



Head Teacher: Mrs J Cook  
Amblecote Primary School  
School Drive  
Amblecote  
Stourbridge  
West Midlands  
DY8 4DQ

Tel: 01384 818335  
info@amblecote.dudley.sch.uk

*'At Amblecote we achieve because in our pupils we believe.'*

---

Dear Parent/Carer,

Your child has been allocated a 30-hour place at Amblecote Pre-school once your code has been validated. You will need to re-apply again in **3 months' time**. This letter will provide you with information needed for your child's start date when your child will take up our offer of 30 hours funding for working parents.

**This is our offer and this is what we expect parents to adhere to.**

**HOURS: 8.45am – 3.30pm drop off and collection at the Pre-school door.**

We will expect children to bring a packed **healthy** lunch from home in a suitable lunch box/bag, no glass bottles please. Children will already bring in water so a carton of drink can be brought from home for lunch, please place an ice block to keep the lunch cool. No nut products please, in accordance with our Nut Free Policy.

Children will be overseen at lunchtime in the Pre-school room by a member of the Pre-school staff and given time for a physical activity or some quiet time if needed; they will then continue activities during the afternoon session.

**I attach a Parents Agreement form that needs to be completed and returned at your Key Person**

If you have any questions, please email preschool@amblecote.dudley.sch.uk.

Yours sincerely,

Ms H. Perigo

Manager

# Amblecote Pre-school 30 Hours Offer

## Parent/carers Agreement

- The Terms and Conditions stated within this written document must be read fully. Signing the agreement does not affect the statutory rights of the parent/carers. However, this is a necessary document which safeguards the child and the working conditions of our Pre-school. Signing the Parent/carers Agreement automatically declares that all parties named agree to the conditions as stated.
- We operate in accordance with Local Authority guidelines in relation to Early Education Funding (EEF). Children that are eligible for the extended entitlement of 30 hours can begin to claim this, the term following their third birthday.
- The 30 hours will run daily from Monday to Friday term time only from 8.45-2.45 (these times add up to 30 hours) we expect 30 hour children to stay until 3.30pm at a cost of £3.50 per day (£17.50 per week) due to the remainder of the school day not being funded by the 30 hours. Parents can choose to collect at 3.15pm when main school finishes but the £3.50 daily charge (£17.50 per week) will still apply and we expect all children to be collected by 3.30pm, if a child is not collected by this time then additional charges will occur. We are entitled to charge for all hours outside of the funded time. You will be contacted directly in advance of charges payable.
- We can accept cash payments, childcare vouchers or cheques (payable to Amblecote Primary school). We expect payments to be made on a regular basis. If your child is not in session payment must still be made unless the school has closed for a holiday, INSET day, voting day or a school closure in the event of adverse weather conditions or any other reason.
- We will expect children to bring a packed healthy lunch from home in a suitable lunch box, children already bring in water but milk will be offered or a carton of drink can be brought from home, please place an ice block to keep the lunch cool. No nut products please, in accordance with our Nut Free Policy.
- Children will be overseen in the Pre-school room by a member of the Pre-school staff and given time for a physical activity or some quiet time if needed; they will then continue activities during the afternoon session with.
- In order to obtain your child's extended entitlement, you will need to access the digital childcare service, more details about this can be obtained from the Pre-school Manager. An eligibility criterion applies.
- Parents will be prompted every three months to confirm they are still eligible for the extended entitlement; without this confirmation we will be unable to continue to offer the extended entitlement.
- If your circumstances change and you lose eligibility for the extended offer of 30 hours, the local authority will allow you a 6 week "Grace Period". At the end of this grace period you will revert to the universal offer of 15 hours.
- If your eligibility changes you will become liable for the additional cost of hours after the grace period has ended.

- You can claim a maximum of 3 hours funding per session, there are two sessions in a full day. The maximum to be claimed in any one day is 6 hours. In order to claim the full 30 hours, a fulltime place will need to be allocated.
- We operate the funding on a 38-week basis.

How will payment work?

- At the start of the academic year we will issue a set of term dates.
- Some 3 & 4 year olds may be eligible for additional funding in the form of Pupil Premium. An eligibility criterion exists and this again must be checked using an online system. If a child is eligible for pupil premium additional funding will be paid to the setting to help support the child's learning and development. The Pupil Premium is not permitted to be deducted from your fees. More information about Pupil Premium is displayed on the parent's noticeboard.
- All children in receipt of 3 and 4-year-old funding will be checked to see if they are eligible for Pupil Premium. We will use the parent's information shared on the application form to conduct this check if agreed by the parent.
- **The extended entitlement of funding is optional, and as a Pre-school we reserve the right to withdraw from the scheme at any time. We would give as much notice as reasonably practical to parents regarding this, ideally one term.**
- No funding will be issued for any child unless evidence in the form of the child's birth certificate has been seen.

Signatures to confirm receipt of this document

Parent/carer \_\_\_\_\_ Date \_\_\_\_\_

Pre-school Manager \_\_\_\_\_ Date \_\_\_\_\_