



“As God’s children, we all play our part in making learning irresistible within our Federation communities.”

## Pilgrim Federation Nursery Policy

<b>Formally adopted by the Governing Board</b>	
<b>On</b>	<b>17.5.23</b>
<b>Chair of Governors</b>	<b>John Burrows</b>
<b>Review date</b>	<b>Summer term 2024</b>

## **PILGRIM FEDERATION NURSERY - POLICY**

### **About**

Blakeney School Nursery and Hindringham School Nursery are for 3 and 4 year olds during term times only (38 weeks a year).

They run morning sessions (8.45am-11.45am) and afternoon sessions (12.15pm-3.15pm) Monday to Friday for 3 hours per session. We offer flexibility and the opportunity to buy into lunchtime care so that you can access a morning and an afternoon session in the same day.

### **Nursery Funding - 15 or 30 hours Entitlement**

All 3 and 4 year old children are entitled to 15 hours a week of funding to access early years provision for 38 weeks a year or 30 hours free early years provision for those families who meet the government criteria. Additional sessions for all children can also be purchased if space is available. Please check if you are entitled to 30 hours on the HMRC website.

Funding is available from the term following their 3<sup>rd</sup> birthday school age.

- If your child's birthday is 1 January to 31 March, you can claim from the beginning of term on or after 1 April
- If your child's birthday is 1 April to 31 August, you can claim from the beginning of term on or after 1 September
- If your child's birthday is 1 September to 31 December, you can claim from the beginning of term on or after 1 January

At Blakeney School Nursery and Hindringham School Nursery, parents can use their free entitlement of 15 hours or 30 hours per week. This can be used between our nursery settings and other settings, however, a maximum of two settings in a single day. Blakeney School Nursery and Hindringham School Nursery provide 3 hour sessions in the mornings and afternoons. Parents and carers using another setting in the same day can use more of their free early education entitlement but no session can be longer than 10 hours and cannot be before 6am or after 8pm.

This is all funded through the free entitlement so will not cost parents anything. For those who require more than their free entitlement of 15 hours a week and do not meet the criteria for 30 hours, additional 3 hour sessions can be purchased - please see charges below.

In order to claim the funding at either of the Pilgrim Federation Nurseries, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school.

## **Nursery Fee Charges**

We charge £2.00 a day for lunch cover from 11.45am-12.15pm.

Additional 3 hour sessions can be purchased at a cost of £13.50 per session (8.45am-11.45am and/or 12.15pm-3.15pm).

We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places. Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

A deposit is not charged.

## **Payment of Nursery Fees**

Invoices will be issued monthly unless the balance equals zero. The invoice will be itemised to provide clear and transparent information concerning the charges as agreed in the parent contract. It will allow parents/carers to see that the entitlement is received completely free of charge and understand additional fees that have been applied.

Payment can currently be made by cheque or cash. We also accept childcare vouchers, which working parents can request via their employer. A receipt will be issued for all cash and cheque payments.

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises etc.

If payment is not made before the end of the term for lunch wrap around or additional sessions a reminder will be sent. The child will be unable to attend the lunchtime wrap around or additional sessions the following term until the payment is received and their place will be regrettably withdrawn due to non-payment

## **Notice Period**

If you no longer require a place at Blakeney School Nursery or Hindringham School Nursery, we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

## **Nursery Admissions Policy**

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are for parents' working hours.

We offer a lunch wrap around care, at a cost of £2.00 per day for those who require a full day at Nursery. This is between 11.45am 12.15pm. Parents will need to provide a packed lunch for their child or a cooked meal can be purchased from the school at a cost of £2:30 per meal.

Blakeney School Nursery and Hindringham School Nursery offer admissions in line with the Norfolk County Council Admissions Policy. Admission of places is allocated as follows:

1. Are in public care or have been adopted
2. Live within catchment area and a sibling is already in the school/Nursery
3. Live within the catchment area
4. Live outside the catchment area but already have a sibling in the school
5. Live outside the catchment area

To apply for a place at Blakeney School Nursery or Hindringham School Nursery, a nursery application form needs to be completed which is available from the school office at both schools. The child will then be added to the waiting list and places allocated as per the admissions policy.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data. These documents must be received before the child can start their sessions.

Waiting lists for admission are managed by the school offices.

Our aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with our federation equal opportunities policy. All individual applications are considered and any reasonable steps will be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on the school website.

## **SEND**

Our nursery settings are committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery settings is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop, learn and grow.

We follow the requirements of the EYFS 2017 and provide inclusive environments for children and their families. We comply with the requirements Equalities Act 2010 and the Special Educational Needs code of practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

Enquiries about an individual child's progress should be addressed at first to class teachers: Miss Tessa Collison (Blakeney) or Miss Emma Thompson (Hindringham). Other enquires can be addressed to Ms Helen Frier, Federation Executive Deputy Headteacher and Special Needs Co-ordinator, or Mr Tom Snowdon Federation Executive Headteacher.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Once a potential special educational need is identified, four types of action should be taken to put effective support in place:

- 1 Assess
- 2 Plan
- 3 Do
- 4 Review

This will be known as the graduated support.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

Further information and The Pilgrim Federation SEND policy can be accessed on the website for either school.

### **Early Years Pupil Premium**

We aim to identify all children who are entitled to additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. We aim to consult with parents/carers about how this money is used to support their child.

### **Setting Closures**

Blakeney School Nursery and Hindringham School Nursery run during term time only (38 weeks a year). They are therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nurseries may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises etc. We will give as much notice of these situations as possible.

### **Complaints Procedure**

We aim for all nursery users to be happy with the services we provide.

Our Complaints Policy is issued to all families as part of the registration process. It is also available on our school websites.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to Mr Tom Snowdon.