St. ANDREW's CHURCH OF ENGLAND PRIMARY SCHOOL

Nursery Fact Sheet

The Nursery class is part of our successful and well-established Early Years Department and is staffed by experienced Early Years staff. The children benefit from all the resources and expertise that, as a long-established primary setting, we have to offer.

Children can begin in our Nursery class after their third birthday. We are able to offer both full and part time sessions as well as funded places. The nursery day runs from 8:45am – 3:15pm. Funded hours can be taken in any format to suit, such as mornings, afternoons or full day sessions. We are also able to offer places in line with the extended 30 funded hours.

Register for a place

If you would like to register your child for a place in our nursery class, please complete an Expression of Interest form and return it to the school office. Places will be determined in line with our Nursery Admissions and Charging Policy

Once a place has been confirmed you will be required to compete our admissions pack. This should be returned to the school office with a copy of your child's birth certificate. We will need this before your child can start with us.

Nursery Bookings

Once we have received a completed admissions pack, a member of the nursery staff will contact you prior to your child's start date to organise a visit and discuss any settling in sessions your child may require.

Once you have spoken to a member of staff and your child has taken their free settling in sessions with us, you may wish to place a booking.

St. Andrew's Nursery sessions are booked online via our booking system, Kids Club HQ. Please follow the link below to set up your online account. Once you have set up an account, we will place your booking and will apply any funded hours (if applicable).
https://standrewsceprimaryschool.kidsclubhq.co.uk/login#/register

Nursery children are also able to attend our Breakfast Club which starts from 7:30am. Sessions are bookable through our online booking system Kids Club HQ, the same as your child's nursery sessions, however these are payable at the point of booking. Funded hours cannot be used to cover the cost of these sessions.

Nursery Funded Hours

Please be aware that your child will become eligible for 3–4-year-old funding the long term after he/she turns 3.

When your child turns the relevant age	When they can get their hours from
1 January to 31 March	Term starting on or after 1 April
1 April to 31 August	Term starting on or after 1 September
1 September to 31 December	Term starting on or after 1 January

If you are in receipt of 2-year-old funding and your child has recently turned 3, he/she may be able to use this funding to cover the cost of sessions prior to his/her 3-year-old funding commencing. Please contact the school office to discuss this with us further.

Universal 15 Funded Hours

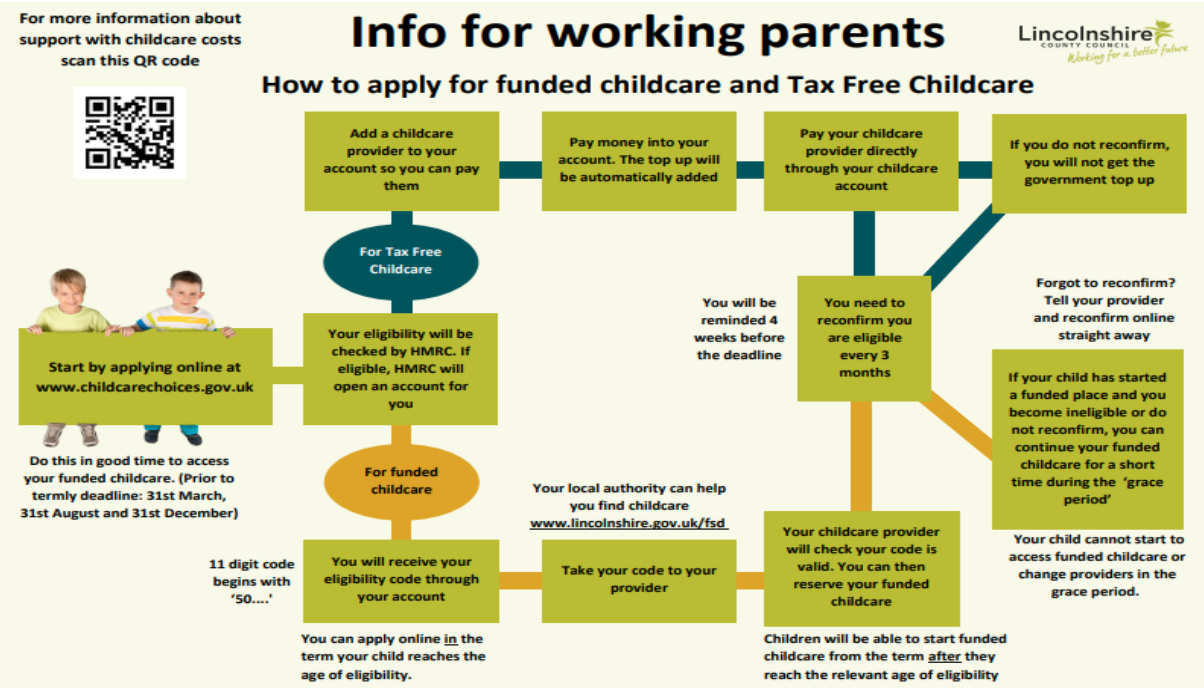
All 3-to 4-year-olds in England can get 570 free hours per year. This is a maximum of 15 hours per standard school week (term time only). The free early education and childcare must be with an approved childcare provider and stops when your child starts in reception class.

30 Funded Hours Nursery Provision

If you wish to access an additional 15 funded hours (30 total) Nursery provision at St. Andrew's, you will need to apply for an eligibility code via the Childcare Choices government website. Sign in to your childcare account - GOV.UK

Once you receive your eligibility code you will need to complete our '30 Hours Funding Form', alongside your standard 'Parent Declaration Form', and return it to the school office so we can confirm your eligibility.

The school office will apply any funding against your Nursery bookings as soon as practicable.



Booking Additional Hours in Nursery

If you intend to book extra sessions which are not within your funded hours, you will have an outstanding payment that will show on your Kids Club HQ account. The school office will notify you of any outstanding amount to be paid via text message. Payments will be due 1 week after funding is applied to your termly booking.

The extra hours can be paid for via the following methods

- **Direct Debit** – Parents are initially required to set up a GoCardless mandate on Kids Club HQ. This will allow you to make direct debit payments for your bookings, from your bank account. This is not a rolling, monthly direct debit. You must log in to your account and authorise a payment on each occasion that an amount is due. Once you have made a payment, it will take up to 5 days for the amount to leave your bank account.

- **Childcare Vouchers** – please advise us of the 'Childcare Voucher' provider you intend to use and arrange your childcare voucher payment asap. The payment will be manually added to your account once the amount has been received into our bank account.

- **Tax Free Childcare Vouchers** – please notify us of your TFC reference number and arrange your childcare voucher payment asap. Your payment will be manually added to your account once the amount has been received into our bank account.

- **Account Credit** - If you have a credit balance on your Kids Club HQ account and the credit is the same or more than the amount due, you will get a payment option of 'Account Credit' which you can use to make payment. If the credit is less, this amount will automatically be taken from the booking total.

Please note - Payment reminders will be sent automatically via Kids Club HQ

If you have any further questions, please do not hesitate to contact the school office.

Tel: 01526 352705

Email: enquiries@st-andrews-woodhall.lincs.sch.uk