



Heathfield Foundation Village

Heathfield: First Steps – Two Year Old Provision

Heathfield: Nursery Class – Three year old provision

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Bolton

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Our Service for parents;

Heathfield Foundation Village opened in September 2014. Since this time, we have grown the number of places we are able to offer to meet parental demand.

Funding is provided for eligible two year olds for 15 hours per week and we have 12 spaces each morning and afternoon session. Where we have places remaining, these are available as paid child care places. See our charging policy for session rates.

For three year olds, we offer several options of service. All children are eligible for 15 funded hours from the **term after their third birthday**. This is known as the **Universal Offer**.

We also offer 16 places for parents who are eligible to the 30 hours childcare which starts from September 17. In our commitment to offering these full time places, we do not want to disadvantage children who already attend Heathfield, but whose families would not be eligible for the full time places. This means that we offer a combination of full time and part time places to cater for the different families in our community.

Admissions Information

First Steps

Applications for places should be made using the form in the appendices, appendix 1

Children are eligible to attend First Steps from the term after their second birthday.

There are up to 6 chargeable two year old places available where we are not full each term. First admission criteria is for families who are eligible to the following;

- Income Support
- Income based job seeker's allowance
- Support through part 6 of the immigration and asylum act
- The guaranteed entitlement for state pension credit
- Child tax credit (but not working tax credit) and an annual income not over £16,190
- The working tax credit 4 week run on (the payment you get when you stop qualifying for working tax credit)

Proof of eligibility must be obtained from a local Children's Centre. Our closest is Alexandra Children's Centre, Martha Street Willows Lane, Bolton BL3 4AH.CX 10

We have 24 places across morning and afternoon sessions. Where we are not full, a small number of additional chargeable places may be opened. These are allocated according to **both** criteria below:

- Sibling link and
- Age of child, oldest first according to term of birth

Nursery – Three Year Olds

Pupil Numbers

We operate the ratio of 1:13 for all of our sessions. Over lunchtime, when the teacher is not present, this ratio increases to 1:8. This gives us the following capacity;

Session capacity 26 places for morning and afternoons =

16 x full time places (30 hours/ 30 hours+) created for eligible children based on admission priorities

10 x morning places remaining for universal 15 hours

10 x afternoon places remaining for universal 15 hours

Admission criteria

Where applications for places exceed our admission numbers, the following criteria will be applied in order;

- Statutory eligibility
- Children with a statement of special need
- Foster children
- Current pupils eligible for the next academic term
- Sibling Link
- Actual DOB
- Distance from school

Hours of Opening

First Steps and Nursery

8.40 am– 11.40 am morning session for universal offer

11.40 am – 12.20pm lunch

12.20pm – 3.20 pm afternoon session for universal offer

8.40am – 3.20pm full day session for 30 hours + offer *

8.40am – 2.40pm full day session for 30 hours

30 hours + offer*

This is to provide parents with a similar working day to the rest of school, but does equate to 33.3 hours, for which there is a charge of £5 per week.

If parents wish to have solely their 30 hour entitlement, children must be collected at 2.40pm daily.

Charges

First Steps

For parents not eligible for funded provision, the following charges apply. This also applies for parents who may want to top up their child's hours. We operate a 1:4 ratio in our two year old provision.

The cost for **2 year olds'** sessions for September 2017 onwards will be;

£15 per session (3 hours) 8.40 – 11.40 am OR 12.20pm – 3.20pm

£70 for full mornings or afternoons (Monday – Friday)

Children can only be admitted on roll if they take a minimum of three sessions per week.

Nursery Class

Universal Offer

For parents ineligible, or not wishing to take up the 30 hour entitlement, if places are available in the three year old provision, parents have the option to purchase additional hours. This cannot be less than 3 session blocks in addition to the 15 hours already funded by the DfE.

The charge for this will be;

£12 per session 8.40 – 11.40am OR 12.20pm – 3.20pm

£4 per lunch session 11.40 – 12.20pm plus £1.40 for the lunch (or children can bring a packed lunch).

£75 Full week's cover 8.40am – 3.20pm including lunchtime

The service is non-profit making and we try to keep fees as low as possible so that childcare is affordable to our parents. Fees are set at a level to cover costs. Any surplus balances after paying staffing costs are reinvested into learning resources for the Early Years.

The Governing Board aims to increase the fees only as needed when costs rise and no more often than every six months. Revisions of fee level will be announced at least one month in advance of any such changes. Parents and carers are notified individually by letter.

In order to cancel additional hours, 4 weeks' written notice is required. If this is not given, charges will still be applied as normal. This will be the case even if the child does not attend additional sessions.

A contract (appendix 3) of additional hours will be signed by the parent at the start of each term. This will form an agreement between school and the parent of the charges being applied and how payment will be received in advance.

30 hours offer

We offer 16 x full time provision places at Heathfield for parents to access their 30 hours entitlement. Parents should be aware they may choose to take these hours across different settings to complement their working day. This may mean you choose to take only your 15 hours entitlement at Heathfield, and use another provider/s to stretch the day for later collection time, or stretch hours to include holiday provision.

To check eligibility, parents must ensure they meet the following criteria:

- All parents living in the household work a minimum of 16 hours a week at national living wage, and earn no more than £100 000 each per year.

Or

- One or both parents are currently on maternity, paternity or shared parental/adoption leave
- One or both parents are currently on statutory sick leave
- One parent meets the income criteria and the other is unable to work because they are disabled, have caring responsibilities or have been assessed as having limited capacity to work

Parents should then access the HMRC website, Childcare Choices to generate the access code that allows us to complete your application request and parent declaration form. These can be obtained from our office. You will also have to show your child's birth certificate/ passport. The Government state that eligibility checks must be refreshed every three months as work circumstances can fluctuate.

30 hour + charging structure

Our session times for full time nursery pupils 30 hours of learning time with the option to top up to 30 hours+ to coincide with collection of other pupils at the school.

Full time

8.40am – 3.20pm; 33.3 hours each week (30hours +, incurring £10 weekly top up fee)

8.40am – 2.40pm; 30 hours, note daily late collection charge of £4 if children are not collected promptly

Lunch provision will still follow the EYFS curriculum, but will be an additional 40 minutes x 5 days, totalling 200 minutes each week above the 30 hours offer.

School charges parents just £10 each week for this additional childcare. This then provides 33.3 hours of child care each week, with only £10 charged to parents. This pricing structure is reviewed annually to be certain we are covering costs.

If parents chose not to pay this top up fee, there is an option to collect children at 2.40pm daily. You should speak to the office if you wish to choose this.

Lunch Fees

Nursery children do not fall under the governments universal free school meals for infants. Parents will have the option of sending in food from home, or purchasing school meals at £1.40 each day. Snack provision also follows the same charges as the rest of school at £1.75/week.

Late Collection Charges

As ratios of adults per child are calculated based on our registered children, late collection fees will be incurred if parents are late collecting their children.

This will be charged at the session rate; ie if you have paid for a morning and lunch session for your child and collect later than 12.20pm, you will be charged £12 session fee for going into the afternoon. Late collection at the end of the school day will result in a HOOSC charge being applied for out of school club session at £4. Repeated late collection could result in your child's additional session being withdrawn.

For children taking the 30 hours option, they must be collected at 2.40pm to ensure adequate staffing levels. Late collection on any day will incur additional staff pay and parents will be charged £4.

Payments

Fee payment can be made by:

Cash

Cheque (made payable to Bolton MBC)

Childcare Vouchers (please check to find out which are accepted)

Fees are not refundable or transferable except where at least one month notice of absence is given. It is most helpful if you inform school with as much notice as possible of any expected absences. This will help keep staffing costs down. Late payment could result in the child's additional sessions being withdrawn and given to a child on the waiting list.

Bookings

In order to maintain your child's place on initially starting at First Steps or the Nursery Class, please pay a deposit of £40.00 which will be repaid to you on the last day of your child's attendance at First Steps, providing that all fees are paid to date. A completed contract must also be handed in to the Office to confirm your acceptance of a place.

Once your booking has been made, all absences for any reason are charged at the normal rate. Flexible and additional hours can be booked subject to availability but a booking form must be filled in accompanied with payment. For arrangements made by telephone a booking must be completed along with payment on collection of your child. It is essential that you collect your child on time as they find it upsetting if you are late. Please let us know as soon as possible if you anticipate being late. Late collection fees may apply (see above).

Staffing

Lower School Lead: Miss Hirani

EYFS Lead: Mrs Dean

First Steps

Manager: Mrs Ainsworth

Teaching Assistant: Miss Howard

Teaching Assistant: Miss Clayton

Teaching Assistant: Miss Ughradar

Nursery

Teacher: Mr Blunden

Teaching Assistant: Miss Law

Reception

Teacher: Mrs Dean

Student Teacher: Mrs Partington

All staff are experienced in Early Years settings and Heathfield is fully committed to the continuing professional development of all members of staff to ensure our children benefit from the latest in educational practice as we move towards outstanding.

Appendices

Appendix 1: Application form for First Steps

Appendix 2: Application form for Nursery Class

Appendix 3: Acceptance of Place

Appendix 1

HEATHFIELD: First Steps **APPLICATION FORM**



I wish to apply for a place for my child in the 2 YEAR OLD provision: First Steps at Heathfield Primary School

Name of Child

Date of Birth

Is your child at present in any pre-school care (eg, playgroup, day nursery, nursery school, childminder) YES / NO

If YES, state type

Please inform us of any medical or emotional condition that your child may have:

.....

.....

Would you wish your child to automatically move into our 3 Year Old provision? YES / NO

Please indicate which Primary School would be your first choice when your child leaves Nursery Class

.....

Start Term Applied for

Must be not earlier than the term after you child's second birthday

Autumn ☐

Spring ☐

Summer ☐

15 Hours Funded Provision

1st Preference

2nd Preference

3 hours each morning

☐☐

3 hours each afternoon

☐☐

Parent Details

Name of both parents

Name of carer or any other person with parental responsibilities

Address

Tel No

Address of Parent 2 if different from above

Name and contact details of Health Visitor

Siblings at Heathfield

Name:

Year Group:

.....
.....

BOLTON METROPOLITAN BOROUGH
DEPARTMENT OF EDUCATION

- 1 In signing this application for a place in the nursery class of Heathfield Primary School it should be understood that:-
 - (a) a place in the nursery class does not guarantee a place in the Reception class of the same school at a later date;
 - (b) acceptance of a place in a nursery class does not mean that a child must transfer to a Primary School to which the class is attached. A parent may wish the child to transfer to a different Primary School at the appropriate age.
- 2 If a place at Nursery is accepted it is understood your child will attend regularly. If attendance is irregular or throughout a current term other than for illness, you may be asked to withdraw your child so that the place may be re-allocated.
- 3 Birth certificate will be provided to confirm your child is starting nursery in the term after their second birthday.
- 4 The charging policy adopted by the school must be followed. Hours beyond your funded entitlement will be jeopardised if your account falls into arrears, this includes payment of late fees.
- 5 The school may withdraw your child's place if they do not attend sessions punctually.

Signature of Parent/guardian Date

NURSERY APPLICATION FORM

I wish to apply for a place for my child in the **3 YEAR OLD NURSERY UNIT** at

Heathfield Primary School



Section 1: Child's details

Name of Child

.....

Date of Birth

.....

Is your child at present in any pre-school care (eg, playgroup, day nursery, nursery school, childminder)? YES / NO

If YES, state type

.....

Please inform us of any medical or emotional condition that your child may have:

.....

.....

Please indicate which Primary School would be your first choice when your child leaves Nursery Class

.....

Section 2: Session Preferences Universal (if 30 hours, go to section 3)

Start Term Applied for

Must be not earlier than the term after you child's third birthday

Autumn ☐

Spring ☐

Summer ☐

15 Hours Funded Provision

1st Preference 2nd Preference

3 hours each morning

☐☐

3 hours each afternoon

☐☐

Optional Additional Hours

I would/ would not* be interested in purchasing additional sessions as below

3 hours each morning

☐

3 hours each afternoon

☐

Section 3: Session Preferences 30 hours (if 15 hours, go to Section 4)

30 hours Funded provision

For this option, I understand I cannot be offered a place until I have provided by eligibility through HMRC's child care choices website

8.40am – 3.20pm daily; 33.3 hours provision
for this

☐ I understand there is a £10 weekly charge

8.40am – 2.40pm daily; 30 hours provision

☐ I understand I will be charged for late collection

Section 4: Parent Details

Name of both parents

.....

Name of carer or any other person with parental responsibilities

Address

.....

Tel No

.....

Address of Parent 2 if different from above

.....

Name and contact details of Health Visitor

Section 5: Siblings at Heathfield

Name of sibling/s:

Current Year Group/s:

.....

.....

BOLTON METROPOLITAN BOROUGH
DEPARTMENT OF EDUCATION

- 1 In signing this application for a place in the nursery class of Heathfield Primary School it should be understood that :-
 - (a) a place in the nursery class does not guarantee a place in the Reception class of the same school at a later date;
 - (b) acceptance of a place in a nursery class does not mean that a child must transfer to a Primary School to which the class is attached. A parent may wish the child to transfer to a different Primary School at the appropriate age.
- 2 If a place at Nursery is accepted it is understood your child will attend regularly. If attendance is irregular throughout a current term other than for illness, you may be asked to withdraw your child so that the place may be re-allocated.
- 3 Birth certificate must be provided to confirm your child is starting nursery in the term after their third birthday.
- 4 The charging policy adopted by the school and understand hours beyond your funded entitlement will be jeopardised in your account falls into arrears, this includes payment of late fees.
- 5 The school may withdraw your child's place if they do not attend sessions punctually.
- 6 Your entitlement to 30 hours (if applicable) may be taken across different providers if you wish to only take up 15 hours at Heathfield. This can be stretched across a 38 week or 52 week year.
- 7 To take the 30 hours offer, you are not obliged to take the full session of school day and can collect your child at 2.40pm.

Signature of Parent/Guardian Date

Signature of carer or any other person with parental responsibilities

Please could you tell us where you heard about us. Eg website, magazine, word of mouth etc

.....

Appendix 3

Acceptance of Place

Your place at our provision is not confirmed until the school have this document returned to the Office.

I would like to accept the offer a place at
Heathfield First Steps
or
Heathfield Nursery Class

For my child _____

I understand that their start term will be _____ (refer to offer letter sent from school)

I understand that my place is conditional on my child attending the provision daily and punctually unless there is a medical reason or other circumstances that the school will be made aware of.

In accepting a First Steps place, I understand I will have to apply to a nursery place for either 15 hr or 30 hr provision.

In accepting a Nursery place, I acknowledge there is not automatic entitlement to move through into the Reception class at Heathfield Primary School, as this admission policy is regulated by Bolton Local Authority.

I agree to complete all induction paperwork needed by the school and update the school promptly if my contact details change.

I understand my responsibilities in reporting any medical information to the school.

I understand the importance of prompt collection of my child and accept that late fees must be paid if they are not collected promptly.

I understand I must provide my child's birth certificate at registration.

Signed: _____ Date: _____

Complete this section for Paid Provision Only

I enclose my deposit of £40.00 which will be repaid to on the last day of my child's attendance at the provision, providing that all fees are paid to date

I understand fees must be paid a minimum of a week in advance

I understand I must still pay the fees even if my child is absent from school

I acknowledge that I must give 4 weeks' written notice to alter the number of sessions, without this written notice, I will still have to pay the session charges as agreed

I understand that late payment of fees could mean my child's place is withdrawn to go to another child on the waiting list

Signed: _____ Date: _____