



Holy Family Catholic Primary School

2 YEAR OLD TERMS AND CONDITIONS

Parent/legal guardian agreement for the universal 15 hour and the extended 30-hour free entitlement.

Parents/legal guardians may be eligible for [free education and childcare for 2-year-olds](#) if they are in receipt of certain benefits or may be eligible for [Tax-Free Childcare](#) and [free childcare if they're working](#) and meet the working parent eligibility requirements. For more information use this link; <https://www.gov.uk/get-tax-free-childcare>

Slough Borough Council has more information here: [Bright Futures](#). There is also a [Parents' Guide to Two Year Old Funding](#) and access to the [Citizen Portal](#).

Universal 15 Hours Free Entitlement

Regulation for the universal 15 hours entitlement funding requires us to validate your child's age to confirm eligibility. If your child was born on or between the:

1st September 2022 and the 31st August 2023, he/she will become eligible from the 1st September 2025 following his/her second birthday.

You will be asked to provide personal information to verify this information.

Extended 30 Hours Free Entitlement

Regulation for the extended 30 hours entitlement funding requires us to validate your child's age and certain eligibility criteria. If your child was born on or between the:

1st September 2022 and the 31st August 2023, he/she will become eligible from the 1st September 2025 following his/her second birthday.

You will be asked to provide personal information to verify this information.

Once eligibility has been confirmed, you will be issued with a 30-hour code via your Childcare Service Account which you will then have to provide to school, in order for us to validate and confirm your child's entitlement to 30 hours. If offered a 30-hour place in our 2 Year Old Nursery you will be asked to complete a Parent Declaration Form, with eligibility being reconfirmed by parents every three months. This will usually be by July, November and February before the start of the following term.

Regulation requires us to validate your 30 hours code with the local authority. You will be asked to provide personal information to confirm your eligibility. By providing this information, you are giving us consent to validate your 30 hours code.

Parents/legal guardians will only be offered 15 hours until such a time as they can provide an eligibility code for 30 hours. Only once parents provide a 30 hour eligibility code will the applicant be considered for 30 hours.

Parents/legal guardians must complete and return our standard Parent Declaration Form and all other forms required by the nursery.

We offer both the universal 15 hours and extended 30 hours free entitlement which are subject to eligibility, availability and allocated in accordance with our oversubscription criteria.

Your receipt of free entitlement is subject to our receipt of the government funding from the Department for Education (DfE). We reserve the right to make changes with immediate effect to this Agreement and/or our offer of free entitlement to you if the DfE does not pay the funding to us for any reason or there are changes to the amount of government funding. This Agreement shall last until it is terminated by either you or us giving to the other, in writing, at least one full calendar months' notice (i.e. notice received on the 1st of a month could end the contract on the last day of the month, but notice received on the 2nd of a month, would only be able to end the contract on the last day of the following month). However, the contract can, in some exceptional circumstance be terminated immediately where mutually accepted.

Setting and Attendance Details

Regulation allows your child to attend a maximum of two sites in a single day and, if your child attends more than one setting, the funding will be split between the settings. You will be asked to provide the following information for the nursery your child's attends: nursery name, entitlement hours attended per day and total number of hours per week.

The nursery reserves the right to terminate the Agreement with immediate effect in case of non-attendance. Parents are expected to work closely with the Nursery staff to help their child understand behaviour expectations. If school staff advise that the most effective way of meeting a child's needs involves external agencies (e.g. Educational Psychologist, Slough Emotional and Behavioural Outreach Service), parents are expected to support this.

Children must be accompanied to and from Nursery by an adult. In the interest of your child's safety, we ask that you let the Nursery staff know whenever anyone other than yourself is going to collect your child.

Special Educational Needs and Disabilities (SEND)

Our school Special Educational Needs Co-ordinator, Mrs Clarke, will work in partnership with parents of pupils with additional needs. This will include signposting to local services and referring to specialist services if appropriate.

Disability Access Fund Declaration

Two-year-old children who receive a child Disability Living Allowance and Free Entitlement may be eligible for the Disability Access Fund (DAF). Please see

<https://www.gov.uk/disability-living-allowance-children/overview>. The local authority pays DAF directly to the nursery setting as a fixed annual rate per eligible child.

2 Year Old Nursery Hours

Full Time Session 9.00am until 3.00pm
Morning Session 9.00am until 12.00pm
Afternoon Session 12.00pm until 3.00pm

2 and 3 Year Old Wrap Around Care

Breakfast Club/Rising Robins 7.45am until 9.00am
After School Club/Sleepy Sparrows 3.00pm until 5.45pm

Parents may choose to pay for the additional provisions to extend the length of the day. Extended Nursery provision will be in the 2 Year Old Nursery classroom supervised by Nursery/school staff or part-time staff appointed specifically for Wrap Around Care.

Rising Robins	7.45am – 9.00am	£10.00 daily/£12.50 ad hoc
Sleepy Sparrows	3:00 – 4:30pm	£12.00 daily/£14.50 ad hoc
	3.00 – 5.45pm	£20.00 daily/£25.00 ad hoc

These rates are higher than our school wrap-around sessions because the staff:pupil ratio for children under 5 is 1:5. The 2 and 3 year old wrap-around sessions will also be open to children who attend our 3-4 year old Nursery.

Cost of extra hours for families who are not eligible for 30 hours

It may be possible for parents who are not eligible for 30 hours to purchase additional hours depending on availability and in line with our oversubscription criteria. Extra paid-for hours will cost £10.00 per hour. Extra hours will be reviewed on a termly basis. Three months' notice will be given if it becomes necessary to increase the current cost per hour.

Additional Costs

There are currently no planned additional costs for 2 year olds attending for the 15 or 30 hours. However, parents are asked to provide the following essentials:

- Nappies, wipes and barrier creams
- Packed lunch (30 hours only)

And the following optional extras:

- Up to a maximum of two healthy snacks
- Drinks/formula for children with special dietary requirements

Parents will be retrospectively charged on a monthly basis if the items listed as essential or lunch is not provided.

Privacy Notice

In order to provide free entitlement to you, regulation requires us to share information related to your child and his/her care with the relevant local authority and/or the Department of Education. The information shared may include information relating to your child's gender, age, attendance/absences, disabilities or any other information required under regulation.

Polite Request

As catering for 2 year olds is a significant change for our school and new provision, we reserve the right to add to/amend our 2 Year Old Nursery Terms and Conditions as we continue to reflect on how to best serve our youngest children. Your feedback is welcome and necessary, and your patience is very much appreciated.