



Highfield Priory  
Independent Day School  
and Nursery

Headmaster: J M Duke B Ed Hons

July 2021

Dear Parents,

As your child moves to Pre-School soon, I am confirming the funding arrangements available for you from September 2021.

Pre-School sessions are invoiced and payable each term in advance and not monthly as for Nursery sessions. The school day for Pre-School commences at 8 am and ends at 3.30 pm during term time. Children can be collected from 3:15 pm onwards.

The school offers the Early Education Funding (EEF) entitlement funding as follows:

**1. Free 15 hour provision and 30 hour provision**

We offer 1 place for 15 free hours from EEF funding for 3 days per week during the hours from 8 am to 1 pm.

We offer 1 place for 30 free hours from EEF funding each day per week during the hours from 8 am to 2 pm.

These places are based on a first-come, first-served basis. In this first year this will be allocated to the family with the earliest date of registration with the school.

Lunch, snacks and other consumables are not included. Parents will need to provide these items. However, you can opt for your child to have lunch, which is served between 11.15 am & 12 noon, and other consumables at a charge of £10.30 per day.

**2. Early Education Funding entitlement to Universal Hours and Extended Hours provision**

We also allocate this funding entitlement in blocks of 5 hours per day each week, as depicted below. Afternoons are payable at £25.00 per day. Parents have the option to “bank” or “stretch” non-utilised hours for use in Holiday Club (refer Box E2 on the Parental Agreement form). The minimum days to book is two days, however 3 or more days are recommended to allow your child to settle in the setting and to help their educational development in preparation for the Reception class.

UNIVERSAL15 (SCHOOL YEAR)			EXTENDED15 (CALENDAR YEAR)	
08:00	08:00	08:00	08:00	08:00
13:00	13:00	13:00	13:00	13:00
05:00	05:00	05:00	05:00	05:00
PAID HOURS				
13:00	13:00	13:00	13:00	13:00
15:30	15:30	15:30	15:30	15:30

Extended Care is available from 3.30 pm to 6 pm. Holiday Club sessions are available during the school holidays from 8 am to 6 pm (except the closure between Christmas and New Year). Extended Care sessions can be pre-booked each term in advance at the rate of £103.80 for a single child or £136.25 family rate per night for the Autumn term. If you require this service please

complete the booking form attached. Letters, offering places in Holiday Club, will be sent before the end of each term, the cost is £33.50 per day.

Pre-School sessions (non-free funded places only) for the Autumn Term 2020 will be £46.50 per day. Examples of the termly calculation are shown below:

### **Example 1**

A child who is in Pre-School 3 days a week in the Autumn Term for which the school holds a completed Parental Agreement form (attached) would be invoiced for 3 afternoons\*\* x number of weeks in a term i.e. Autumn term 3 x £25 x 14 weeks = **Total £1050**. Please note, dependent upon your eligibility to the 15 extended hours, there will be 15 hours each week to use as per table overleaf or to bank and use in the Holiday Club.

### **Example 2**

A child who is in Pre-School 5 days a week in the Autumn Term for which the school has a completed Parental Agreement form (attached) and is eligible for the Extended 15 hours would be invoiced for 5 afternoons\*\* in a term i.e. Autumn term 5 x £25 x 14 weeks = **Total £1750**. Again, dependent upon your eligibility, there will be 5 hours each week to bank and use in Holiday Club.

\*\* the day rate is calculated by taking the daily rate and deducting the EEF funding of £21.50.

### **Parental Agreement Form**

In order to claim EEF from Lancashire County Council, we are required to have a Parental Agreement Form (attached) from parents. We are also required to retain copies of proof of date of birth for your child. Please complete all sections of the form and return it to the school office by Friday 13<sup>th</sup> August 2021, together with a copy of proof of date of birth for your child e.g. passport/birth certificate. Please note if we have not received a completed Parental Agreement Form, your invoice will be prepared based on the number of days booked with no deduction for EEF funding.

I ask you to confirm the days you require your child to attend Pre-School from September 2021 and also any Extended Care requirements for Autumn Term, by completing the form attached and returning it to the school office by Friday 13<sup>th</sup> August 2021.

If you have any queries, please contact either myself or Mrs Mulla in the school office.

Yours sincerely,

**Amanda Heywood**  
**School Business Manager & Clerk to the Governors**



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Child Name \_\_\_\_\_ Date of birth \_\_\_\_\_

I require my child to attend Pre-School from September 2021 on the following days:

**Booking for Free Early Education entitlement to Universal Hours and Extended Hours allocated in 5 hour blocks a.m. plus paid afternoon session**

	MON	TUE	WED	THU	Fri
Pre-School 8 a.m. to 1:00 p.m.					
Paid School Hours 1:00 p.m. to 3:30 p.m.					

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (Capitals) \_\_\_\_\_

Please return the completed slip to the School Office by 13<sup>th</sup> August 2021.

**Key Message to Parents regarding extended 15 hour funding – Don't Leave It Too Late**

- It is important we receive your 11 digit code by 31 August 2021 if you want to use the entitlement in September. Any 11 digit codes with a start date on or after 1 September 2021 will not be valid until 1 January 2021.
- Please note in some cases it is taking up to 10 working days for Childcare Choices to process applications. Parents, therefore, need to apply as soon as possible to ensure the start date of their code is before 1 September 2021.