



27th March 2026

Dear Parent/Carers,

I am writing to inform you of the next stage in the admission process with regards to your child joining our Nursery in September 2026.

Children can join our Nursery the term following their 3rd birthday (dependent on capacity).

All nursery sessions take place in the Nursery building and every child will need to attend Nursery for a minimum of 15 hours per week. The timings for the Nursery sessions are:

- Morning sessions - 9am - 12pm (3 hours - no lunch)
- Morning sessions - 9am - 12:30pm (3.5 hours lunch included at £2.60 per day)
- Afternoon session - 12pm - 3pm (3 hours - no lunch)
- Afternoon session - 11:30am - 3pm (3.5 hours - lunch included at £2.60 per day)
- Full Day - 9am - 3pm (6 hours- lunch included at £2.60 per day)

You will be able to use your childcare entitlement to extend your day by using our Kids Club between 8am-9am and 3pm-6pm. Allocations for Kids Club provision will be in accordance with the Kids Club Admissions Policy.

You will be able to choose the sessions you would like your child to attend and this can be a mix of mornings, afternoons or full days. If you exceed your childcare entitlement (15/30 hours) you will incur additional charges for the nursery / Kids Club sessions. The hourly rate will be £6.50.

A PE session will take place on a weekly basis on a Tuesday morning, and Wellie Wednesday will take place on a weekly basis on Wednesdays in the Magic Garden.

In order to help us make the necessary arrangements, please could you complete the form to request your requirements via this [link https://forms.gle/CHXo5hhKPMDt9Qd99](https://forms.gle/CHXo5hhKPMDt9Qd99) and your preference of sessions and days. Please submit your response by **Friday 24th April**.

Whilst we will endeavour to allocate your preferred session, in the event of over-subscription places will be offered in accordance with the criteria in the Nursery Admissions Policy.

Any funded hours claimed at other settings (including holiday clubs) prior to your child starting at Crosshall Nursery, may impact on the number of hours that can be claimed in the next term with us. When Crosshall Nursery are notified by the Early Years team that there has been an over claim of funded hours, the reimbursement of these hours will need to be repaid. The school will work with families to assist with any repayment plans to accommodate this.

At our setting Early Years funded places can only be taken during term time only. We do not offer stretched funded places across holiday periods.

In the meantime, if you wish to speak to myself about the changes, please telephone the school office.

Yours sincerely,

A handwritten signature in black ink that reads "Rebecca Sawford". The signature is written in a cursive style with a large initial 'R'.

Mrs. Rebecca Sawford
Headteacher