



## Little Angels' Schoolhouse

### 30 Hour Free Entitlement Policy (FEE)

#### Aim

The Government has introduced free 30 hours of education and care per week, term time only, for eligible 3 and 4 year olds from September 2017.

This policy explains how Little Angels' Schoolhouse plans to deliver the FEE, how we will strive to ensure that we are able to meet demand and how we will review how this policy works in practice to safeguard our standards of service and working practices.

#### Method

**We offer 1140 hours of free education and care (called 'integrated care') per year. We have decided to spread this over the course of the year, rather than offer it on a termly basis. As we close for one week over the Christmas period, we have calculated the weekly amount based on being open for 51 weeks of the year.**

**A 'year' is an academic year and is from 1<sup>st</sup> September until 31<sup>st</sup> August.**

**Provider:** Any establishment that provides Early Years Education and Care

**EY:** Early Years

**Deliver:** When a child receives our service

**Integrated care:** Care that is a combination of caring for a child's needs and providing education that promotes their learning and development

**Little Angels' Schoolhouse has regard for and complies with the Department of Education's Code of Practice for Free Entitlement for Three and Four-Year Olds.**

A child born on or between	Can access their free entitlement from
1 <sup>st</sup> April – 31 <sup>st</sup> August	The beginning of Autumn term
1 <sup>st</sup> September – 31 <sup>st</sup> December	The beginning of Spring term
1 <sup>st</sup> January – 31 <sup>st</sup> March	The beginning of Summer term

## 1. Eligibility Criteria

- 1.1. Children will be eligible for the FEE from the term following their third birthday as the table above indicates.
- 1.2. Both parents must be working in a two-parent household. In a sole parent family, the parent must be working.
- 1.3. Each parent must earn, on average, a weekly minimum equivalent to the National Minimum Wage. See 2.
- 1.4. Each parent must earn no more than £100,000 per annum.

## 2. National Minimum Wage

- 2.1. The current National Minimum Wage for people aged 21-24 is a weekly average income of £111.20.
- 2.2. The current National Minimum Wage for people aged 25 and over is an average weekly income of £115.20.

## 3. Who Offers the FEE?

- 3.1. Nurseries, Nursery Classes, Sure Start Centres and Playgroups will all potentially offer the FEE.
- 3.2. It is not a mandatory scheme, and some providers may choose not to facilitate it.

## 4. Accessing more than one provider

- 4.1. Families can choose to access more than one provider are able to split the free entitlement hours between Early Years' settings. For example, your child could access 20 hours in a Nursery Class and 10 hours in a Child-Minder's care.
- 4.2. To facilitate this, parents and carers should contact both Providers.
- 4.3. We only facilitate shared entitlement if we have the space to do so.

## 5. How to Apply

- 5.1. As this entitlement is something that all children are eligible for, families must make independent applications through the following website:

<https://childcare-support.tax.service.gov.uk/>

- 5.2. Once the application is processed, parents are provided with a code, which then must be given to the Schoolhouse Office.
- 5.3. We then complete our side of the process and validate your application.
- 5.4. **It is very important to remember that as families' circumstances change, HMRC rule that applications must be renewed on a termly basis.** The Schoolhouse will send a letter to all children who may be eligible in the following term, and families must make their application and return the code before a deadline that the Schoolhouse Office will make.  
If you do not make an application or do not renew your application, your child unfortunately, will not be eligible for the free hours.

## 6. Children Who Are Not Eligible

- 6.1. If your child is not eligible for 30 hours, they will still be able to access the 15 hours of free entitlement during term time subject to availability.

## **7.Nursery Education free on the point of delivery**

- 7.1 The educational entitlement is completely free at the point of delivery. This is a statutory obligation placed on all Nurseries and Early Years settings.
- 7.2 Parents and carers are not asked to purchase additional days or sessions although the option is available to parents and carers who would like to if the Nursery has space to facilitate this request.
- 7.3 Parents and carers are not asked to make any payment for registration if they are accessing only the free entitlement. A registration fee will be required if the parent or carer is purchasing any sessions in addition to those that are free.
- 7.4 Additional charges may apply. Please see [Additional charges](#)
- 7.5 . Little Angels' Schoolhouse regrets that it will not be able to facilitate extra sessions due to missed hours for sickness and illness.

## **8. Tuition Fees**

- 8.1. An invoice will be raised and emailed to parents in the usual way, a few days before payment is due.
- 8.2. The invoice will outline the number of hours that have been awarded (not used) the previous month for information purposes.
- 8.3. Little Angels' Schoolhouse regrets that it will not be able to facilitate extra sessions due to missed hours for sickness and illness.

## **9. Free Sessions**

- 9.1. Free sessions are offered between 9.30 am and 4.30 pm and over 3 days per week.

The sessions are priced as follows:

<b>Session Type</b>	<b>Times</b>	<b>Price</b>
Breakfast Session	7.30 – 9.30 am	£10.00
Morning Session	9.30 am – Noon	£16.00
Lunchtime	Noon – 12.30 pm	£5.00
Afternoon Session	12.30 – 4.30 pm	£20.00

Later Session	4.30 – 6.30 pm	£10.00
Full day care	7.30 am – 6.30 pm	£55.00
Shorter day care	7.30 am – 3.30 pm	£45.00

**Full time care:**

2 x full days:	£55.00 x 2	£110.00
3 x breakfast sessions:	£10.00 x 3	£30.00
3 x later sessions	£10.00 x 3	£30.00

Total cost for care: £170.00 per week

Monthly cost: £170 x 562/12

**£736.00**

**10. Data Protection and Confidentiality**

10.1 The Schoolhouse fully complies with all elements of data protection legislation. (See Date Protection) and has a high regard and respect for ensuring that each adult and child connected to our setting’s personal information remains private and confidentially

10.2. The information surrounding each family is shared on a ‘need to know’ basis with practitioners working with the child and other external professionals. Families are always told what information is being shared in accordance with our Inclusion and Safeguarding Children Policy.

**11. Ways in which the Schoolhouse supports the child and family**

11.1 Of course, every child needs lots of attention, emotional stability and support during their first important years of life, and Little Angels’ Schoolhouse fully understands and appreciates its important role in this fundamental aspect of early years.

11.2. Your child's key practitioner will build a proactive and warm relationship with your child. This secure attachment will help your child to feel at ease and will support your child in relating to other children and adults at the Schoolhouse.

11.3. It is through these observations, that are recorded and kept on record, that your key practitioner will be able to support learning experiences, as well as plan further learning experiences that will help to reinforce the skills that your child already has and challenge your child appropriately to encourage positive progress and development.

11.4. Your child's key practitioner will speak to you about ways in which you can include information about your child, observations that you have recorded away from the Schoolhouse, photographs and your views into your child's Learning Journey.

## **12. Communication with other agencies**

12.1 In order to best support your child and family, it may be necessary to request information from other professionals and agencies who are also supporting your child.

## **13. Provision of meals and snacks**

13.1 Little Angels' Schoolhouse provides lunch, tea, snacks, afternoon snacks, supper and all drinks including milk, included in the prices shown.

13.2. If you do not wish your child to have a meal provided by the Schoolhouse, you are invited to bring in food from home that we will store and then heat (if necessary) for your child. The food will be stored and heated in accordance with health and safety legislation and advice.

### 13.3 Food from home

We would ask that if you do bring food from home, it is healthy and in accordance with our Being Healthy Policy. Whether or not it is in a packed meal from home, we do not give children the following:

Crisps

Sweets

Biscuits

Fried food

Take-away food

Cakes

### A sample packed cold meal:

A wholemeal sandwich with sliced meats or cheese with salad;

A banana

Yoghurt

Raisins

A sample meal to be re-heated:

Left over chicken with pasta in a tomato sauce with

Yoghurt

**EYFS Principles that this policy has regard for:**

**Unique Child**

1.1 Child Development

1.2 Inclusive Practice

1.4 Health and Well-Being

**Positive Relationships**

2.1 Respecting Each Other

2. 2 Parents as Partners

2.3 Supporting Learning

2.4 Key Person

**Enabling Environments**

3.1 Observation, Assessment and Planning

3.2 Supporting Every Child

3.3 The Learning Environment

3.4 The Wider Context

**Learning and Development**

4.1 Play and Exploration

4.2 Active Learning

4.3 Creative Thinking

### 4.3 Areas of Learning and Development

**Policies that this policy refers to:**

Inclusion Policy

Special Educational Needs Policy

Safeguarding Children Policy

Key Person Policy

Settling Policy

Admissions Policy

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