



Highfield Priory
Independent Day School
and Nursery

Early Education Funding Policy

Early Education Funding 15 Hour and 30 Hour Provision

Nursery (Children 2-3yrs)

The School offers the Early Education Funding (EEF) in Nursery in the following two options:

Option 1

We offer 15 free hours from EEF for 2 days per week during the hours from 8am to 1pm.

We offer 30 free hours from EEF for 4 days per week during the hours from 8am to 1pm.

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 £11 per day.

Option 1 Example

A child who is in Nursery 2 days a week (Wed & Thur) in January, for which the school has a completed Parental Agreement form, has the option of bringing in their own lunch and other consumables and paying nothing. Alternatively, they can opt for their child to have lunch in school and pay for lunch and other consumables at £11 per day.

i.e. January 2024 £11 x 9 days = Total £99

As nursery is open 51 weeks and funding is received 38 weeks term time only, funding is stretched to cover the maximum number of weeks during the academic year. Where there is a shortfall of funding, parents have the option to either withdraw their child until the next academic year or opt to pay for any additional weeks.

Option 2

We also allocate this funding entitlement in blocks of 5 hours per day each week, as depicted below. Afternoons are payable at £32.60 per day. This includes lunch, snacks and other consumables. 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 2024.

UNIVERSAL15			EXTENDED15	
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

Option 2 Example

A child who is in Nursery 3 days a week (Tue-Thur) in January, for which the school has a completed Parental Agreement form (see below), would be invoiced for 3 afternoons.

i.e. January 2024 £32.60 x 14 days = Total £456.40

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.

Nursery sessions (non funded places only) from September 2023 will be £58.00 per day.

Pre-School (Children 3-4yrs)

The School offers the Early Education Funding (EEF) in Pre-school in the following two options:

Option 1

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

We offer 30 free hours from EEF for 5 days per week during the hours from 8 am to 2 pm.

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 £11 per day.

Option 1 Example

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, has the option of bringing in their own lunch and other consumables and paying nothing. Alternatively, they can opt for their child to have lunch in school and pay for lunch and other consumables at £11 per day.

i.e. Autumn term, 14 weeks x 3 x £11 = **Total £462.00**

Option 2

We also allocate this funding entitlement in blocks of 5 hours per day each week, as depicted below. Afternoons are payable at £27.75 per day. This includes lunch, snacks and other consumables. 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

Option 2 Example

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, would be invoiced for 3 afternoons x number of weeks in a term i.e. Autumn term 14 weeks x 3 x £27.75 = **Total £1165.50**. 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.

Pre-School sessions (non-free funded places only) for the Autumn Term 2023 will be £51.50 per day.

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 £115.00 for a single child or £151.00 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 £37.00 per day.

Parental Agreement Form

In order to claim EEF from Lancashire County Council, we are required to have a Parental Agreement Form from parents. We are also required to retain copies of proof of date of birth for your child. 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.

The Finance and General Purposes Committee is responsible for this policy.

Date Last Reviewed: January 2024

Authority

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Finance and General Purposes Committee, Health, Safety and Wellbeing Committee, Safeguarding Committee, Education Committee and Marketing Committee.