

## MURIEL GREEN NURSERY SCHOOL AND DAY CARE

[www.murielgreen.herts.sch.uk](http://www.murielgreen.herts.sch.uk)

NEWS LETTER 7th June 2018



Dear Parents and Carers,

Welcome back to all children from half term and those who have been on holiday. With the introduction to new legislation world wide and amendments to terms and conditions policies and practices at Muriel Green have needed to be reviewed. This is an extra newsletter to inform you of new changes and introductions to Muriel Green Nursery School. If you have any questions about the information included please don't hesitate to ask myself or a member of the office team.

We would like to take the time to celebrate Father's Day. We recognise that every family is different, so we would like to invite Dad's, Step Dads, grandads, uncles and friends to join the children for breakfast on the 15th June 2018. The Big Breakfast will run from 7.45 till 9.30.

Best Wishes

Gemma Williamson,

Headteacher

### Email Address

The majority of paperwork will now be sent via email. It is imperative that we have an up to date email address for you. The main systems we use to email are:

Parentmail

Nursery Genie

DocuSign

[admin@murielgreen.herts.sch.uk](mailto:admin@murielgreen.herts.sch.uk)

Xero



Please check your junk folder to ensure that you accept correspondence from these systems.

### GDPR

On the 25th May 2018, the General Data Protection Regulations (GDPR) come into force in the UK. These are new data protection regulations build upon the Data Protection Act of 1998. The GDPR require public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

We take data protection very seriously at Muriel Green Nursery School. In line with GDPR requirements, we have already appointed a Data Protection Officer, Bethan Jones, to oversee our approach to data management and protection. In order to ensure that we comply with the new regulations, we are reviewing our current policies and practices. We have already updated our privacy notices in line with the new requirements. These can be found on our website and will be sent out to you for signing.

Muriel Green Nursery School is required to keep and process certain information about its staff members and pupils in accordance with its legal obligations under the General Data Protection Regulation (GDPR).

The school may, from time to time, be required to share personal information about its staff or pupils with other organisations, mainly the LA, other schools and educational bodies, and potentially children's services. Organisational methods for keeping data secure are imperative, and Muriel Green Nursery School believes that it is good practice to keep clear practical policies, backed up by written procedures.

To learn more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on <http://ico.org.uk>



## Fee increase from September 2018

### Day Care

Baby room	£70.00
Ocean Room	£69.00
Rainbow Room	£69.00

### Sunshine Room

WRAP day (AM or PM session funded)	£53.50
WRAP day (Flexi session funded)	£38.00
WRAP day (30 hour)	£33.50

### Meal Time

Breakfast	£11.00
Lunch Club 11.30-12.30	£11.50
Tea Club 3.30-4.30	£11.50

Fees can be found on the website and will be based upon the room in which your child attends.

## Updated Terms and Conditions

You should all receive amended terms and conditions for your place at Muriel Green, we ask that these are signed and return at your earliest convenience. These will be sent electronically using DocuSign and we ask that they are returned this way also.

### Changes:

- No compensation will be paid or refund given if the nursery has to close due to any reasons beyond the control of the nursery such as power failures, weather conditions. Or if we have to close or we take the decision to close due to events or circumstances beyond our control (e.g. extreme weather conditions) the Fees will continue to be payable in full and we shall be under no obligation to provide alternative childcare to you. If the closure exceeds three consecutive days in duration (excluding any days when we would otherwise have been closed), we will credit you with an amount that represents the number of days closed in excess of three days
- In exceptional circumstances we understand that you may need to make a second request. In such instances you will be required to pay a £25 administration fee for each contract change, should the Day Care be in a position to accommodate your request.
- As the number of children with nut allergies is increasing we aim to keep the Day Care NUT FREE. Parents are requested not to bring food or empty food packaging into the facility. Parents are also requested not to use creams, sun creams, oils etc on their child that may contain nut oil (e.g. Arachis) as they may have severe consequences to another child or member of staff.

### Reminders:

- At the end of the day, children are to be collected and parents given feedback by 6.15pm at the latest. If a child is collected after this time there will also be an additional charge of £15 per 10 minutes for late collection.
- Invoices are sent at the beginning of the month and reflect the sessions on offer to your child during the month. The monthly fee may change slightly due to the number of days within the calendar month.
- Safeguarding - we have an obligation to report any instances where we consider that a child may have been neglected or abused, to the relevant authorities. We may do so without your consent and / or without informing you.
- If you have any concerns regarding the services we provide please discuss these with the Day Care Manager. If these concerns have not been resolved to your satisfaction please contact the Headteacher.