# Charlton Kings Infants' School

**Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY**

**Telephone: (01242) 514483**

**Head teacher: Katie James BA (Hons) QTS**

**Email:** **Head teacher:** **head@ckis.org.uk**
**School Business Manager:** **sbm@ckis.org.uk**
**Secretary:** **secretary@ckis.org.uk**


**Kindergarten terms and conditions July 2026**

## Admissions

We welcome children from 3 years of age.
A £50 deposit payable by bank transfer is required to secure your place at kindergarten, this will be deducted from your final invoice.
For further information, please refer to our **Kindergarten Admissions Policy.**

## Fees

Details of our fees can be found on our website in the New Parents Information section.
Our fees are reviewed on an annual basis.

## Sessions

Our sessions are:
Morning without lunch: 8.45am-11.45am (3 hours)
Morning with lunch: 8.45am-12.30pm (3.75 hours)
Afternoon without lunch: 12.30pm-3.30pm (3 hours)
Afternoon with lunch: 11.45am-3.30pm (3.75 hours)
Full day: 8.45am-3.30pm (6.75 hours)

We require children to attend a minimum of three sessions per week, a session being a morning or an afternoon. We invite you and your child to a stay and play session before your child is due to start. We do not offer settling in sessions or phased entry into kindergarten.
To promote continuity and consistency, if children attend the minimum three sessions, these must run concurrently. For example, Monday/Tuesday or Tuesday/Wednesday.

## Billing and payment of fees

Invoices are raised mid-term, three times a year for each autumn, spring and summer term, in line with funding received from the Local Authority. The invoice will breakdown funded hours, attended hours, any charged hours and school lunches.
Payment terms are 30 days from invoice date. Ad hoc sessions are not funded and are payable in advance of the session.
We accept payment by bank transfer, childcare voucher, government tax-free childcare voucher or the Childcare Government Grant Service (if a parent is registered as a full-time student).
We do not offer refunds if the wrong method of payment is used to settle invoices.

## Lunches

Children can choose to bring a packed lunch or have a hot school lunch every day they attend Kindergarten. We request that hot school lunch choices are made in advance and are provided on the same day of every week. This is to ensure a parent is not under/overcharged for lunches due to timings, mid term, of raised invoices.


Charlton Kings Infants' School, a company limited by guarantee registered in England and Wales under number 07689749, registered office, Lyefield Road East, Charlton Kings, Cheltenham, GL53 8AY.

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## Funding

We accept universal 15 hours for 3/4 year olds and 15/30 hours working families entitlement for 2/3/4 year olds.
Parents are to complete an Early Years Funded Hours Entitlements form every autumn, spring and summer term. If this is not received by the timeline given by the School Office, then there is a risk of not receiving funding for your child's attendance at kindergarten. Any loss of funded hours due to missed deadlines will be charged to the parent at our current hourly rate.

## Wrap around care

Wrap around care is available for kindergarten children. All Kids Club bookings are made through our Magicbooking portal. We do not accept funded hours for attendance at Kids Club.

## Attendance

Children are expected to attend all sessions that are booked.
We require all absence due to illness to be reported by 9.30am on the first day of illness to kindergarten@ckis.org.uk or secretary@ckis.org.uk or **01242 514483.**
Any hours of absence that are normally non funded will still be charged, along with a pre-selected hot school lunch.
If a child is absent consecutively for more than two weeks or ten school days, we are obliged to inform the Local Authority. This could result in a reduction in funded hours from the Local Authority. Any loss of funded hours due to absence will be charged to the parent at our current hourly rate.

## Changes to sessions

We require at least a terms notice for any changes to session patterns.

### Increase in sessions

We will endeavour to increase a child's pattern if a parent requests and spaces allow. Any increase will normally start at the beginning of the next full term. Depending on funding timelines, a child may be able to increase sooner.

### Notice of leaving/reduction of sessions

We require a terms notice if children leave our setting or there is a reduction of sessions.
If a child reduces their attendance before this time, a parent will still be liable for sessions that the child should have attended. Any loss of funded hours due to leaving/reduction in hours before a full terms notice has been given, will be charged to the parent at our current hourly rate.

## Late collection or non collection of children

Please refer to our **Non Collection of Children Policy**


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