



Lady Katherine Leveson C of E Primary School  
Fen End Road West  
Temple Balsall  
Knowle, Solihull, B93 OAN

*'To learn, love and live with joy'*  
*Striving to be all that we can be – academically, morally, and spiritually*

September 2023

Dear Parents/Carers,

Welcome to Lady Katherine Leveson C of E Primary School.

Please find attached a booking form for Lady K Nursery, Breakfast and After School Club. The sessions available and associated costs are as follows:

Club	Session Time	Cost per session
Breakfast Club (from age 3)	7.45 - 8.45 am	£6.50 Price includes breakfast, offering a selection of cereals, beans on toast, apple and orange juice.
Lady K Nursery – Morning (from age 2)	8.45 am – 11.45 am	£14.50 Price includes milk and fruit
Lady K Nursery – Lunch (from age 2)	11.45 am – 12.15 pm	£4.00 (to cover supervision) Parents can provide a packed lunch or pay an additional £2.60 for a hot school meal
Lady K Nursery – Afternoon (from age 2)	12.15 pm – 3.15 pm	£14.50 Price includes milk and fruit
<i>Please ask for information regarding flexible <b>funded</b> two-three-four-year-old places in Lady K Nursery</i>		
After School Club (from age 3)	3.20 pm - 4.30 pm	£6.50 Price includes a small snack such as fruit or cereal bar
After School Club (from age 3)	3.20 pm - 5.30 pm	£11.10 Price includes a freshly prepared hot/cold meal; such as, pasta, fish fingers, pizza, potato waffles, beans or spaghetti on toast, jacket potatoes, curry, corn on the cob, wraps or sandwiches.
After School Club (from age 3)	3.20 pm - 6.00 pm	£13.25 Price includes a freshly prepared hot/cold meal (as detailed above).

Yours Faithfully,

Neil Kitching  
Headteacher  
Lady Katherine Leveson CofE Primary School

Head Teacher: Mr Neil Kitching B.A. (Hons) PGCE  
E-mail: [office@ladyk.bdmata.org.uk](mailto:office@ladyk.bdmata.org.uk)  
Web Site: <https://ladyk.bdmata.org.uk/>  
Telephone: 01564 772 374

**Lady Katherine Leveson C of E Primary School**  
**AGREEMENT FORM**

Name of child: .....

Address (where child normally resides): .....

.....

Arrangements to begin on: .....

I wish my child to attend the following sessions and agree to pay the required fees **one month in advance**.

	<b>COST PER SESSION</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>Breakfast Club</b> 7.45 – 8.45 am	£6.50					
<b>Lady K Nursery</b> 8.45 – 11.45 am	£14.50					
<b>Lady K Nursery</b> 11.45 – 12.15 pm	£4.00					
<b>Lady K Nursery</b> 12.15 – 3.15 pm	£14.50					
<b>After School Club</b> 3.20 - 4.30 pm	£6.50					
<b>After School Club</b> 3.20 - 5.30 pm	£11.10					
<b>After School Club</b> 3.20 - 6.00 pm	£13.25					

**Declaration:** I confirm that I have parental responsibility for the above child, and I have **read and agree to the attached Terms and Conditions**.

Parent/Carer name: ..... Signature: .....

Date: .....

Unfortunately, there will be no reimbursement for any sessions missed. The notice period to change any of the above arrangements is one calendar month. Due to staffing ratios, we cannot accept any child who has not been booked into a session.

## Lady K Nursery, Breakfast and After School Club

### TERMS AND CONDITIONS

- All fees are payable monthly, in advance.
- The invoice must be paid by the date stated on it.
- A **£10 surcharge** will be made for late payment of invoices and will be added to your next invoice.
- Failure to pay the invoice will result in the exclusion of the child until full payment is made. If payment is not made within two weeks, the place may be withdrawn and offered to another child.
- No child will be accepted at Lady K Nursery, Breakfast or After School Club, without prior completion of the Admission forms.
- Full fees are charged for absence and early collection of a booked session.
- We are registered to accept childcare vouchers.
- Fees are charged on a 'per child, per session' basis.
- **Period of notice is one month in writing.**
- Ad hoc bookings are possible at a minimum of 24 hours' notice, subject to places being available.
- Alterations to bookings are subject to availability and a minimum of 24 hours' notice.
- Children must be collected at the agreed time or extra charges will be applied (**£5 for every five minutes** that a child is late being collected).

If your child is due to attend Lady K Nursery, Breakfast or After School Club and is unable to do so for any reason, we request that you notify us as early as possible so that we can amend the register.

If your child is to be collected by anyone other than the usual person, written consent must be given, whether this is a regular occurrence or ad hoc. In extenuating circumstances, a phone call will be accepted as notification.

A password will be required.

**Head Teacher:** Mr Neil Kitching B.A. (Hons) PGCE

**E-mail:** [office@ladyk.bdmatt.org.uk](mailto:office@ladyk.bdmatt.org.uk)

**Web Site:** <https://ladyk.bdmatt.org.uk/>

**Telephone:** 01564 772 374