

Dear Parents and Carers,

Thank you for the interest you have shown in Heyford Park Nursery.

We are pleased to be able to tell you about our provision, and give you the information you need to secure a place with us.

The Nursery opened in September 2017 and will follow school holiday dates (including having teacher training days on the same days as the school.) This will cover the 38 weeks of Government funding, subject to your personal entitlement. This means that the Nursery will be open during the “summer school” week as the rest of the school is (usually the last week of August.)

We will accept children from the half term after their third birthday. This gives us six starting points throughout the academic year. Government funding starts from the first full term after a child is three, so if you do wish to take advantage of our six starting points you would pay for the sessions taken before your funding begins (this applies to children born in the first half term of each full term: those born in the second half of the full term would begin from their funded date.)

Information about whether you will be eligible for 15-hours Government-funded child care or 30-hours Government-funded childcare is available at <https://www.childcarechoices.gov.uk/> and more locally at <https://www.oxfordshire.gov.uk/cms/content/free-early-education-3-4-year-olds-0>, however if you are unsure what you will be entitled to, please contact us for advice.

Following many discussions with families, we found that the majority would like us to provide an early drop-off time from 8am and to extend our opening hours until 5pm. We will provide two Nursery sessions per day, both of which will be teacher-led and committed to the highest standards of teaching and learning within the Early Years Foundation Stage framework. The additional “wraparound” hours will be led by Nursery staff, but not teacher-led. The common thread throughout the Nursery sessions and the Wraparound provision will be the care and nurture of the children all the time they are with us. In line with Heyford Park Free School, we will treat every child as an individual and promote a “can do” attitude: the characteristics that they develop at this stage should be ones that will foster a love of learning right from the beginning: resilience, enthusiasm, curiosity, respect, care for others and generosity of spirit.

Our timings and charges are as follows:

Session	Session Time	Cost to parent/guardian	
		If eligible for 15/30 hours per week funded by the Government	If no government funding available
Early drop-off	8am-8.30am	£2	£2
Nursery session 1	8.30am-11.30am	free	£20
Lunch supervision*	11.30am-12.00 noon	£2	£2
Nursery session 2	12.00 noon-3.00pm	free	£20
Wraparound session 1	3.00pm-4.00pm	£5.50	£5.50
Wraparound session 2	4.00pm-5.00pm	£5.50	£5.50

* you will need to bring a packed lunch in with your child.

If your child is entitled to 30 hours, the funded sessions will be Monday to Friday from 8.30am until 2.30pm, however you can choose for your child to stay until 3.00pm to access the full afternoon session at a cost of £2 per day (this then covers the period of lunchtime supervision).

If your child is entitled to 15 hours, you can choose for the funded sessions to be every morning, every afternoon or 2½ days (please indicate your preference for days – if you are flexible please indicate this on the form too.) You have the option to purchase additional sessions during the week subject to availability, either on a permanent basis or as a one-off to fit in with the needs of you and your family.

Some families will need childcare for all or most of the week and would value the ultimate flexibility of booking their child in from 8am until 5pm every day during term time. If this is you, we can offer you a discount as follows:

- For children receiving 15 hours free child care: reduction from £175 to £145 per week
- For children receiving 30 hours free child care: reduction from £75 to £60 per week

To book your child's place, there is a one-off administration fee of £20 for every child. Please include a cheque made payable to The Heyfordian School Trust with your booking form. Should we not be able to meet your needs, this will be returned to you. If you wish to take advantage of an additional discount for paying in advance for the whole year, please contact Miss Lorraine Dumbill on ldumbill@heyfordparkfreeschool.org

Please fill in the attached form to indicate your choices and funding method and send it to Anna Cranidge, the Nursery Deputy Manager at Heyford Park Free School, at the above address; alternatively you can pop it in to the office at school or bring it down to the Nursery at our Specialisms' Campus. We will contact you one full term before you would like your child to start with us to confirm your child's place.

For more information and further details, please see our Admissions Policy, which is being sent out along with this letter. If anything is unclear, please do not hesitate to get in touch with us.

We look forward to hearing from you.

Kind regards,

Rebecca Hughes (Head of Primary)

Jennifer Walker (EYFS Manager)

Registered Office: Heyford Park House, Heyford Park, Bicester, Oxfordshire, OX25 5HD

Registered Company Number: 07926597