



**MILTON KEYNES**  
**PREPARATORY SCHOOL**

# **Nursery Department**

Age 2 months to 2+ years

**Supplementary Information**  
**2025-2026**



# **Nursery Department**

## **Contents**

---

	<i><u>Page</u></i>
<b>Governors</b>	<b>1</b>
<b>Nursery Department Staff 2025-2026</b>	<b>2</b>
<b>Nursery Opening Dates 2025-2026</b>	<b>3</b>
<b>Fees 2025-2026</b>	
<i>2 Years and under</i>	<b>4</b>
<i>Early Years Funding – 15 &amp; 30 hours</i>	<b>5</b>
<i>Discounts/ Extra charges</i>	<b>6</b>
<i>Use of Childcare Vouchers/Tax Free Childcare</i>	<b>7</b>
<b>Terms &amp; Conditions</b>	<b>8</b>
<b>Extra Facilities</b>	<b>11</b>
<b>Map &amp; Directions</b>	<b>12</b>



# **Nursery Department**

## **Governors 2025-2026**

---

### **Chairman**

Mr David Pye BA (Hons), Cert Ed (Distinction)  
MA Ed (Distinction), SEDA III, HETC, FFSC, FGMS,  
FCSCM, FGGRS, AFNCollIM, FRSA  
Programme Manager (Research)  
The Local Government Association

Mr Ian Silk BA (Hons), PGCE  
Headmaster  
Bedford Preparatory School

Mr Philip Pauley BA (Hons)  
Director  
Milton Keynes Preparatory School

Mrs Emma Hanley NNEB  
Head of EYFS & Director of Child Welfare  
Milton Keynes Preparatory School

Mr Andrew Pauley ACIOB  
Director  
Milton Keynes Preparatory School

Mrs Nicola Wilson BTec Nat Dip Childhood Studies  
Head of EYFS  
Walton Nursery

Mr David Blackeby  
Product/Service Development & Delivery Lead  
Vodafone Group

Tracie Bailey  
Managing Director  
Buttons Preschools Limited

### **Parent Governors**

Dr Asif Akram MBChB, DRCOG, MRCP  
General Practitioner

Dr Sujith Godagama MBBS, RCGP, PGCertME  
GP Partner

Mr Brian Emmanuel ACICM, ACMI, MCIoF, MBA  
Grants & Trusts Fundraiser

### **Ex Officio**

Mr Simon Driver BA, PGCE, QTS  
Headmaster/Chair of Proprietorial Body  
Milton Keynes Preparatory School

Mrs Hilary Pauley BEd  
Proprietorial Body/Principal  
Milton Keynes Preparatory School

### **Clerk to the Governors**

Mrs Sam Pauley  
Registrar & Director of Communications  
Milton Keynes Preparatory School

*Correspondence for the Chairman of Governors should be addressed to:  
Milton Keynes Preparatory School, Tattenhoe Lane, Milton Keynes, MK3 7EG  
Correspondence for the Proprietorial Body should be addressed to:  
Milton Keynes Preparatory School, Tattenhoe Lane, Milton Keynes, MK3 7EG*



# **Nursery Department**

## **Staff 2025-2026**

---

### Senior Management Team

<b>Headmaster</b>	Mr Simon Driver BA, PGCE, QTS
<b>Head of EYFS and Director of Child Welfare</b>	Mrs Emma Hanley NNEB
<b>Deputy Head</b>	Mrs Katherine Foulger BA (Hons), PGCE, QTS
<b>Assistant Head - Pastoral</b>	Mrs Lucy Homer BA (Hons), PGCE, QTS
<b>Matron</b>	Mrs Louise Hart NNEB

---

### **Deputy EYFS Babyroom - Class 2**

Miss Claire Finney NVQ Level 3

---

### **Deputy Matron**

Mrs Samantha Johnston-Bolton BTEC Dip Level 3

### **Nursery Nurses**

Miss Emilia Lavilla SRGN  
Miss Leslie Manning NVQ Level 3  
Miss Karen Wolstenholme NNEB  
Mrs Majalla Gomez NVQ Level 3  
Miss Lauren Higgins CACHE Level 2  
Miss Kayleigh McGinley BTEC L3 EYCE  
Miss Karishma Grover NVQ Level 3  
Miss Maisie Tompkins-Palmeiro  
Miss Charlie Hopcroft  
Mrs Tracey Reed  
Miss Lisa Finney  
Mrs Michelle Webb  
Miss Lisa Gray  
Mrs Jean Murray

### **Nursery Assistants**

### Business & Senior Management Team

<b>Headmaster</b>	Mr Simon Driver BA, PGCE, QTS
<b>Head of EYFS &amp; Director of Child Welfare</b>	Mrs Emma Hanley NNEB
<b>Registrar &amp; Director of Communications</b>	Mrs Sam Pauley Cert HE (Open)
<b>Director</b>	Mr Philip Pauley BA (Hons)



# Nursery Department

## Opening Dates 2025-2026

AUTUMN TERM 2025	
<b>Term begins:</b>	<b>Tuesday 26th August 2025</b>
<b>Term ends:</b>	<b>Friday 19th December 2025</b>
<i>Building closed:</i>	<i>4pm Friday 19th December 2025 – Friday 2nd January 2026 inclusive</i>

SPRING TERM 2026	
<b>Term begins:</b>	<b>Monday 5th January 2026</b>
<b>Term ends:</b>	<b>Thursday 2nd April 2026</b>
<i>Building closed:</i>	<i>Friday 3rd April – Friday 10th April 2026 inclusive</i>

SUMMER TERM 2026	
<b>Term begins:</b>	<b>Monday 13th April 2026</b>
<i>Building closed:</i>	<i>Monday 4th May 2026 – Bank Holiday</i>
<i>Building closed:</i>	<i>Monday 25th – Friday 29th May 2026 inclusive</i>
<b>Term ends:</b>	<b>Friday 14th August 2026</b>
<i>Building closed:</i>	<i>Monday 17th – Monday 31st August 2026 inclusive</i>

AUTUMN TERM 2026-2027	
<b>Term begins:</b>	<b>Tuesday 1st September 2026</b>



# Nursery Department

## Fees 2025-2026

### 2 years and under

### Subject to Availability

46.4 weeks per year

5 days per week**	8:00am to 6:00pm**	£374.00	per week
	8:00am to 3:30pm	£344.00	per week

4 days per week	8:00am to 6:00pm	£350.50	per week
	8:00am to 3:30pm	£327.00	per week

3 days per week*	8:00am to 6:00pm*	£288.00	per week
	8:00am to 3:30pm	£272.00	per week

2 days per week	8:00am to 6:00pm	£210.00	per week
	8:00am to 3:30pm	£190.00	per week

5 mornings per week*	8:00am to 1:00pm	£295.00	per week
3 mornings per week	8:00am to 1:00pm	£199.00	per week

- Parents to provide their own nappies, food and bottles until baby can eat nursery food
- Early Room available from 7.30am to 8.00am
- Late Room available from 6.00pm to 6.30pm
- Sibling discounts available from 15% up to 50%
- Monthly fee is indicative of 12 payments from 1st August to 1st July
- Refer to supplementary sheet for information on extra charges and discounts
- \*15 hour funded places are available, subject to terms and conditions – please refer to supplementary sheets for further information
- \*\*30 hour funded places are available, subject to terms and conditions – please refer to supplementary sheets for further information



# Nursery Department

## Fees 2025-2026

### 2 years and under

---

## Early Years Funding – 15 & 30 hours

From September 2024, the Government introduced up to 30 hours of funded childcare per week for eligible children aged from +9 months.

A maximum of 38 weeks funding is available per year. The funding is to cover the cost of providing 15-30 hours of free, high quality, flexible childcare. It does not cover the additional hours, snacks and meals, consumables, activities and additional materials, trips, guest visits and other items that make up our enhanced nursery provision.

Parents must apply and provide an eligibility code to qualify for the 15-30 hours.

Please note:

- 15 hours funded places are **only** available for children attending a minimum of 3 x full days (8.00am-6.00pm) or 5 x mornings (8.00am-1.00pm)
- 30 hours funded places are **only** available for children attending a minimum of 5 x full days (8.00am-6.00pm)

Full fees will be payable for unfunded weeks provided during the year.

# Nursery Department

## Fees 2025-2026 – Discounts & Extra Charges

### 2 years and under



<b>Registration Fee</b>	<b>£100.00 non-refundable</b>
-------------------------	-------------------------------

<b>Sibling Discounts</b>	<b>50%</b> for second child when 2 children under 2
	<b>15%</b> for second child
	<b>30%</b> for third child and subsequent children

- *Sibling discounts will be applied after any other discounts or reductions for tax free childcare or funding have been taken into account.*
- *Annual payment discounts are applied on the final bill balance due after any other discounts, funding or reductions have been applied.*

<b>Early Room Charge</b> <i>(7.30am to 8am)</i>	£ 5.00 per day
--	----------------

*(20% discount available if booked for the whole year)*

<b>Late Room Charges</b> <i>(6pm to 6:30pm)</i>	<i>24 hours notice given:</i>	£7.50 per day
	<i>Booked before 3:30pm:</i>	£12.00 per day
	<i>Booked after 3:30pm:</i>	£20.00 per day
	<i>Not pre-booked:</i>	£30.00 per day

<b>Introductory/ Registration Fee Discount</b>	<p>An introductory discount is offered to current families who introduce a new family to the school. This is £1,000 for a full time place, or pro-rata for part time and is payable to the introducing family, who <b>must</b> be named on the Registration Form.</p> <p>The referred family will have their registration fee waived.</p>
--	---



## **Nursery Department**

### **Fees 2025-2026**

#### **2 years and under**

---

## **Use of Childcare Vouchers & Payment via Tax-Free Childcare**

Many families are eligible for Childcare Vouchers and Tax-Free Childcare.

There are strict Government guidelines over the use of childcare vouchers and payments via the Tax-Free Childcare scheme. Milton Keynes Preparatory School does accept both methods of payment but only for qualifying activities specified within the rules of the schemes.

These methods of payment are only accepted for the following eligible activities-

- Payment toward the wraparound care element of the fees (outside of the tuition day), including before school, after school, the early morning room and late room.
- Playscheme located on the school premises during school holidays.
- All fees for children in our Early Years setting.

Vouchers are not eligible to pay towards the following-

- School Tuition Fees
- School materials, uniform, stationery, kit, exams or clubs
- Residential or day trips that take place away from the school's premises

Please be aware that any overpayment of childcare vouchers or tax-free childcare cannot be refunded directly to parents due to HMRC rules. Where the overpayments cannot be carried against future childcare costs, these will be refunded directly to the childcare voucher provider or tax-free childcare account.

If you have any further questions, please contact the Bursar on 01908 642111 or email [bursarmk@mkps.co.uk](mailto:bursarmk@mkps.co.uk)



# Nursery Department

## Fees 2025-2026

### 2 years and under

#### Basis of Charges

- Nursery fees include 46.4 weeks of care as standard.
- Parents are required to provide all nappies, food and bottles until babies can eat nursery food. Dietary requirements and allergies will be accommodated where possible.
- A non-refundable registration fee of £100 is payable by all new children.
- Fees are payable in advance either by monthly direct debit on the first day of the month, or termly on the first day of each term, or annually by 1st September each year.
- If payment of fees is not made on the due date, then interest of 10% will be added monthly.
- Where monthly fees are not received by the due date (1st of each month), a late payment charge of £50 per month per child will be applied to the account. Persistent late payments may result in exclusion.
- For those who enter mid-year, the fees are calculated according to the date of entry.
- 15-30 hours funding is applicable for children aged 0-2 years whose parents meet the eligibility criteria. For more information, please refer to <https://www.gov.uk/get-childcare>, Milton Keynes Council or contact the Bursar.
- Funded places are limited and conditions apply (see below):
  - 15 hours funded places are **only** available for children attending a minimum of 3 x full days (8.00am-6.00pm) or 5 x mornings (8.00am-1.00pm) for 35 or 38 weeks.
  - 30 hours funded places are **only** available for children attending a minimum of 5 x full days (8.00am-6.00pm) for 50 weeks.
- There is no reduction in fees if a child is absent due to illness, holiday and adverse weather conditions or for any other reason. In addition, the school will not be in breach of its obligations or otherwise be liable to you by reason of delay in performance or non-performance of its duties due to any event outside of its reasonable control. Such events include, without limitation: fire, war, acts of terrorism, strikes or other industrial action, infectious diseases and epidemics.
- Any request for changes to core hours must adhere to the notice period terms and conditions, one full month is required for the Nursery Department up to the age of 2. Extra hours will be made available as soon as practicable.
- Fees are subject to an increase at the start of each academic year.
- Parents who are not contactable by telephone, in case of a sick child or in an emergency, will be charged £20 after one hour and £20 for every subsequent hour, until they arrive.



# Nursery Department

## Fees 2025-2026

### 2 years and under

---

- Parents are liable for all costs, fees and charges including any costs reasonably incurred by the school in the recovery of unpaid school fees. The school reserves the right to exclude a pupil on 2 days' notice if fees are overdue for payment to the school, exclusion under these circumstances is not a disciplinary matter for the pupil.

### Notice Period

- In the Nursery Department, up to the age of 2, the notice period is one full month given by letter to the Headmaster. Failure to give the required notice will result in one month's fees being charged in lieu of notice.

### Introductory/Registration Fee Discount

- When a current or past family introduces a new family to the school, there is a one-off fees discount of £1,000 for the introducing family, providing the new child is full time. A pro-rata sum is given based on the hours on starting, if the new child is part-time. Only one family can make the introduction and therefore receive the discount. The discount is applied after the new child has completed a full term.
- The introducing family's name **must** appear on the Registration Form of the introduced child. If for any reason the new child leaves during the academic year, the discount will be limited to a third for each full term completed and reclaimed.
- The new family will have their registration fee of £100 waived.

### Sibling Discount

- Sibling discount will be applied after any other discounts, funding or reductions have been taken into account but before the annual payment discount.

### Other Discounts

- An annual payment discount of 5% is available if fees are paid in full by 1st September. The discount will be allowed on the element paid upfront if also paying monthly by childcare vouchers. Annual payment discount is applied after all other discounts, funding and reductions have been taken into account.

***These Terms and Conditions are deemed to supersede the Terms and Conditions for 2024/25. Your agreement to these Terms and Conditions is implied when your child starts the new school year from September 2025 onwards.***



# **Nursery Department**

## **Complaints**

---

Milton Keynes Preparatory School prides itself on the quality of the teaching and pastoral care provided to all its pupils.

However, if parents have a complaint, they can expect it to be treated by the school in accordance with the Complaints Policy, a copy of which is available from the school office, upon request, or via the website.

Parents can rest assured that all complaints and concerns will be treated seriously and confidentially.



## **Nursery Department**

### **Extra Facilities**

---

### **Nursery and Pre-Preparatory Departments, Milton Keynes Preparatory School**

The school has an attached nursery department for babies of 2 months to children of 2+ years and is open for approximately 46 weeks of the year.

From 3 to 7+ years children are taught in the Pre-Preparatory Department.

Entry into the Preparatory Department at age 7+ is subject to an entrance assessment.

### **Walton Nursery**

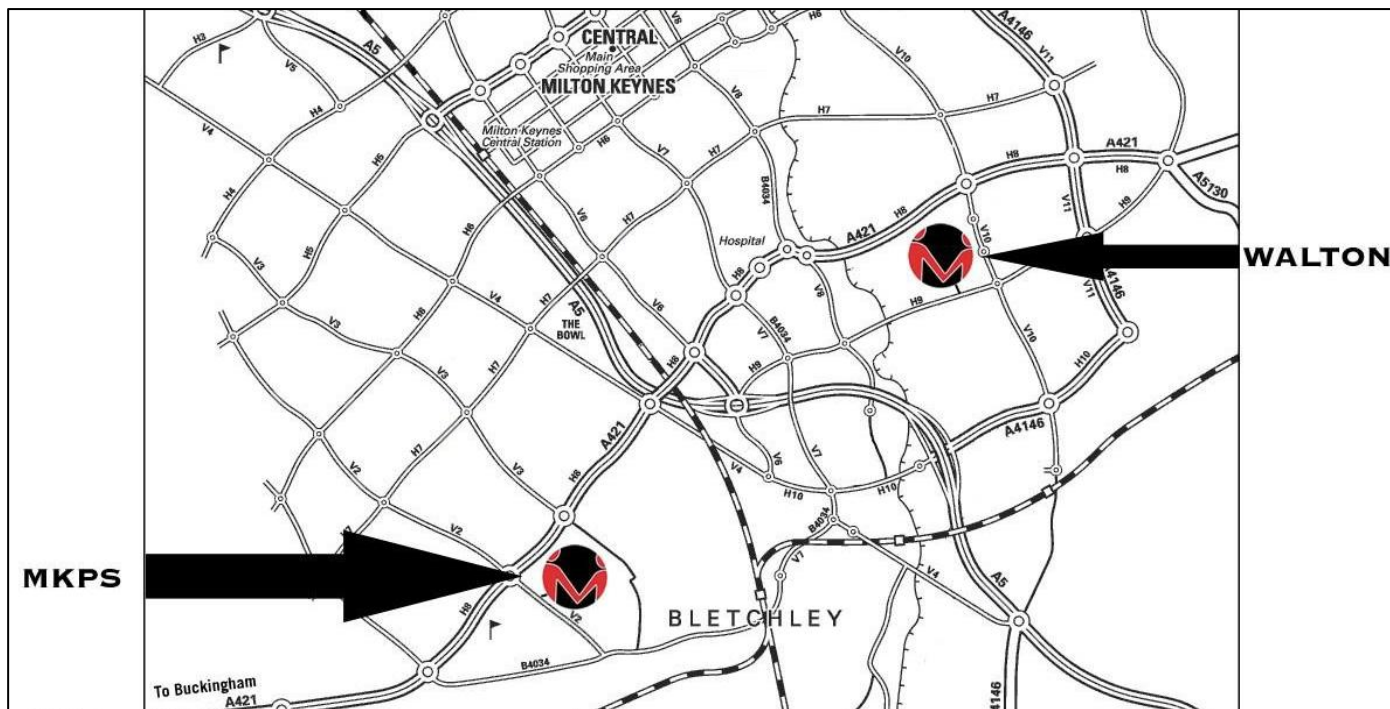
This nursery is open for approximately 46 weeks of the year and caters for babies of 2 months to children of 4 years of age. Children may transfer to Milton Keynes Preparatory School for Reception, subject to place availability.

# MILTON KEYNES PREPARATORY SCHOOL

TATTENHOE LANE, MILTON KEYNES MK3 7EG



## Nursery Department Map & Directions



Milton Keynes Preparatory School, in Tattenhoe Lane, MK3 7EG, is situated in southwest Milton Keynes, off the Windmill Hill roundabout, where H8 (Standing Way) and V2 (Tattenhoe Street) meet.

Walton Nursery, at The Old Rectory, Walton Drive, MK7 6BB is situated next to the Open University, in southeast Milton Keynes, off H9 (Groveway).