



St Michael's CE Primary School

The Causeway, Steventon, Oxfordshire OX13 6SQ

Telephone and Fax: 01235 831298

Headteacher: Mr G Mottram & Mrs H Leyshon-Brady

Email: head.3241@st-michaels-pri.oxon.sch.uk

www.stmichaelssteventon.co.uk

Dear Parents/Carers,

St. Michael's Nursery Class is part of St. Michael's (CE) Primary School. The nursery class is led by an Early Years Teacher enabling an integrated approach to learning and development in the Early Years.

We take children from the term following their 3rd Birthday.

Our opening hours, Monday to Friday, are:

Morning Session	08:30am – 11:30am
Lunch	11:30am – 12:00noon
Afternoon Session	12:00noon – 3:00pm

Children staying all day can either bring in a packed lunch or have a school dinner. There is a charge to cover the cost of staffing the lunch break, £3 per day if your child brings a packed lunch or £5 per day which includes the cost of a school dinner.

Children can attend for up to 10 sessions a week. Those who qualify for government funding can have up to 10 funded sessions if eligible. Any other sessions will be charged at £13.65 per session.

Government grant-funding starts for children in the term following their 3rd birthday (for the purpose of grant funding, term cut-off dates are 31st December, 31st March and 31st August), thereafter, the following applies:

- All children are entitled to 5 grant-funded sessions per week (15 hours) from the term after their 3rd birthday. The 5 sessions maybe made up of any combination of single sessions or full days (single sessions will be mornings only).
- The majority of children will be eligible for 10 grant-funded sessions per week (30 hours). **If you wish to apply for the 30 hours free childcare please apply online at www.childcare-support.tax.service.gov.uk.**
- A total of 15 or 30 hours funding only may be claimed, regardless of how many settings a child attends.
- Sessions run for 3 hours each, to enable parents to access their full 15 or 30 hours grant funded entitlement.

Fees are not refundable if a child misses a session for whatever reason.

Invoices for fees payable will be sent early in each half term.

We accept most childcare vouchers.

If Nursery Class is full to capacity on any given day or session, we cannot guarantee that you will be offered your first choice of sessions and you may be offered alternatives. We operate to a document entitled 'St. Michael's Nursery Class Admissions Policy'. If you wish to see a copy of this it is available on the school website at www.stmichaelssteventon.co.uk.

If you would like your child to attend the Nursery Class please complete the attached application form. If you have any questions, please email me at administration.3241@st-michaels-pri.oxon.sch.uk.

Yours sincerely,

Emma Ashford
(Admin Assistant)