

This information is provided to assist you in understanding how our nursery operates and how your child's place is funded or paid for. When you request a place we will 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 some 2 year-olds. The PAF must be completed for all applications for free childcare at our nursery 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. If you are eligible it would start the term **after** the child's 2nd birthday: these are called **"Golden Ticket"** places.

The free early education and childcare must be with an approved childcare provider – **Southwold 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-childcare-and-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/help-with-childcare-costs> Please ask if you would like a printed copy of the information.

WHAT HOURS AND SESSIONS DO WE OFFER?

Our funded opening times are:

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

Morning session is 08:30-11:30am.

Lunchtime is 11:30-12:15pm

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

Whole day (2 sessions plus lunch) is 08:30-15:15pm.

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 "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 you would like them to stay for lunch, you pay for their care and supervision over the lunch break. This costs £3.50 and children can bring a packed lunch, or the charge is £5.53 if you would like them to have a school meal.

There is no discount for siblings. Each child's funding and additional charges are for that child alone.

Note: Lunchtimes usually fall outside the funded hours and there is a flat rate charge of £3.50 for care and supervision over the lunch break. However, for any child not using their statutory entitlement (for those with a 15 or 30 hour funded place), their "spare" hours can be used to cover their lunch times. You would provide a packed lunch or pay the standard £2.53 meal charge.

Snacks and Milk: We offer snacks in small, manageable portions and charge £5 per child each half term. Milk is provided free.

A CLOSER LOOK AT OUR ARRANGEMENTS:

<p>Mornings 08:30-11:30</p>	<p>Lunchtimes 11:30-12:15</p>	<p>Afternoons 12:15-15:15</p>
<p>Child attends morning session:</p>		<p>Child attends afternoon session:</p>
<p>3 hours from funding allowance</p>		<p>3 hours from funding allowance</p>
<p>Child attends morning session and stays for lunch: 08:30-12:15</p>		
<p>3.75 hours from funding allowance and optional school meal available priced £2.53 if no packed lunch OR 3 hours from funding allowance, £3.50 supervision charge for the lunch break and optional school meal available priced £2.53 if no packed lunch</p>		
	<p>Child arrives for lunch and stays for afternoon session: 11:30-15:15</p>	
	<p>3.75 hours from funding allowance and optional school meal available priced £2.53 if no packed lunch OR 3 hours from funding allowance, £3.50 supervision charge for the lunch break and optional school meal available priced £2.53 if no packed lunch</p>	
<p>Child attends all day 08:30-15:15</p>		
<p>6.75 hours from funding allowance and optional school meal available priced £2.53 if no packed lunch OR 6 hours from funding allowance, £3.50 supervision charge for the lunch break and optional school meal available priced £2.53 if no packed lunch</p>		
<p>Note: see the next page for some examples of funded and paid sessions.</p>		

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 12:15pm once a week with a packed lunch. You would pay £3.50 for the lunchtime care on the day they stay during the lunch break. If they had a school lunch, you would pay £3.50 for the lunchtime care and £2.53 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 £3.50 each day for the lunchtime care and £2.53 each day for the meal - £17.50 plus £12.65 = £30.15 to pay each week.

A child attends 3 whole days, which is 6 sessions and 3 lunchtimes. You would use the 15 hours funding for 3 mornings and 2 afternoons: you would pay £15 for the 6th session, then £3.50 each day for the lunchtime care and £2.53 for a cooked lunch if they do not have a packed lunch.

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 some missed sessions are chargeable depending on the reason for absence.

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, including lunchtime care (where applicable) 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 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.