



*Growing in faith: loving and learning together with Jesus*

Headteacher: Mrs L Waldram, BSc (Hons) PGCE

## St. Mary's Catholic Primary School    St. Vincent's Catholic Primary School

### Nursery 'Wrap-Around' Care and 30 Hour Funding Policy

#### **Definition**

Wrap-Around care is a half-day session, tagged on to a child's Morning or Afternoon nursery session, enabling a Nursery child to attend for a full day (from 8.45am to 3.30pm).

#### **Admissions**

Wrap-Around care is offered to all Nursery children, subject to availability. Half-day sessions must be applied for using the 'Booking In Form'. These sessions will continue each term until they move up to Reception. Any changes to these sessions require written notice, as detailed below.

Wrap-Around places are limited due to staffing, therefore places will be allocated in line with the Pre-School Admissions Policy.

#### **Usage**

All Nursery children will continue to attend their current standard 15 'Universal Hours' in Nursery as normal; (January and April intake initially attend Afternoon Nursery, then join September intake in Morning Nursery). These sessions cannot be swapped.

Up to 5 additional half-day sessions can be booked per week. Wrap-Around sessions will be based in either Pre-School or Nursery. Booked sessions cannot be swapped and missed sessions must be paid for.

#### **Lunch**

Parents/carers must provide a packed lunch in accordance with the school's Packed Lunch Policy. Nursery children will eat together either in the Nursery classroom, lunch hall, or with the Pre-School children.

#### **30 Hours Free Childcare (Extended Entitlement) Funding**

If parents/carers are working, you may be entitled to 15 hours free childcare per week, in addition to the 15 Universal Hours childcare which is available to every 3 / 4 year old. The school will accept this funding to help cover the cost of Wrap-Around care. Funding cannot be used in Breakfast Club or After School Club, but funding can be split between St. Mary's and other childcare providers if care is needed before or after school hours of 8.45am to 3.30pm.

Parents/carers should apply using the online form at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk). If eligible, you will be given a code by Central Bedfordshire Council to pass on to us. You will only remain eligible for funding for as long as you meet the set criteria. Parents/ carers must remember to renew your details online every 3 months to remain eligible and ensure that funding continues during your child's time in Wrap-Around.

Funding will start from the term following the child's third birthday, or the term following confirmation of eligibility, whichever is later. Deadline dates for each term are 31<sup>st</sup> August for September term, 31<sup>st</sup> December for January term and 31<sup>st</sup> March for April term. Your code must start before these dates to receive funding during the following term. If you miss the deadline, you would be welcome to book Wrap-Around sessions during the un-funded term, but these would need to be paid for. We recommend applying for funding as early as possible.



*The Glory of God is a Human Being Fully Alive!*





*Growing in faith: loving and learning together with Jesus*

Headteacher: Mrs L Waldram, BSc (Hons) PGCE

St. Mary's Catholic Primary School    St. Vincent's Catholic Primary School

**Ad-Hoc Sessions**

Occasional, one-off sessions can be booked in exceptional circumstances but must be paid for (even if a funded child has not used their full weekly entitlement). Ad-hoc sessions will be invoiced through ParentMail and must be paid for in advance. Up to 5 ad-hoc sessions can be booked per term. Missed ad-hoc sessions will still be charged.

**Top Ups**

Nursery sessions are 3 hours per day and Wrap-Around sessions are 3 hours 45 minutes per day. Therefore, 30 hours per week equates to 15 Universal hours (5 nursery sessions) and 4 Wrap-Around sessions. If you are in receipt of the 30 hours funding and would like your child to attend 5 full days a week, you will need to pay for the fifth day.

**Fees**

From 1<sup>st</sup> September 2023, Wrap-Around fees are calculated at a rate of £5.00 per hour, and at £4.00 for the lunch period.

(Please note, lunch sessions are not available to be booked individually, and are only offered as part of the half-day session.)

Morning & Lunch, or Lunch & Afternoon = £19.00 per day

**Payments**

Fees will be invoiced termly and will offer the option to pay either by weekly instalments or in one lump sum. Payments must be made by the date specified on the invoice.

Invoices will be sent through ParentMail and payments should be made through the ParentMail app.

**Notice**

For budget planning and staffing, any requests to increase, decrease or change sessions must be applied for via the relevant form (please ask at the Pre-School office). One month's notice is required of your child ceasing or reducing their Wrap-Around sessions. Fees will remain payable until the end of the notice period.

**Outstanding Fees**

If you have difficulty paying fees, please inform the Pre-School office immediately. After 7 days of non-payment, you will receive a formal reminder that fees are outstanding. Should fees continue to be unpaid, we may reconsider your child's place in Wrap-Around care.

**Refunds**

No refund is made for sickness or absence from the Wrap-Around sessions.

**Closure**

In the event of the school being forced to cancel sessions, the school will endeavour to give as much notice as is reasonably possible. The school reserves the right to offer replacement sessions in lieu of refunds.

**Staff Discount**

Children of staff at the school may be entitled to a discounted rate. Staff rates are to be discussed with and agreed by the Headteacher and Governors.

07.06.23



*The Glory of God is a Human Being Fully Alive!*

