



Highfield Priory
Independent Day School
and Nursery

Headmaster: J M Duke B Ed Hons

November 2021

Dear Parents,

As your child will be age 3+ by 31st December 2021, you are entitled to receive Early Education Funding from January 2022.

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

1. EEF 15 hour provision and 30 hour provision

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

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

These places are based on a first-come, first-served basis. This year a place has been 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 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 £31.00 per day. Parents have the option to “bank” non-utilised hours. Under the ‘stretch agreement’ these hours can be used in any school holidays up to 31st August 2022.

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
18:00	18:00	18:00	18:00	18:00

Nursery sessions (non funded places only) from January 2022 will be £52.50 per day. Examples of the monthly calculation are shown below:

Example 1

A child who is in Nursery 3 days a week (Tue-Thu) in January, for which the school has a completed Parental Agreement form (see below), would be billed for 3 afternoons ** x number of days attended in the month i.e. January 2021 £31 x 12 days = **Total £372**

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 periods.

Example 2

A child who is in Nursery 5 days a week in January, for which the school has a completed Parental Agreement form (see below), would be billed for 5 afternoons ** x number of days in the month i.e. January 2021 £31 x 20 days = **Total £620**

Again, dependent upon your eligibility, there will be 5 hours each week to bank and use in holiday periods.

** afternoon rate includes lunch and all snacks.

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 10th December 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.

Please be aware that if you are applying for the Extended 15 hours, as well as the Universal 15 hours, you will need to apply for the 11 digit eligibility code, however we need this form returning by the 10th December to enable us to commence the administrative process. The code can be emailed to Mrs Mulla at hpsf@highfieldpriory.co.uk. after the 10th December but must be sent before 31st December 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 wish to claim Early Education Funding as indicated below:

EYFS Hours allocated 5 hour blocks a.m. plus paid afternoon session

Please complete the days your child is currently booked in for below.

	MON	TUE	WED	THU	Fri
Nursery 8a.m. to 6.00p.m.					

If you wish to increase the number of days your child is currently booked into Nursery, please contact the Nursery Manager to check availability before completing this form.

Signed _____ Date _____

Name (Capitals) _____

Please return the completed slip to the school office by Friday 10th December 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 31st December 2021 if you want to use the entitlement in January. Any 11 digit codes with a start date on or after 1 January 2022 will not be valid until 1st April 2022.
- 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 1st January 2022.