



St Hilda's School

HARPENDEN

Caring, Curious & Confident

Dear Parents and Carers,

We offer 15 hours free early education for 3 and 4 year olds. In order to qualify for this funding for your child(ren) you are required to complete the attached declaration form for the full academic year 2021-2022. Children become eligible in the funding period after their third birthday and remain eligible until the term after their fifth birthday, which can run into the Reception year.

Please ensure that you have presented your child's birth certificate or passport to the office for a DOB check as required by Hertfordshire County Council.

Please complete the sections as follows:

Section A

- Child details (main)
- Parent/Carer details

Section B

- Provider details, only if you are splitting the funding with other childcare providers.

Section C

Funding Periods (3&4 year old) column

- Start date = first day of term
- No. of days per week = 2 to 5
- Total hours per week if 5 days (18.33 Nursery, 32.5 Reception)
- Total free hours per week 15
- No. of weeks = 12 -Autumn, 11- Spring & Summer

Parent/Carer declaration – please sign and date. Print and return pages 3-6

The 15 hours free early education will be allocated weekly as follows:

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- **Pre-nursery:** Term time only. Mornings 8.30am to 11.30am or School days plus breakfast club from 07.30am to 15.10pm (2 maximum). Please see the school fee scale for charges.
 - **Nursery:** Term time only. Monday to Friday 8.30am to 11.30am. our current nursery session is 8.20am-12.00pm, the cost for the extra part of the session is £565 per term, invoiced in advance. This can be paid for using childcare vouchers.
 - Parents are entitled to access just the 15 hours free early education per week. If you wish to do this, please let us know when you return your completed form. Any changes to this will only be made on a half termly basis.

Additional Nursery Notes

- i. Pre-nursery pupils must attend at least two morning sessions per week. The 15 hours free early education can be accessed for mornings or for two full school days plus breakfast club, (from 07.30 to 15.10). Lunch is an additional cost of £2.
- ii. Nursery pupils must attend five mornings per week. In the Summer Term they are also expected to attend at least two afternoon sessions in preparation for the transition into Reception.
- iii. Additional sessions (Breakfast Club, Stay and Play Lunch, Afternoon, After School Club) are also available and should be prebooked in the term before to ensure availability. Please see the fee scale on our website - <https://www.sthildasharpenden.co.uk/admissions/fees>
- iv. Occasional sessions may be available and booked directly with the Nursery Staff.
- v. Prices include a midmorning snack, milk, and a hot lunch for the applicable sessions.
- vi. Childcare Voucher Schemes can be used to pay Nursery fees. Please ask the Office for our scheme numbers.
- vii. One and a half term's notice is required, in writing, if a pupil is to leave the Nursery School.

If you have any queries, please contact childcare@hertfordshire.gov.uk or contact me at bmanager@sthildasharpenden.co.uk

Kind regards



Mrs D. Taylor

Business Manager

Address: St Hilda's School, 28 Douglas Road, Harpenden, Hertfordshire AL5 2ES

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