



# Normanhurst School

## Free Early Education Entitlement (FEEE) Policy

### Background

The national Free Early Education Entitlement scheme (FEEE), which is administered for Normanhurst by the London Borough of Waltham Forest (LBWF) enables a contribution to be made towards fees for all 3 and 4 year old children attending our school, or can be used to access one of a limited number of free places that are available.

Your child will become legally entitled to receive the FEEE for up to 15 hours of childcare a week from the term after their third birthday, and up to and including the term that they turn five years old (when they reach compulsory school age). The balance of fees payable for the term are based entirely on the additional hours your child attends the school.

For clarity, the relevant dates / terms are set out below:

A child born between...	... becomes eligible for funding on the...
1 <sup>st</sup> April and 31 <sup>st</sup> August	1 <sup>st</sup> September following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	1 <sup>st</sup> January following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	1 <sup>st</sup> April following their 3 <sup>rd</sup> birthday

Please note that we are not registered to accept funding for two year olds

### Early Years Department

Children who are 3 and 4 will be in one of three year groups that are part of Normanhurst's Early Years Foundation Stage:

Year Groups	Ages	Sessions
Lower Kindergarten	Rising 3 to 3½	Sessional
Upper Kindergarten	3½ to 4½	Sessional
Reception	4½ to 5½	Full time

The final payment will be in the term in which the children turn 5.

### School Fees for Academic Year 2020-2021

The school fees for the academic year September 2020 to July 2021 are as follows:

Year Group	Session	Times	Cost
Lower/Upper Kindergarten	Morning sessions	8.30am until 11.30am	£455 per morning per term
	Lunches	11.30am until 12.30pm	£4 per day
	Afternoon sessions	12.30pm until 3.30pm	£245 per afternoon per term
	Full time	8.30am until 3.30pm	£3,500 per term
Reception	Full time	8.30am until 3.30pm	£3,550 per term

### Sessions Required for Entitlement

Lower Kindergarten children must attend for a minimum of 3 sessions per week in order to access the FEEE, and Upper Kindergarten children must attend for a minimum of 5 sessions per week. If children only attend for part of the week, they will receive a proportional percentage of the funding. For example, if the child attends for 9 hours per week, they will receive 9/15 of the funding that they are entitled to.

Most families make use of their full entitlement and keep their children at school for at least 15 hours per week to receive their full entitlement. Should parents/carers require childcare for additional hours, the school will charge for this.

Sessions in the Lower and Upper Kindergarten run as follows:

Options	Kindergarten Times	Lunch	Number of hours
Option 1	8.30am to 11.30am	No	3 hours
Option 2	8.30am to 12.30pm	Yes	4 hours
Option 3	11.30am to 3.30pm	Yes	4 hours
Option 4	12.30pm to 3.30pm	No	3 hours
Option 5	8.30am until 3.30pm	Yes	7 hours

### Application for the FEEE

There is an application process that must be approved by the Local Authority before funding can be given by Normanhurst School.

In order to claim the FEEE, once you have been offered and have accepted a place at Normanhurst School we will send a parent/carer Declaration Form to you that you will need to complete and return to the School Office. The form asks you to set out how you wish to take up the FEEE and it enables Normanhurst to claim funding from LBWF as a contribution towards the cost of the hours that you take up at our setting.

We will administer the scheme on your behalf. If you do not complete and return the Declaration Form, we are unable to claim the funding from LBWF.

If your child is joining us part of the way through a term, you may not be entitled to any FEEE for that term. Please ask our Bursar for more information.

### Additional Hours

In addition to our excellent childcare package, our core offer includes a range of additional activities for which fees are charged. Parents/carers can elect to use the FEEE as a contribution towards these fees. Parents/carers who wish their child to enjoy the additional activities are exercising their choice to pay for these services rather than enrolling their child in a setting that does not provide them. Any additional hours become chargeable.

The children very much enjoy these additional activities, which form an important and informative part of your child's time with us (and presumably this was part of your reasoning when deciding to place your child at Normanhurst). They also prepare the children well for their progress on to Reception and beyond.

The activities include the following:

- Lunch is provided for all children who attend for a full day (but an additional cost for those attending either a morning or afternoon session).

- In addition to our daily timetable, a regular timetable of enhanced educational activities, many of which are taught by qualified teachers and/or specialist staff who teach across the whole school, as follows:
  - Languages
  - Cooking
  - Educational visitors into school (fire fighters, doctors, police etc)
  - Drama (our Nursery children all practice for, and take part in, plays and our annual Christmas Production)
  - PE and Games
  - Music and singing

### **Free Sessions**

We have a limited number of places available in which parents/carers can access sessions at Normanhurst free of charge for up to 15 hours each week using only the FEEE as payment. However, parents/carers who wish to access these hours free of charge should note:

- The hours are only available from 12.30pm until 3.30pm each afternoon and do not include lunch.
- The additional activities outlined above are **not** available.

Parents/carers must decide before their child starts in Lower or Upper Kindergarten whether they wish to pay for the additional activities outlined above using the FEEE as a contribution towards their fees, or whether they wish to apply for one of the limited number of free places. The number of free places available varies and is dependent on pupil numbers, capacity in the Kindergarten and pupil to staff ratios. Places are strictly subject to availability and cannot be guaranteed.

The amount of free early entitlement currently offered by LBWF is just under £5 per hour, which will be deducted from your termly invoices.

### **Payment of Deposits and Registration Fees**

Normanhurst's Early Years Department is an integral part of the whole school. When your child joins us in the Early Years (Lower Kindergarten, Upper Kindergarten and Reception) they become part of the whole school family and we assume that it is your intention that they will continue their education with us all the way through to Year 11.

A deposit of £500, credited to your first term's fees, and a non-refundable Registration Fee of £40 are therefore payable to secure a place at all levels in the school.

### **Remaining Hours from the Entitlement**

Under the FEEE scheme, you are entitled to request LBWF to assist you with funding for up to a maximum of 15 hours of childcare per week over 38 weeks with a registered provider. Please be aware that Normanhurst does not open for the full 38 weeks and therefore you will not be able to receive your full entitlement with us. We are open for **34 weeks** each year.

You may choose for your child to attend Normanhurst for fewer sessions than your full FEEE entitlement of 15 hours, ie for 3 sessions of 3 hours (total of 9 hours) or 4 sessions of 3 hours (total of 12 hours).

Any of these remaining FEEE hours not taken up at Normanhurst can be used at other FEEE providers in the same Local Authority. Information about how to access these additional hours can be obtained from London Borough of Waltham Forest's website [www.walthamforest.gov.uk/childcare](http://www.walthamforest.gov.uk/childcare).

For children who leave during the term and move to a new provider within the Local Authority, it may be possible for the funding to be transferred to the new setting. You will need to contact the Local Authority and the new provider for further information.

### **Uniform**

By the time children enter our Reception classes they are expected to wear full school uniform. We strongly encourage children in our Kindergarten classes to wear our simplified uniform as this gives them a better identity within the school and eliminates any differences in clothing that will occur and that may cause distress. Our Parents' Association may be able to provide second hand uniform at a reduced cost if required.