 April or 1 September following your child's 3rd birthday	Working families earning under £100,000 per year and at least £152 per week (equal to 16 hours at the National Minimum or Living Wage) Your child is less than 12 years old (or less than 17 years old if they are disabled)
Exclusions	To be able to take up 15 hours of free childcare for your two-year-old you or your child must meet the eligibility criteria. Please visit GOV.UK for further information It is not intended to cover the costs of meals, other consumables (such as wipes or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions	it is not intended to cover the costs of meals, other consumables (such as wipes or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions	It is not intended to cover the costs of meals, other consumables (such as wipes or sun cream), additional hours or additional activities (such as trips). Providers may charge a fee for these additions Free Extended Entitlement for 3 and 4 year olds is not available to you if you, or your partner, each individually expect to earn £100,000 or more	Cannot be used in conjunction with Universal Credit, Tax Credits or Childcare Vouchers
Support	15 hours of free childcare or early education for 38 weeks which equates to 570 hours of early years education a year	5 hours of free childcare over 38 weeks for all parents which equates to 570 hours of early years education a year	30 hours of free childcare over 38 weeks which equates to 1140 hours of early years education a year	Receive up to £2,000 per child per year (a maximum of £500 per child, every 3 months)
Additional Information	You can 'stretch' the hours, using fewer hours per week over more weeks	You can 'stretch' the hours, using fewer hours per week over more weeks	You can 'stretch' the hours, using fewer hours per week over more weeks	

Tax Free Childcare...

Tax Free Childcare is a government programme to help your family with the cost of childcare and will support you into work or to increase your hours at work, should you wish. You may be entitled to support of up to £2,000 per child, per year (that's up to £500 every three months) towards your childcare costs.

- You and your partner (or the sole parent in a lone parent family) are in work with each parent earning, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage (NMW) or National Living Wage (NLW) and not more than £100,000 each per year
- Your child is less than 12 years old (or less than 17 years old if they are disabled)
- The child you are applying for usually lives with you
- You work in the UK What is Tax Free Childcare?

If you are self-employed and started your business less than 12 months ago, you can earn less and still be eligible for Tax-Free Childcare.

The scheme will be available to parents on paid sick leave and paid and unpaid statutory maternity, paternity and adoption leave.

If you are unsure if it is right for you visit: www.childcarechoices.gov.uk

Tax Free Childcare: How do I claim?

Step 1: Check you are eligible Visit www.gov.uk/tax-free-childcare for more information Note: You cannot use Tax-Free Childcare together with: Tax Credits, Universal Credit, Childcare Vouchers
Step 2: Apply for Tax Free Childcare Apply at www.gov.uk/apply-for-tax-freechildcare If eligible, you'll get an online childcare account.
Step 3: Select Castle House Nursery as your childcare provider We are all set up to receive Tax-Free Childcare payments
Step 4: Pay money into your childcare account You can deposit money into your childcare account using a debit card, but it's quicker by standing order or bank transfer. For every £8 you pay in, the government will automatically add £2, up to the value of £2,000 per child per year (or £4,000 for disabled children.) You can use this money when it shows as 'available'. Note: Anyone can make payments into your account on your behalf and, if your circumstances change or you no longer wish to pay into the account, you can withdraw the money you have built up. If you do, the government will withdraw its corresponding contribution. Don't forget! You must sign in every 3 months and confirm your details are up to date.
Step 5: Pay your fees Use the money in your childcare account, including the government top up, to pay your fees. Please ensure fees are paid on or before the first of each month and, as fees are charged on an actual basis, the correct amount is paid each month. Note: You will be provided with reference number per child which you must provide to us (by email to your Nursery Manager) in order for us to allocate the payment against your childcare fees

Free Entitlement for 9 month Olds

What is Free Entitlement for 9 month olds?

From September 2024 eligible working families will be entitled to a total of 15 hours free nursery education for 38 weeks or stretched for the equivalent number of hours across more weeks, per year. Children will qualify for a free entitlement place the term after their second birthday. Visit www.childcarechoices.gov.uk to see if you are eligible.

Child born between	Entitled from
1 April and 31 August	Start of Autumn Term after they turn 9 months old until they receive entitlement for 2 year olds.
1 September and 31 December	Start of Spring Term after they turn 9 months old until they receive entitlement for 2 year olds.
1 January and 31 March	Start of Summer Term after they turn 9 months old until they receive entitlement for 2 year olds.

Free Entitlement for 2 Year Olds

What is Free Entitlement for 2 Year olds?

From April 2024 eligible working families will be entitled to a total of 15 hours free nursery education for 38 weeks or stretched for the equivalent number of hours across more weeks, per year. Children will qualify for a

free entitlement place the term after their second birthday. Visit www.childcarechoices.gov.uk to see if you are eligible.

Child born between	Entitled from
1 April and 31 August	Start of Autumn Term after their second birthday until they receive free entitlement for 3 & 4 year olds
1 September and 31 December	Start of Spring Term after their second birthday until they receive free entitlement for 3 & 4 year olds
1 January and 31 March	Start of Summer Term after their second birthday until they receive free entitlement for 3 & 4 year olds

Free Entitlement for 2 Year Olds...

What is Free Entitlement for 2 Year olds?

Some 2 year olds may be entitled to 15 hours of free nursery education for 38 weeks or stretched for the equivalent number of hours across more weeks, per year.

Eligible 2 year olds can receive their free entitlement from the term after their 2nd birthday for a maximum of three funding periods

Parents should apply at the start of the funding period in which the child's second birthday occurs. Once approved the 2 year free entitlement lasts until the child moves onto the Early Years Free Entitlement for 3 & 4 year olds even if your financial circumstances change

Child born between	Entitled from
1 April and 31 August	Autumn Term
1 September and 31 December	Spring Term
1 January and 31 March	Summer Term

Do I qualify?

You can qualify if you live in England and receive any of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Universal Credit, and your household income is £15,400 a year or less after tax, not including benefit payments
- The guaranteed element of Pension Credit Child Tax Credit, Working Tax Credit (or both), and your household income is £16,190 a year or less before tax
- The Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

2-year-olds can also receive free childcare if they

- are looked after by a local authority
- have an education, health and care (EHC) plan
- get Disability Living Allowance
- have left care under an adoption order, special guardianship order or a child arrangements order

How do I apply?

If you are eligible you should receive a letter from the local authority informing you of this, simply take this to your Nursery Manager who will help you with the next steps to take. If you feel you are eligible and have not received a letter, you can use the Childcare Calculator: <https://www.gov.uk/childcare-calculator>

Free Entitlement for 3 & 4 Year Olds

What is Free Entitlement for 3 & 4 Year olds?

All 3 and 4 year olds are entitled to a total of 15 hours free nursery education for 38 weeks, or stretched for the equivalent number of hours across more weeks, per year. This is a universal entitlement for all children and applies until they reach the compulsory school age. Children will qualify for a free entitlement place the term after their third birthday. Your nursery manager will provide you with the necessary forms to enable you to access this free entitlement place.

Child born between	Entitled from
1 April and 31 August	Start of Autumn Term after their third birthday until they go to school
1 September and 31 December	Start of Spring Term after their third birthday until they go to school
1 January and 31 March	Start of Summer Term after their third birthday until they go to school

What is Extended Free Entitlement?

In addition to the 15 hours universal free entitlement, working parents of 3 & 4 year olds can access an additional 15 hours extended free entitlement for 38 weeks, or stretched for the equivalent number of hours across more weeks, per year.

How do I apply?

You can apply for the extended free entitlement for 3 & 4 year olds if:

- You and your partner (or the sole parent in a lone parent family), are in work with each parent earning, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage (NMW) or National Living Wage (NLW) and not more than £100,000 each per year
- This includes self-employed parents and those parents on zero contracted hours who meet the criteria

Extended Free Entitlement: How do I apply?

Step 1: Check you are eligible Visit https://www.gov.uk/30-hours-freechildcare to find out if you are eligible
Step 2: Check if it is right for you Receiving 30 hours free childcare might affect how much you get in tax credits. Use the Childcare Calculator at https://www.gov.uk/childcarecalculator to find out how much you could get towards approved childcare
Step 3: Apply for 30 hours childcare There's one application for 30 hours free childcare and Tax-Free Childcare. As part of your application, you will find out if you can get both. Apply online here: https://www.gov.uk/apply-30-hours-free-childcare If you're eligible you'll receive a childcare account and a code for 30 hours free childcare
Step 4: Present your code to your childcare provider You will need to give the code in your childcare account to your Nursery Manager along with: - Your National Insurance number - Your child's date of birth
Step 5: Reconfirm You must sign into your childcare account and confirm your details are up to date every 3 months or your code will expire

Our Fees

The government funding pays for a limited number of hours and does not cover the costs of meals, other consumables (such as sun cream and wipes), additional hours or additional activities (such as trips) and therefore providers may charge for these additions.

Along with these consumables, whilst with Castle House Nursery you and your child will have access to a number of unique enrichment activities and support to enable us to provide inspiring childcare and education, nurturing your child to become a learner for life, enabling their future success.

Our charges for additions beyond the funded hours are as follows

Additional Hours Purchased	- £6.50 per hour
Meals & Snacks	- £1.20 am snack, £4.20 Lunch, £1.20 pm snack, £1.80 pm tea
Optional stay / play sessions	- Value published at time of event.

Invoicing for Fees

To register your child a £50 registration fee and £200 deposit is payable. The place will not be secure until this has been received in full. The deposit is then deducted from your first bill(s). Invoices are issued a month in advance by 28th of the month and are payable within 24 hours of receipt.

How can I use my free entitlement?

Here at Castle House Nursery we stretch your hours over 50 weeks of the year. For parents that require childcare all year round, stretching your funding is the perfect solution:

- Your child will receive consistent care and education throughout the year
- It allows you to balance work and other commitments
- It will assist you to budget consistently throughout the year

For parents accessing 15 hours free entitlement, you will receive 11 hrs per week.

For parents accessing 30 hours free entitlement, you will receive 22 hrs per week.

The maximum number of funded hours your child can attend in one day is 10.

How are my fees calculated?

Your free entitlement hours will be allocated to your booking pattern first, any hours over and above the funded hours will be charged for at the nursery standard rate.

Weekly hours x 50 weeks of the year - Free Entitlement Hours + additional hours at the standard nursery fee rate and consumables

NOTE: We do not offer hourly rates or sessions. We offer standard morning, afternoon and full day sessions as displayed on our Nursery website. When referring to additional hours, we mean the additional hours in the session that the free entitlement does not cover, along with any additional standard sessions required.