



Bowbrook Primary School

Bowbrook Nursery Offer Guide

Information for parents

This document sets out our nursery offer and guides you through the free funding available, our sessions, timings, when children are able to start nursery, additional sessions, payments, extended hours available and enquiries.

3-4 Year olds

Bowbrook Nursery can accommodate 26 places, and accepts children aged 3 & 4. Children are welcome to join Bowbrook Nursery when they are 3 years old or the term after they are 3 to take advantage of free funding .

Opening Hours

We are open 38 weeks of the year during school term time.

Please see our daily timetable below:

Timings	Sessions	Duration
08:45-11:45	Morning Session	3 hours
12:15-15:15	Afternoon session	3 hours
11:45-12:15	Lunch Time Session	30 mins
6 hrs per day plus lunchtime		

Additional Wraparound Care

In addition, we offer longer hours for nursery children that may be required for working parents. This is provided within the school's wraparound care provision at our Breakfast and After School Clubs. Please see below:

Timings	Sessions	Hours per session
7:45-08:45 am	Breakfast-	1.00 hour
15:15-17:30pm	After Care	2.15 hours

FREE GOVERNMENT FUNDING

15 hours free funding (Universal Funding)

All children are entitled to 15 hours per week of free nursery entitlement for 38 weeks of the year. This is automatically granted, parents DO NOT need to apply for this. This funding is automatically received the term after the child's third birthday and so the free hours start at this point.

30 hours free funding for working parents (Extended Funding)

Some children may receive 30 free hours entitlement instead of 15 hours. This extended provision is also for 38 weeks per year and is eligible for **working parents**.

The following criteria applies for working families:

- Both parents must be working - or the sole parent is working in a lone parent family
- You, and any partner, must each expect to earn (on average) at least £152 per week (equal to 16 hours at the National Minimum or Living Wage).
- Each parent must have an annual income of less than £100,000
- Parents who are on maternity, paternity or adoption leave, or are unable to work because of disability or due to caring responsibilities, may still be eligible.

What if one parent in a couple isn't working?

This is basically a scheme to help working parents, so families where one parent doesn't work, or both parents don't work, will usually not be eligible for these additional 15 hours. However, if one parent isn't working because they're an official carer (eg receiving benefits relating to being a carer) or they are receiving disability benefits, and the other parent is working, then the Government has stated it "intends to make provision" to support these families.

There is also additional entitlement if the parent normally works but is temporarily away from the workplace, for example on statutory sick pay.

What if you are self-employed or on a zero hours contract?

You will be eligible if you (or both of you in a couple) earn at least the equivalent of 16 hours at the National Minimum Wage.

You can check your entitlement here:

www.childcarechoices.gov.uk

Applying for 30 hours free funded nursery entitlement

Parents must apply for the 30 hours nursery entitlement via an online application form.

Applications should be made at:

<https://www.childcarechoices.gov.uk/>

Parents will receive confirmation that their application has been successful and be given a code which should be presented to school.

Please ensure you apply early so that you receive your code in time for your child to start. You must have a valid code before your child starts nursery.

Important: You must also reconfirm your eligibility every 3 months in order to keep your code valid.

The funding starts the term after the child's third birthday and so the free hours start at this point.

You can apply from when your child is 2 years and 36 weeks old.

Please see the table below of dates:

When your child turns 3	When they can get 30 hours Childcare from	Recommended time to apply for 30 hours Funding
1 September to 31 December	Term starting on or after 1 January	15 October to 30 November
1 September to 31 December	Term starting on or after 1 April	15 January to 28 February
1 April to 31 August	Term starting on or after 1 September	15 June to 31 July

Start dates for Bowbrook Nursery

Children are welcome to join Bowbrook Nursery when they are 3 years old. A large number of vacancies are available in the Autumn term following the transition of four year olds to Primary School.

Free funding starts the term after a child has turned 3 years old and so the start of terms in January and after Easter are common start dates but parents may opt to send their child earlier and pay for the place until funding starts.

See the start dates for free funding below:

Child turns 3	Free funding starts	School Term
1 September to 31 December	Term starting on or after 1 January	Spring Term
1 January to 31 March	Term starting on or after 1 April	Summer Term
1 April to 31 August	Term starting on or after 1 September	Autumn Term

Nursery Sessions

We run the following session structure for free funded hours.

The 15 hour funded places should be taken over 2 and a half days either at the beginning or end of the week to allow us to accommodate for staffing and for full time places. This also provides consistency for the children in building relationships with children and staff.. Any changes to the weekly pattern throughout the year should be requested to see if it can be accommodated.

Free 15 hours	2 ½ days per week	Mon & Tue full day & wed morning session
Free 15 hours	2 ½ days per week	Wed afternoon and Thur & Fri full days.
Free 30 hours	5 days per week	Monday to Friday

Charges

Parents may want to purchase extra nursery sessions. For example if parents only receive 15 hours free funding or where parents want their child to start before the free funding kicks in (the term after their third birthday)

The lunchtime period is also an extra session and so a charge applies for this.

Parents may also require longer hours and wish to purchase the Breakfast and After Care sessions.

We accept Government Tax Free Childcare Scheme vouchers for paid nursery sessions and our school wraparound care.

Our nursery prices are equivalent to £5.50 per hour.

Please see the Charges below:

Bowbrook Nursery Charges		
Description	Price	Duration
Half day session (morning or afternoon)	£16.50	3 hours
Full Day	£33.00	6 hours
Lunchtime	£3.00	30 min
School Lunch	£2.50	
Breakfast Session	£4.00	1 hour
After Care Session	£11.00	2.15 hours
Nursery Trips	When applicable	

Payment is collected in advance via the school's payment system Arbour.

Requesting a Nursery Place

For the first Year of Opening

In preparation for opening, the Nursery Registration will be launched via the school website and will be based on a first come, first served criteria.

Please see the website for the online link to apply for a place.

Subsequent Years

Parents are able to request a place at any time by completing an online enquiry form available on the school website. This will be acknowledged by staff and you will be contacted to discuss your particular needs. Your child may be placed on a waiting list for the next available intake.

Children awaiting places are organised according to their date of birth with age as the main criteria governing admission. The length of time a child has been registered plays no part in allocating places.

If there are insufficient places available to accommodate all the children on the Nursery waiting list, an admissions criteria will also be applied to allocate places. This criteria is largely the same as the school's admission criteria. Please see the Nursery Admissions Guide.

Nursery Registration

When your child has been allocated a nursery place, we will ask parents to complete a Nursery Registration form to collect important child and family information for our school records.

Nursery Induction

Building relationships with parents is important to us and we want to provide the best possible start for your child. Our Nursery Teacher will ask you to complete an All About Me Questionnaire so we can get to know your child and will liaise with you over Nursery Induction and starting arrangements. If your child has been at a previous childcare setting we will also contact them to arrange transfer of your child's records and ensure a thorough transition. If you have any concerns regarding Special Educational Needs our School SENDCO can discuss these with you.