Helmingham Primary School and Nursery

Nursery Funding and Charges

This information should assist you in understanding how the nursery operates and how your child's place is funded or paid for. When you request a place we ask you to complete a nursery admission form and a **Parent Authorisation Form (PAF)** for early education funding for 3 to 4-year-olds and eligible 2 year-olds. The PAF must be completed for all applications for free childcare and must be checked and re-submitted every term.

Who pays for your child's nursery place

WHAT'S FREE (FUNDED BY THE GOVERNMENT)?

All 3 to 4-year-olds in England can get free early education or childcare. This is a statutory entitlement which starts the term **after** the child's 3rd birthday and **parents/carers can request up to 15 hours per week during the academic year** (the normal school year).

Some 2-year-olds are also eligible for 15 hours free early education or childcare, for example if the parent or carer receives certain benefits or works a minimum of 16 hours per week. If eligible, funding starts the term **after** the child's 2nd birthday: these are sometimes called **"Golden Ticket"** places.

The free early education and childcare must be with an approved childcare provider – **Helmingham Primary School Nursery is an approved childcare provider** for children aged 2-to-4-years**.**

The free early education and childcare stops when your child starts in a school reception class (or reaches compulsory school age, if later).

To find out if you are eligible to claim additional funding over the statutory entitlement of 15 hours up to a total of 30 hours per week, please visit https://www.gov.uk/help-with-childcare-costs/free-childcareand-education-for-2-to-4-year-olds . If you are entitled an 11-digit code is generated, and you need to let us know the code so that we can use it to guarantee your child's nursery place and funding. Please note that once a code has been confirmed the **funding begins at the start of the following term**.

More information on free childcare and your options can be found online at **https://www.gov.uk/helpwith-childcare-costs** Please ask if you would like a printed copy of the information.

WHAT HOURS AND SESSIONS DO WE OFFER?

Our opening times are:

08:30am to 15:15pm, Monday to Friday throughout the school year (38 weeks).

Currently our provision for 2-year-olds is open 8:30am – 11:30am

Morning session is 8:30-11:30am (children staying for the full day will follow school timetable until 12:00pm)

Lunchtime is 12:00pm-12:45pm

Afternoon session is 12:15pm-15:15pm

Whole day (2 sessions plus lunch) is 8:30am-15:15pm.

Nursery sessions consist of three-hour blocks. There are 10 blocks across the week.

We offer a maximum of 30 hours per child, per week.

Funded hours are provided on a weekly basis, any missed sessions are not carried forward to subsequent weeks but we may have flexibility within the nursery week if you need to change your child's attendance in exceptional circumstances.

WHAT DO YOU TO PAY FOR?

You would pay for any nursery sessions the child attends **before** they are eligible for free childcare. This is because basic free (funded) childcare always starts **the term after the child's 3rd birthday** (or 2nd birthday if you are eligible for the 2-year old funding or "Golden Ticket" funding).

You would pay for additional sessions taken over and above the 15 hours early education funding for 3 to 4-year-olds, and eligible 2-year-olds. **An additional nursery session costs £15 for up to 3 hours.** We offer a maximum of 30 hours per child, per week, term-time only.

If your child attends in the mornings and stays for lunch, you would need to provide a packed lunch or pay the standard £2.80 meal charge.

There is no discount for siblings. Each child's funding and any additional chargeable sessions is unique to that child.

A CLOSER LOOK AT OUR ARRANGEMENTS:		
Mornings 8:30am-11:30am	**Lunchtimes 12:00pm-12:45pm**	**Afternoons 12:15pm-3:15pm**
Child attends morning session:		Child attends afternoon session:
3 hours from funding allowance		3 hours from funding allowance
Child attends morning session and stays for lunch: 8:30am-12:45pm		
3 hours from funding allowance (no charge for lunchtime supervision) and optional school meal available priced £2.80 if no packed lunch		
Child attends all day (3-and 4-year-olds only) 8:30am-3:15pm		
6 hours from funding allowance and optional school meal available priced £2.80 if no packed lunch		

SCENARIOS
A child attends 5 mornings (15 hours funded) and is collected at 11:30am. There is nothing else to pay.
A child attends 5 mornings (15 hours funded) and stays until 12:45pm once a week with a packed lunch. If they had a school lunch, you would pay £2.80 for the meal.
A child attends 5 mornings and 5 afternoons and is eligible for 30 hours funding, they have a school lunch every day so the cost would be £2.80 each day for their meal = £14 to pay each week.
A child attends from 8:30am – 3:15pm every day (15 hours funded). They have a school lunch every day. The cost would be £14 each week for their meals and £81 for the additional childcare per week =£95 each week.

A child attends 3 whole days which is 6 sessions. You would use the 15 hours funding for 3 mornings and 2 afternoons: you would pay £16.20 for the 6th session, then £2.80 (£8.40 per week) for a cooked lunch each day if they do not have a packed lunch = £24.60 each week.

HOW AND WHEN DO YOU PAY?

Fees are payable in advance each half-term, so up to six times a year. The amount to pay is determined by the planned sessions your child will attend for the coming half-term.

Please be aware that missed sessions are chargeable.

You will receive an invoice near the beginning of each half term. Additionally, we keep a record of every child's attendance, and we use this to work out any additional charges and any extra nursery sessions over your statutory entitlement. These would be added to the invoice for the following half-term, or in a separate invoice if your child leaves the nursery.

You are required to give one calendar months' notice to make changes to your child's hours or days of attendance.

You are required to pay these invoices when requested and within two weeks of the invoice date.

All payments are made online via the Arbor Parent Portal and specific instructions are given on the invoices.

Please ask at the school office if you are not sure what you are entitled to or what is chargeable. We are happy to help.