



September 2020

## LECONFIELD PRIMARY FOUNDATION STAGE UNIT APPLICATION FOR PLACES FOR 3 AND 4 YEAR OLDS

Thank you for showing an interest in the Foundation Stage Unit (FS1) unit at Leconfield Primary School which has capacity to take 3 and 4 year olds.

You may be aware that all 3 and 4 year olds have the opportunity to access 15 hours per week of free early learning and childcare and an additional 15 hours of extra entitlement (if eligible). Usually your child can attend a maximum of two sites in a single day and if your child attends more than one setting you are able to split the funding between the two. However, due to COVID-19 restrictions attending multiple settings will not be an option during the Autumn term 2020 and will be reviewed prior to Spring term 2021. Therefore we are asking parents to think very carefully about their needs for childcare and where possible only attend one setting.

Enclosed is a sheet indicating the website where you can check your eligibility for 30 hour funding. Please do not request the **additional** 15 hours, on the table below, **if you are not eligible**. However, if you are happy to pay for hours above 15, that is acceptable and you will be invoiced accordingly. Once you have received your code, please complete the attached form and return it the office

We have a limit of 25 children in FS1 each morning and afternoon and over lunchtime. We will correlate your responses and confirm the hours we are able to offer you at the beginning of December 2020. You will then be asked to sign a contract for the hours your child will attend FS1. We try to make this process as fair as possible – allocating hours for the oldest children first.

Sessions are available in 3 hour blocks covering the morning (8.45am – 11.45 am) and afternoon (12.30pm – 3.30pm). You may specify the combination you would like up to 15/30 hours (if eligible). If we are able to offer additional three hour sessions or lunchtimes they will be charged at £9.50 (3 hours) and £4.20 (lunchtime). These costs may be subject to change. ***(Charges will be made at the beginning of the month in advance by invoice and expected to be paid within 10 days.)***

(Please note that any additional hours purchased will be chargeable should your child be absent due to sickness or holiday as staffing ratios will be maintained throughout the year according to numbers scheduled to attend.)

The options for attending the FS1 unit are endless as everyone has different needs, please specify your choices but make it very clear where you are happy to be flexible, as we may have to negotiate if everyone selects the same sessions.

### **Lunchtimes**

We are able to offer your child the option of staying over lunchtime and having a school dinner which we see as an opportunity for learning social skills, good table manners and trying different foods. Menus for the term ahead are always available from the office or school website and our cooks offer vegetarian options and special dietary requirements where necessary.

Priority for lunches will be given to the oldest children and those who are staying for a full day

**Lunchtimes are payable.** They are £4.20 including lunch

Please tick below the sessions you prefer. You may choose up to 5 or 10 three hour sessions (dependent upon your eligibility). Please also indicate any additional sessions you would like, should they be available.

Please note that if you do not sign up for your whole entitlement when your child starts, the hours may not be available at a later date.

Child's Name: .....

Date of Birth .....

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8:45-11:45 (3 hours)					
Lunch 11:45-12:30 *£4.20					
Afternoon 12:30-3:30 (3 hours)					

**Parent Name:**.....

**Telephone No:**.....

**Address:**.....

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**Please contact Mrs Sue Ironside, School Business Manager, if you need any more information on 01964 550303**