



THOMAS

WILLINGALE

SCHOOL AND NURSERY

The Broadway, Loughton, Essex. IG10 3SR. Tel: 020 8508 7287 Fax: 020 8502 5364

Headteacher: Miss T. Phillips B.A. (Hons.), PGCE

Nursery Funding Policy 2024 - 2025

A parent / carer agreement form will need to be completed termly in advance to confirm your child's place for the following term, this is three per academic year.

Agreement form timetable and deadlines

| Term | Agreement form will be given to parent / carer | Agreement form return to school deadline | Letter confirming place for following term will be given to parent |
|-------------|--|--|--|
| Autumn term | 8 th June | 22 nd June | 6 th July |
| Spring term | 8 th October | 19 th October | 2 nd November |
| Summer term | 28 th January | 11 th February | 4 th March |

All nursery places are only offered on a termly basis and without the signed agreement form your child's place cannot be held. If you fail to adhere to the deadlines above we reserve the right to offer the nursery place to the next child on our waiting list.

The agreement form

Please complete the form in full, if you are claiming 30 hour funding please ensure you have a valid eligibility code from <https://childcare-support.tax.service.gov.uk/>. You will need to log into your childcare service account and confirm your eligibility every 3 months, if you do not do this then your code becomes invalid.

15 hour Universal entitlement

Every 3-4 year old is entitled to 15 hours free early years provision per week, you do have the option of extending to 30 hours at a cost of £22* per day (3 hour session) which can be arranged on a first come first serve basis, please note this must be taken Monday to Friday = 5 sessions so will be a total cost of £110.00* per week.

Once you have signed your agreement form, you are entering into a contract with Thomas Willingale Nursery and cannot transfer or share the funding with another provider for that term.

Payment of additional 15 hours fees

* Prices subject to change every April

You will be invoiced termly in advance and will need to make payment via our online payment system ParentPay. Payment will be due 1 week before the end of each term, if you do not pay the invoice by the due date your child's place will be offered to the next on the waiting list from the following term.

30 Hour Eligibility

Eligible working families can claim extended early education hours of 15 per week, extending your child's place to a 30 hour funded place. You will know if you are entitled to this by visiting <https://childcare-support.tax.service.gov.uk/>.

As circumstances change you can sometimes lose your eligibility to the 30 hour funding, if this does happen you will be given a paid grace period. This means that the nursery will still receive funding and your child can keep their nursery place until the grace period ends.

| Changes to the eligibility | The child will be funded until |
|--------------------------------|----------------------------------|
| First half of the autumn term | End of the autumn term |
| Second half of the autumn term | End of first half of spring term |
| First half of spring term | End of the spring term |
| Second half of spring term | End of first half of summer term |
| First half of summer term | End of the summer term |
| Second half of summer term | Start of the autumn term |

If your circumstances do change please keep us informed so that we can prepare for the next term. When we perform the regular eligibility checks this will be flagged up to us and if you have not already informed us then we will write to you with your options for the following term.

We will endeavour to offer you a 15 hour AM or PM place if there is one available in Red Apple Class (our part time provision), or alternatively you could opt to pay for the additional unfunded hours and remain in Green Pear Class (our full time provision).

Optional lunch time care

Lunch time care from 11.45am to 12.30pm is available to book in advance to enable you to extend your morning or afternoon session by 45mins at a cost of £5.00* per day. This must be booked and paid for in advance via ParentPay.

During this lunch time care your child can either choose to have a school hot or cold lunch or bring in their own healthy packed lunch from home.

Poor Attendance Policy

If attendance becomes irregular over a period of one term, we reserve the right to remove your offer and fill the place with the next child on our waiting list.

* Prices subject to change every April