



Ashleigh Primary School and Nursery
 Sheffield Road, Wymondham, NR18 0HL
 Head Teacher: Mr Sam Nixon
 Telephone: 01953 602410
 E-mail: office@ashleighnorfolksch.uk

Dear Parent/Carer

9th February 2018

Nursery Entrance – September 2018

From 1 September 2017 the Government extended the free childcare entitlement for working parents of 3 and 4-year-olds to 30 hours per week for 38 weeks of the year (1,140 hours per year). The 30 hours free childcare entitlement is being introduced alongside a new scheme to help working families with the cost of childcare called [Tax-Free Childcare](#). Ashleigh Nursery will be offering 30 funded hours to working parents who qualify for the additional hours.

The current [universal entitlement](#) for **all** 3 and 4-year-olds of 15 hours a week for 38 weeks of the year will still be available.

We have attached government guidelines but more information is also available at <https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/free-childcare-and-learning/free-childcare-for-working-parents-of-3-and-4-year-olds>

At Ashleigh we are delighted to offer a wide range of session times. The funded hours are between 8:30 to 11:30am, and 12:15 to 3:15pm. Additional Nursery hours will be charged at a rate of £4.00 per hour where applicable.

Please note that we are only able to claim funding for actual attendance and short term absence, such as illness. Longer term absences such as family holiday are not included in the government’s offer and, in line with other providers, we would have to charge for sessions missed for this reason, fees as detailed below.

All other times are wrap-around care which are not included within the funded hours offer (these are only available to use in the Nursery sessions), currently these are charged as follows:

Time	Session	Charge
7:40-8:30am	Breakfast Club	£3.00 per session (breakfast provided)
8:30-11:30am	Nursery morning session	£4.00 per hour if in addition to funded hours
11:30am-12:15pm	Lunch	£3.00 per session plus £1.50 if with a school lunch (you can send your child with a home packed lunch)
12:15 – 3:15pm	Nursery afternoon session	£4.00 per hour if in addition to funded hours
3:15-5:00pm	After School Club	£8.50 per session (meal provided) OR £7.50 per session (no meal provided)
3:15-6:00pm	After School Club	£10.00 per session (meal provided) OR £9.00 per session (no meal provided)

If you choose to use morning wrap around care the children can be dropped off anytime between 7:40 and 8:30am to Breakfast Club.

If you choose to use after-school wrap around care you can arrange to collect your child before 5pm or 6pm if you wish, depending on which session you have booked, the charges remain as listed above.

Sessions are subject to availability and will be confirmed by our Treehouse Manager, Miss O'Donovan.

If you would like a place in our Nursery for your child from September, please complete and return the attached form stating your preference of sessions. Ashleigh Nursery will be open from Thursday 6th September 2018. If you no longer require a Nursery place for your child please do let us know, either by calling or emailing the school office.

It would help with our transition planning if you could also let us know if your child currently attends another childcare setting or provider.

The deadline for response is **Friday 9th March 2018**. We will confirm your child's sessions in writing by Wednesday 18th April 2018.

Our admissions policy is attached for information.

Yours sincerely



Mr Sam Nixon
Head Teacher



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Ashleigh Nursery 2018 Entrance Form to School Office – Return by Friday 9th March

Child's Name: _____

Please tick the box for each session you would like to book.

	Breakfast Club*	Morning	Lunch	Afternoon	After School Club*	
	7:40-8:30	8:30-11:30	11:30-12:15	12:15-3:15	3:15-5:00	3:15-6:00
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

* If you are interested in Breakfast and/or After School Club sessions we will send you the application paperwork to complete separately.

If your child attends a Nursery or Pre-School setting already and you would be happy for us to contact their keyworker prior to their joining Ashleigh please complete the below information:

Current Nursery/Pre-School:	
Day/s attended:	
Times of session/s:	

If you no longer require a Nursery place for your child please do let us know, either by calling or emailing the school office. Many thanks.

Signed: _____

Date: _____

Print name: _____

: _____