

Woodford Church of England Primary School and Nursery



Nursery Policy – September 2019

The Nursery provides sessional and school hour care for children aged 2 – 4 years old. Nursery childcare is available 9am-12pm or 9am-3pm, Monday to Friday, term time only and is closed for teacher training days in line with the school calendar.

Nursery admissions

At Woodford Church of England Primary School and Nursery, places are allocated on a strictly first come, first served basis for children. Parents are asked to agree formally to the published free entitlement criteria and use this funding to secure a place at our Nursery (max. 15 or 30 hours). Parents and carers can fund extra spaces, subject to availability. We may operate a reserve list if needed. We are accommodating of families who would like to use part of their free 15 or 30 hours entitlement at our Nursery and use the remainder with another provider such as a childminder. These preferences do not affect our first come, first served Nursery admissions policy

Charging Information

1. Free Funded Places:

1.1. All children are entitled to a free funded place for 15 hours a week for 3-4 year olds. We also offer 2 year old funding, for parents who are eligible.

1.2. Funded sessions are from 9am-12pm or 9am-3pm, Monday to Friday.

1.3. A funding form will be sent to parents to complete to ensure funding is received in the following term. This form must be fully completed and signed by the parent.

2. 30 hours funding entitlement:

2.1. Children whose parents are eligible for the new 30 hours funding entitlement are offered further funded sessions.

2.2. Parents must apply for an eligibility code online.

2.3. An eligibility code must be checked, every 3 months by the parent in order for this entitlement to continue. This is the responsibility of HMRC to notify parents that they are





required to re-apply for eligibility and the parent's responsibility to notify the Nursery of the new code.

2.4. A funding form will be sent to parents to complete to ensure funding is received in the following term. This form must be fully completed, including the current eligibility code, and signed by the parent.

2.5. No charge will be made to parents for these funded hours unless a session is missed due to an unauthorised absence.
(please see section 9)

3. Unfunded Childcare:

3.1. Children who receive the universal 15 hours funding but are not eligible for the 30 hours funding entitlement, can book and pay for additional sessions, Monday to Friday, term time only.

3.2. These are currently charged at £15 per session and must be pre-booked after discussions with the Nursery staff.

3.3. Once booked, these sessions cannot be cancelled; however additional sessions can be added if required with agreement of the Nursery staff.

3.4. An invoice is produced half termly once sessions are confirmed and payment is via cash or cheque made payable to Nene Education Trust.

3.5. Payment will still be required for booked sessions even if your child does not attend.
(see section 9).

4. Lunch:

4.1. Children who are staying from 9am-3pm are invited to bring their own packed lunch or parents can book a hot lunch via Schoolgrid at <http://www.live-kitchen.co.uk>.

4.2. Hot lunches are charged at £2.00 per meal and are paid via Live Kitchen when booking. No cash is accepted at the school for Live Kitchen payments.

5. Snacks:

5.1. Nursery children receive a free funded snack and portion of fruit during each morning session.





6. Increase in fees:

6.1. If we need to increase fees for unfunded sessions, we will give you one terms notice.

7. Payment terms:

7.1. A deposit or registration fee will not be charged for any funded or unfunded places at the Nursery.

7.2. No 'top-up' fees will be charged to subsidise funded entitlements.

7.3. Once an invoice is raised for unfunded childcare fees, payment must be made within 2 weeks. Invoices will not be raised if all hours are covered by the funding entitlement and the balance is zero.

7.4. A reminder will be sent if payment is not received after this time period. Unfunded sessions will be stopped for your child if payment is not received. If you have any issues with making payments, please speak to the Nursery Staff as soon as possible. Payment of unpaid fees will normally be pursued through the small claims court.

8. Absence during funded hours (15 and 30 hour funding if applicable):

8.1. If your child is absent from school due to illness or an authorised absence there will be no charge.

8.2 Persistent absences can result in your child's place and funding being revoked.

9. Absence during pre-booked unfunded afternoon hours:

9.1. If your child is absent from Nursery for any reason and the session has been prebooked, this will still be charged.

10. Unavoidable school closures:

10.1. The school policy and procedures apply. Nursery is closed for the main school holidays and training days. Should the Nursery be closed for reasons beyond our control, such as adverse weather conditions, you will still be charged for any pre-booked unfunded sessions as the Nursery will still need to cover staffing costs. Funded sessions will not have any additional charges for parents as the school can claim Local Authority funding for short term school closures.





11. Trips and activities:

11.1. Nursery may run a small number of trips and activities throughout the year. Due to additional costs to the school, parents will be asked for a voluntary donation towards the activity for additional resources or trip costs such as coaches and entrance fees. No invoice will be raised for this donation.

12. Early Years Pupil Premium (EYPP):

12.1. For children who may be eligible for Early Years Pupil Premium (EYPP), parents should complete the relevant section on the funding claim form.

12.2. Once the funding has been confirmed by Early Years Finance, it will be allocated following a needs analysis, which will identify appropriate resources and support to progress their learning and development.

13. Disability Access Fund

13.1. If your child receives Disability Living Allowance, Nursery may be eligible to receive Disability Access funding.

13.2. Parents need to visit the school office to complete an application form for the Nursery to claim this funding.