



**St Paul's C.E. First School**  
**Nursery Applications Information Sheet**  
**For September 2018 Places in the Governor Run Nursery**

### **15 Hours Universal Funding**

- All three year olds are eligible for 15 hours of free nursery funding the term after they turn three.
- At St Paul's, this is offered as 15 hours per week for 38 weeks of the year, term time only. (Private nurseries may stretch this offer over the full year, but at St Paul's, it is only offered during term time).
- From September 2018 at St Paul's, this may be offered as five morning sessions or five afternoon sessions. (Please note: we will try to accommodate parents' preferences but this cannot be guaranteed).

### **30 Hours Funding**

- Many working parents are now eligible for 30 hours of funded childcare.
- At St Paul's, this is offered as 30 hours of childcare per week for 38 weeks of the year, which is equivalent to school term times.
- Not every child will be eligible for 30 hours of funded childcare, but every child will receive the 15 hours of universal funding.

### **Eligibility Criteria for 30 hours in Sept. 2018**

- Your child must be 3 or 4 years old by the 31st August 2018.
- Both parents must be working, OR:
- The sole parent is working in a lone parent family
- Each parent must have an annual income of less than £100,000 per year
- Each parent earns on average a weekly wage equivalent to 16 hours at National Minimum Wage or National Living Wage.
- Parents will not necessarily need to work 16 hours per week but their wages need to reflect 16 hours of work either at NMW or NLW, e.g. a working parent over the age of 25 will need to earn at least £115.20 per week. A working parent under the age of 25 will need to earn a weekly wage of £107.
- Parents on zero hours contracts who meet the eligibility criteria are also included in the eligibility criteria.
- Both parents work but one parent is currently away from the workplace on parental, adoption, maternity or paternity leave or statutory sick pay.
- One parent is employed and one parent has substantial caring responsibilities based on specific benefits for caring.

### **How will parents know if they are eligible for 30 hours of funded childcare?**

- There is an online eligibility checking system which can be accessed via the [www.gov.uk](http://www.gov.uk) web site.
- If parents are eligible, they will be given an eligibility code which they must bring into school by 20th July 2018, along with one parent's National Insurance number and date of birth.
- Parents are advised to apply to HMRC as soon as possible, as if codes are not applied for and received by 31st August, parents will not be eligible for funding until the next term, January 2019, and will have to pay for the additional 15 hours at a cost of £15 per 3 hour session.
- If we have not received a voucher code from you, you will be charged for additional sessions.
- Parents who are not eligible for 30 hours of funding but would like their child to attend nursery for 30 hours per week, may pay for the additional sessions at a cost of £15 per 3 hour session.

### **Eligibility Checks**

- Parents will need to check at regular intervals (approximately every 3 months) if they are still eligible to receive 30 hours of funding.
- Parents should receive texts and email reminders from HMRC to log on and check.
- Failure to recheck will result in children falling out of eligibility for 30 hours of funding.
- If you fall out of eligibility, you will be notified and will then enter a 'grace period'.
- If a family no longer meets the criteria, they will not lose their funding immediately.
- They will be able to keep their funded place until the end of that term.
- The term after the grace period ends, the family can either revert to the universal 15 hours of funding or continue to access 30 hours and pay for the additional 15 hours at the rate of £15 per 3 hour session.

### **Useful Web Links:**

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

<https://www.staffordshire.gov.uk/education/childcare/families/EarlyEducation/30hourchildcarepilot/30hourpilot.aspx>

## The School Offer

When filling in their application forms, parents will be asked to select one of the following four options for September 2018:

1. 15 hours of universal funding for five mornings per week
2. OR 15 hours of universal funding for five afternoons per week
3. 30 hours of funded childcare for five mornings and five afternoons per week.
4. 15 hours of universal funding for five mornings/ afternoons per week and parents to pay for additional 15 hours of funding at a rate of £15 per 3 hour session.
5. If there are spare places, we may be able to accommodate children for a combination of mornings and afternoons, e.g. if a parent needs five mornings and two afternoons. Please specify this on your application form.

We cannot guarantee specific sessions although we will endeavour to allocate parents with their preferred choices.

## Nursery Times

- Morning sessions run from 8:50 am to 11:50 am.
- Nursery children enter the school through their own gate at the front of the school next to the staff car park entrance.
- Afternoon sessions run from 12:00 pm to 3:00 pm.
- We offer a lunchtime club for the ten minutes in between the morning and afternoon sessions for children who stay in nursery all day. We ask parents for a contribution of £1 per day towards staffing costs.
- Afternoon children are asked to bring a packed lunch or money for a hot meal.
- Hot meals can be purchased from the school kitchen for £2.25 per day.
- All nursery children eat their lunch in the school hall at 12:15pm with the Reception and Year 1 children.

## Snack Charges

- There is a weekly charge to cover the children's snack and cookery ingredients as these are not included in the costs that the government pays us to deliver the Early Education and Childcare places.
- This cost will be invoiced half termly.
- We kindly ask for £2.00 per week for children who attend nursery for 30 hours per week.
- We kindly ask for £1.00 per week for children who attend nursery for 15 hours per week.

## Before and After School Provision

- These services are available to parents whose children are 3 years old if they attend the school nursery.
  - Before and after school sessions are chargeable and are not included in the 30 hours of funded childcare scheme.
  - Breakfast clubs runs from 7:30 am to 8:50 am and there are two price options:
    - 7:30 am to 8:50 am is £6.00 per day
    - 8:00 am to 8:50 am is £4.00 per day.
  - Breakfast sessions include breakfast and a drink.
  - After school club runs from 3:00 pm to 5:30 pm and there are two price options:
    - 3:00 pm to 4:30 pm is £6.00 per day
    - 3:00 pm to 5:30 pm is £8.50 per day
  - After school sessions include a snack and a drink.
- Children cannot attend before and after-school club unless a booking form has been completed and handed back to school.***

## Discounts and Special Offers

- We offer a 5% sibling discount for children who use the before and after school service. Please let the school know on your application form if your nursery child has a sibling in the school and the discount will be applied to your first invoice
- Special 'daily' discount price of £13.00 if children attend before and after-school club on the same day (instead of £14.50).
- Special 'weekly' discount price of £65 if children attend before and after-school club every morning and afternoon of the week (instead of £72.50).

## Booking Places & Cancellations for Nursery

- We require a month's notice if parents wish to change their hours in nursery.
- If a parent falls out of eligibility for 30 hours of funding, their place will be funded until the end of that term. Parents need to advise us as soon as possible if this happens.

## Booking Places & Cancellations for Before and After School Club

- Places at the before and after school club can be booked in two ways:
  1. Same sessions each week—we will continue to invoice you for the same sessions each week unless you notify us of any changes
  2. Ad-hoc sessions—can be made as and when required if we have sufficient space. ***Ad-hoc bookings cannot always be guaranteed.***
- 48 hours' notice of cancellation must be given or the full booked session price will be charged..