



Dear Parents/Carers

Park Lane Nursery Information

Although we are a children's nursery where your child's wellbeing is put first, we are also a business which must pay for qualified childcare staff, ongoing training and new resources so that your child has the best possible care. We also try to aim to provide value for money in an outstanding environment run by our very experienced staff and nursery manager.

All parents are required to complete a nursery sessions choice and EY funding form prior to joining us, to inform us of the hours you wish your child to attend our nursery and are also entitled to. **All additional hours required are subject to a charge and must be pre agreed. Our current hourly charge for 2025/2026 academic year is £5.66.** All agreed sessions will then be confirmed by email.

For any non-funded sessions, we would appreciate prompt payment of your childcare fees. Weekly fees should be paid in the week in which the childcare is provided via the school gateway. If you have a genuine problem which prevents you paying on time you must speak to the school administrator as soon as possible. We will listen to your reasons for non-payment and try to help.

Where non funded nursery sessions have been agreed, they should then be booked using the online payment system (registration instructions are below).

If you are using the app the process is detailed below. If you are using the web-based version the procedure will be slightly different.

- Select your child.
- Select clubs then nursery lunchtime or nursery childcare club.
- Make a booking – book the sessions that have been pre agreed.
- Select pay now.

Online Payment System – registration

Activate your school gateway account. It's quick and easy to do. All you need is your email address and mobile number that school holds on record for you.

- **Download the app:** If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website PLUS it saves the school money when we send you a text message.

OR

- **Visit the website:** www.schoolgateway.com and click on 'New User'. You will receive a text message with a PIN number. Use this PIN to log into School Gateway.

If you are having trouble logging in, it may be because the school does not have your current email and mobile phone number on record. Please call the school and we will update the details on our system.

Yours faithfully

Mr Rob Litten
Executive Headteacher