



St Hilda's School  
HARPENDEN  
*Caring, Curious & Confident*

Dear Parents and Carers,

Currently we offer universal 3- and 4-year-old free early education for 15 hours per week, this will be under review once the government have confirmed any changes to the scheme.

To qualify for this funding for your child(ren) you are required to complete the attached declaration form for the full academic year 2023-2024. 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 see table 1 below).

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

Please fill in all the sections in grey, it is an editable PDF document to allow you to complete it electronically. Then print it and send/give it to the School Office.

Please complete the sections as follows:

**Section A – Family information**

- Child details – now includes a Tax Free Childcare code. Please don't forget the NHS no.
- Parent/Carer details

**Section B – Free early education offer**

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

**Section C – Splitting your free early education**

**Parent/Carer declaration** – please confirm, sign and date. Print and return pages 4-10

The free 15 hours will be made up as follows:

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- Monday to Friday 8.30am to 11.30am term time only. (Term times will be the usual St Hilda's term time as per the website).
  - As our current morning nursery session is 8.15am-12.00pm. The cost for the extra part of the session is £11 per day, invoiced in advance. This can be paid for using childcare vouchers.

- It is not ideal logistically, but it is possible for you to just take the 15 funded hours i.e., 8.30am-11.30pm dropping your child off at 8.30pm and collect at 11.30am. If you wish to do this, please also 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

- Pre-nursery pupils must attend at least two morning sessions per week. The 15 hours free early education can be accessed for 3 hours a morning session.
- 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.
- Additional sessions should be prebooked a term in advance, cancellation of any of these sessions requires a term's written notice in advance. Occasional sessions may be available and booked directly with the Nursery Staff.
- Prices include a midmorning snack, milk, and a hot lunch for the applicable sessions.
- Childcare Voucher Schemes can be used to pay Nursery fees. Please ask the Office for our scheme numbers.
- One and a half term's notice is required, in writing, if a pupil is to leave the Nursery School.

If your child's birthday is between...	You can start using your free hours from...
1 January – 31 March	1 April (after their 3rd birthday)
1 April – 31 August	1 September (after their 3rd birthday)
1 September – 31 December	1 January (after their 3rd birthday)

Table 1 – When can I start using the free early education?

<https://www.hertfordshire.gov.uk/services/schools-and-education/childcare-and-advice-for-parents/free-early-education-and-childcare/childcare-and-free-early-education.aspx>

If you have any queries, please contact [childcare@hertfordshire.gov.uk](mailto:childcare@hertfordshire.gov.uk) or contact me at [bmanager@sthildasharpenden.co.uk](mailto:bmanager@sthildasharpenden.co.uk)

Kind regards



Mrs D. Taylor

**Business Manager**

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