



**St Matthew's Primary School**

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Web site: www.stmatthews.cambs.sch.uk

Headteacher: Mr T. Davies

## Preferences for Nursery Provision – 15 Hours' Entitlement

Name of Child \_\_\_\_\_

Please tick which option you would like to choose for your child's sessions

Option 1:  **Every morning** from 8:45am until 11:45am

Option 2:  **Every afternoon** from 12:15pm until 3:15pm

Option 3:  **All day Monday and Tuesday and Wednesday morning**

Option 4:  **All day Thursday and Friday and Wednesday afternoon**

If none of the options above are suitable then please tick up to 5 sessions below to claim your 15 hours funded entitlement.

If you are eligible for the 30 hours' entitlement, and would be interested in applying for additional sessions please complete your preferences for your 15 hours first and then complete your preferences for additional sessions on the next page.

<b>Monday a.m.</b> (8:45 to 11:45)	<b>Tuesday a.m.</b> (8:45 to 11:45)	<b>Wednesday a.m.</b> (8:45 to 11:45)	<b>Thursday a.m.</b> (8:45 to 11:45)	<b>Friday a.m.</b> (8:45 to 11:45)
<b>Monday p.m.</b> (12:15 to 3:15)	<b>Tuesday p.m.</b> (12:15 to 3:15)	<b>Wednesday p.m.</b> (12:15 to 3:15)	<b>Thursday p.m.</b> (12:15 to 3:15)	<b>Friday p.m.</b> (12:15 to 3:15)

Please tick the boxes of the days which you would like your child to stay to have a packed lunch. *Please note that there will be a charge of £2 per day payable to help cover staffing costs at lunch.*

<b>Monday Lunch</b> (11:30 to 12:15)	<b>Tuesday Lunch</b> (11:30 to 12:15)	<b>Wednesday Lunch</b> (11:30 to 12:15)	<b>Thursday Lunch</b> (11:30 to 12:15)	<b>Friday Lunch</b> (11:30 to 12:15)
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Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_

**Please be aware that once you have opted for these sessions they will be in place for the whole of the academic year and it will only be possible to change them in exceptional circumstances.**



## Purchasing Additional Sessions at St Matthew's Nursery

Dear Parents/ Carers,

Once we have completed our Nursery intake each term, we are able to offer parents the chance of purchasing additional sessions in our Nursery over and above the current 15 hours of free entitlement. Each additional session will cost £13 and will be subject to availability. There is an additional charge of £2 for lunchtime supervision if this is also required. At the end of each term there is a new intake of children into the Nursery. Children claiming their free entitlement get first priority for each intake, so we can only guarantee that any additional sessions you purchase are available for that **one term**. You would need to reapply for the next term if you wish to continue. For full terms and conditions, see attached.

If you are interested in purchasing additional sessions, please fill out the form below and hand in to the school office. Sessions will be granted according to the policy attached.

**Parents must pay for the additional sessions in advance for each half term.** Payment must be made by the end of the first week of each half term at the latest. The school may withdraw the additional session(s) if payment is not received on time.

### Application for Additional Nursery Sessions

1) I wish to purchase the following additional sessions for Nursery (please tick):

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b> (8:45 to 11:45, £13 per session)					
<b>Lunch</b> (11:30 to 12:15, £2 for supervision per session)					
<b>Afternoon</b> (12:15 to 3:15, £13 per session)					

2) I require these places for the \*Autumn / \*Spring / \*Summer term (\*delete as applicable)

3) I need these additional sessions so that I can access employment, education or training. (please provide proof if "yes"). \*Yes/\*No (\*delete as applicable)

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

If agreed, I understand that I am committing to paying for these sessions until the end of the term. I understand that that the sessions can only be guaranteed for one term and need to be paid for in advance each half term.

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_



## **Policy for Paying for Additional Nursery Sessions at St Matthew's**

1. Parents may request additional sessions over and above the free 15 hours entitlement. These will be charged for.
2. The current charge for additional sessions is £13 per session, plus £2 for lunch supervision if this is required. Lunch should be provided by the parents/carers. A child whose parent has successfully applied for Early Years Pupil Premium may have their additional sessions part funded by this funding.
3. Additional places over and above the 15 hours free entitlement will only be available if the nursery is not full for that term once all applications for the free 15 hours of entitlement have been processed.
4. If the number of requests for additional hours exceeds the number of places, then any additional sessions processes will be allocated according to the following criteria:
  - a. Where there are concerns regarding a child's well-being that will be partly addressed by the additional sessions (for example, child open to Social Care, Locality Team; CAF (Common Assessment Framework) open);
  - b. Where it will support parental access to employment, education or training;
  - c. Following these, or within each of these categories if there is a tie, the criteria outlined in Section 3.1 of the Nursery Admissions Policy will be applied (see school website for policy).
5. Additional places are allocated for one term only. Priority will then be given to applications for the 15 hours free entitlement before additional sessions are allocated again according to the above criteria.
6. When requesting and accepting an offer of an additional session or sessions, a parent is committing to taking up that place for the full term. If a parent then wishes to cancel that place, they will be liable to pay for the term in full.
7. Parents must pay for the additional sessions in advance for each half term. Payment must be made by the end of the first week of each half term at the latest. The school may withdraw the additional session(s) if payment is not received on time.



## Preferences for Nursery Provision

### 30 hours' Entitlement

Name of Child \_\_\_\_\_

If you are eligible for the 30 hours' entitlement, please tick which additional sessions you require below. Please note that eligibility codes need to be reconfirmed on a termly basis and these are only allocated once all children have been offered their 15 funded hours. You can check you are eligible and obtain your code via the Childcare Service Eligibility Checking System (ECS) using the following link: <https://childcare-support.tax.service.gov.uk/> or you may have been issued with this code via your childcare service account.

<b>Monday a.m.</b> (8:45 to 11:45)	<b>Tuesday a.m.</b> (8:45 to 11:45)	<b>Wednesday a.m.</b> (8:45 to 11:45)	<b>Thursday a.m.</b> (8:45 to 11:45)	<b>Friday a.m.</b> (8:45 to 11:45)
<b>Monday p.m.</b> (12:15 to 3:15)	<b>Tuesday p.m.</b> (12:15 to 3:15)	<b>Wednesday p.m.</b> (12:15 to 3:15)	<b>Thursday p.m.</b> (12:15 to 3:15)	<b>Friday p.m.</b> (12:15 to 3:15)

Please tick the boxes of the days which you would like your child to stay to have a packed lunch. Please note that there will be a charge of £2 per day payable to help cover staffing costs at lunch.

<b>Monday Lunch</b> (11:30 to 12:15)	<b>Tuesday Lunch</b> (11:30 to 12:15)	<b>Wednesday Lunch</b> (11:30 to 12:15)	<b>Thursday Lunch</b> (11:30 to 12:15)	<b>Friday Lunch</b> (11:30 to 12:15)
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I am eligible for the 30 Hours' Entitlement and I have checked it is valid.

My eligibility code is: \_\_\_\_\_ My eligibility code expires on: \_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_\_\_