



Chorleywood Primary School
Bursary Policy for Nursery Lunch Club 2018/19

Committee	Finance & Premises Committee
Author	School Business Manager
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Bursary Policy for Nursery Lunch Club - October 2018

Chorleywood Primary School provides a Nursery Lunch Club that all Nursery pupils are welcome to join. The club runs every day from 12 noon until 1pm. Each session currently costs £5.00 and parents/carers are invoiced termly. In order to plan the staffing for the Nursery Lunch Club, parents are required to commit on a termly basis to the same days each week for the whole term.

The staff and governors of Chorleywood Primary School believe that Nursery Lunch Club is an important way for children to develop social skills, build independence in preparation for full-time school and have fun with their peers. The school is committed to enabling all its Nursery pupils to have the chance to access Lunch Club and that no child should be disadvantaged due to financial means. Therefore, bursaries may be available in specific circumstances.

Who May Be Eligible For a Bursary Place?

- Any pupil who is eligible for the EYPP.
- Any pupil whose parent/carer is unable to meet the cost of Lunch Club due to lack of financial means at a particular time.
- Any pupil who external professionals have advised will benefit from attending Lunch Club.

Application For Bursary Places

1. Parent/carer should make a request in writing for a bursary place to the Head Teacher, including details of how they meet the above criteria. If the child is known to the school as eligible for Early Years Pupil Premium, this information is sufficient to support the application.
2. The Head Teacher will assess this request and decide whether the pupil is eligible for a bursary place.
3. Once a bursary place has been agreed, the School Office will confirm this to the parent/carer.
4. The days that the child will attend Nursery Lunch Club each week will then be agreed between the School Office and the parent/carer. Parents/carers may request specific days each week and the school will endeavour to accommodate them, but staffing levels will determine whether this will be possible.

Allocation of Bursary Places

- Bursary places are allocated by the Head Teacher. All allocations are made on an individual basis.
- All bursary places are reviewed termly.

Confidentiality

The school respects the confidentiality of bursary places allocated to pupils.