



Guyhirn Church of England Primary School & Pre-school

Member of the Diocese of Ely Multi Academy Trust

Guyhirn Pre-school Parental Agreement

A. Terms of parental agreement

The parent agrees to:

1. The details contained within my child's admissions information will be kept up to date. I will inform a member of preschool staff/office staff of any changes to this information as I understand that these contact details will be used in case of emergency.
2. I will ensure that my child attends their scheduled preschool sessions. I am aware that in case of absences e.g. illnesses, that it is my responsibility to contact the pre-school and inform them as to why my child will be absent. I confirm I will do this for every day of absence.
3. I understand that the pre-school reserves the right to terminate my child's space if they do not attend for 10 working days and I fail to inform the pre-school of the reason for absence.
4. I understand that any charged sessions will still need to be paid for regardless of whether my child attends or not (this is inclusive of absences due to illnesses and holidays etc).
5. I have read the policies relating to pre-school and am aware of my responsibilities within them.
6. If I wish to make changes to my child's sessions, I will give four weeks written notice and these changes will be at the discretion of the pre-school leader/head teacher.
7. If, for any reason, I wish to terminate my child's space, I will give four weeks written notice of this. I also understand that dependent on when I give this written notice, the funding may have already been processed and may not be transferable to a new setting until the following term.
8. I will complete funding forms each term to allow for my child's space to be retained and I understand that the information included within these forms may be passed onto the local authority to seek eligibility for Early Years Pupil Premium.
9. I understand that it is my responsibility to apply for extended government funding (working families and income based funding). With this, there comes a responsibility to reconfirm eligibility every three months and I understand that not doing so, may mean that my child's space becomes void.
10. If I am in receipt of working families funding and there is a change to my employment circumstances meaning I am no longer eligible for funding I will inform the pre-school of this. I understand that there is a grace period and will

inform my provider that this is the case. I understand that my funding will not resume again until a new funding application has been made and accepted should there be any further changes to circumstances.

The provider agrees to:

1. Check an original document of identification e.g. birth certificate to verify the child's full name and date of birth.
2. Ensure all children are able to access a safe and stimulating learning environment with true inclusion, meaning that all children and families are able to get everything they need with simplicity, equity and equality so part of the norm.
3. Notify the parents/carers in writing of term dates and dates of closure including school holidays and bank holidays.
4. Seek permission from parents/carers before contacting external agencies regarding a child, unless there is a safeguarding concern.
5. Providing all funding information have been accepted and all fees have been paid for, keep the child's sessions remaining the same until we receive written confirmation from parents/cares that they wish for changes to be made.
6. Make parents/carers aware of any changes make with regards to our policies and procedures.
7. Keep you updated on your child's progress by offering regular parent/carer meetings.
8. Respond to any questions, queries or concerns you may have professionally and promptly and keep you involved as to how these matters have been addressed.
9. Discuss with you any concerns regarding your child's attendance and work with parents, carers and families to achieve the highest level of attendance possible.

B. Parent/carer declaration

I confirm that I have read and understood the 'Guyhirn Pre-school Parental Agreement' and mine and the settings responsibilities within it. I also confirm that I have received a copy of the parental agreement to refer back to, as well as returning a signed copy to the setting.

Parent/Carer name.....Date.....

Signed.....

Received by (staff member).....Date.....

Signed.....Job role.....