



**Cardinal Road, Feltham, Middlesex, TW13 5AL**  
**Telephone: 020 8890 6306 Fax: 020 8893 7179**  
**e-mail: [office@cardinalroad.hounslow.sch.uk](mailto:office@cardinalroad.hounslow.sch.uk)**  
**Head Teacher: Mrs M Nowak**

#### Terms for Nursery extra hours payments:

- The preferred method of payment is online using the School Gateway app, which you should download when your child joins the nursery. Details will be given to you.
- School Gateway keeps a record of your payments and balance. We take steps to protect your data and the School Gateway privacy policy is available here  
<https://login.schoolgateway.com/0/Documents/PrivacyPolicySchoolgatewayV5.pdf>
- If you do not have a smartphone, mobile device or access to the internet please contact the school office and we will arrange a different payment method.
- Fees are non-refundable - fees are still payable if your child is absent because of illness due to staff arrangements being made in advance to be within recommended staff/pupil ratios.
- If parents fail to pay fees promptly despite 2 requests, either by phone / email or letter, the option for additional hours may be withdrawn. (Bad debt policy is available to view on the school website  
[www.cardinalroad.co.uk](http://www.cardinalroad.co.uk))
- The nursery 30 hours session finishes at 2.40pm. If you wish your child to stay until 3.30pm for a late pick-up the payment is £4.00 per session.
- Late pick-ups are not available on an ad hoc basis and must be booked a week in advance due to staff/pupil ratios.
- If parents are not eligible for the extra 15 hours government funding, they are able to pay for the extra 15 hours at a rate of £5.00 per hour subject to spaces being available.

- Any queries should be directed to Mrs Angela Mussallam via the office email or by telephone. We will endeavour to respond to queries within 2 working days.