



**The Ark Nursery
at Thomas Bullock CE Primary
Academy**

NURSERY POLICY

Date policy written: April 2024

Review Date: April 2025.

The Ark at Thomas Bullock Nursery Policy

The Ark at Thomas Bullock Nursery is for 2, 3 and 4 year olds. We offer sessions Monday to Friday during term time within our school hours of 08:45 to 15:15. Families are able to choose to attend morning or all day sessions.

Funding and Charges

We are registered to accept 2, 3 and 4 year old government funding and universally offer fully funded placements to all families within our setting.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

Funding is available from the term *following* a child's eligible birthday (please check the eligibility via www.childcarechoices.gov.uk) until they commence full time primary education.

A child born in the period:	Will become eligible for a free place from:
1st April to 31st August	1st September following child's eligible birthday (<i>Autumn term</i>)
1st September to 31st December	1st January following child's eligible birthday (<i>Spring term</i>)
1st January to 31st March	1st April following child's eligible birthday (<i>Summer term</i>)

At The Ark at Thomas Bullock Nursery, parents can use their free entitlement of 15 hours or 30 hours per week. This can be used between our nursery and another setting, a maximum of two settings in a single day. The Ark at Thomas Bullock Nursery provides a choice of a morning session lasting 3 hours or a whole day lasting 6 hours. We currently do not charge any extra for lunch cover. Parents and carers using another setting in the same day can use more of their free early education entitlement but no session can be longer than 10 hours and cannot be before 6am or after 8pm.

Our morning session runs from 08:45 to 11:45. A full day runs from 08:45 to 15:15. We are open for 38 weeks per year.

In order to claim the funding at the Nursery, the parent/carer is required to complete a parent/carer claim form once a term. This will be organised by the school.

Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate. We do not charge a deposit for a place or a registration fee.

The following fees apply when families claim a funded entitlement as part of childcare arrangements –

- additional hours
additional hours including those not funded by the local authority will be charge at the current hourly rate.

The current hourly rate is £4.00 per hour.

- Additional services
Charges for additional services such as trips will be agreed in advance with the families
- Cost of meals and snacks
Meals will be charged at £2.47. There is no cost to snacks

There are no charges for meals or snacks. If you are unable to pay these charges, please speak with the School Office to discuss the alternative options available. The alternative options include –

- Waiving or reducing costs (where applicable)
- Families to supply a packed lunch
- Families to supply toiletries and personal care products

Other charges –

- Deposit – no fee applicable.
- Retainer Fee – This fee will secure your child’s place where an unplanned extended absence is more than 2 weeks. A 60% fee will apply.
- Registration Fee – no fee applicable.
- Late Payments – A £10 late payment fee will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account.
- Late Collection – A £5 fee will be charged when children are not collected on time at the end of their session.

The entitlement place is offered free. Parents will not be charged a ‘top up’ fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

Our fees are reviewed annually in September. Families will be given at least 4 weeks’ notice in writing to inform them of any change, and given the opportunity to discuss their options with the School Office.

Where a time lapse has occurred between the point of enquiry and their child’s start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked / finalised before the childcare arrangement is formalised.

Notice Period

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Families wishing to terminate their childcare contract must provide 4 weeks' notice in writing to the School Office. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement.

Admissions

The Ark at Thomas Bullock Nursery offer admissions in line with the Norfolk County Council Admissions. Admission of places is allocated as follows:

1. Children with an Education Health and care Plan (EHCP) for special educational needs that names The Ark at Thomas Bullock
2. Are in public care or have been adopted
3. Live within catchment area and a sibling is already in the school/Nursery
4. Live within the catchment area
5. Live outside the catchment area but already have a sibling in the school
6. Live outside the catchment area

In order to request a place at The Ark at Thomas Bullock Nursery, the nursery application form needs to be completed which is available from the school office or on the school website. The child will then be added to the waiting list and places allocated as per the admissions criteria.

As part of registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but maybe requested again later by the Local Authority for audit or fraud investigation purposes.

Early education is offered to families 38 weeks of the year, the funded hours can be claimed (to the maximum available):

15 hours can be taken Monday to Friday 08:45 – 11:45

30 hours can be taken Monday to Friday 08.45am – 3.15pm (The extra 30 mins takes into account the lunch break).

If you are unable to pay our charges, please speak with the School Office to discuss the alternative options available.

Funding cannot be claimed during our lunch period.

We will work with parents to ensure that as far as possible the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

Families accepting a two year old funded place will be able to claim the entitlement until their child/ren is/are eligible for either the 3 and 4 year old funding universal entitlement or working parent entitlement.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

The Admission and Charging Policies are issued to all families as part of the registration process, they are also available on the school website.

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

SEND

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop, learn and grow.

We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs. This incorporates all children with SEND as well as those from Ethnic groups and Looked After Children.

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND. This means we will –

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice
- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- provide information to families on how their child's development is being supported and in

agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary

- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory and x to ensure information

Enquiries about an individual child's progress should be addressed at first to the Nursery Teacher.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Once a potential special educational need is identified, four types of action should be taken to put effective support in place:

- 1 Assess
- 2 Plan
- 3 Do
- 4 Review

This will be known as the *graduated support*.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

Further information and Thomas Bullock Church of England Primary Academy SEND policy can be accessed on our school website: <http://www.thomasbullock.dneat.org/>

Early Years Pupil Premium

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

Setting Closures

The Ark at Thomas Bullock Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, government lockdown, damage to premises etc. We will give as much notice of these situations as possible. In these circumstances all fees remain chargeable and cannot be exchanged for alternative sessions.

Complaints Procedure

We aim for all nursery users to be happy with the service we provide.

Our Complaints Policy is issued to all families as part of the registration process. It is also available on the school website.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Headteacher.

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