



Nursery Extended Provision Policy 2024-2025

<i>Policy Approval</i>	
<i>Chair of Governors</i> <i>Signature: J. Wright</i>	<i>Date: 22nd January 2025</i>

Aim & Objective

To deliver a flexible and inclusive nursery provision to our parents.

We aim to provide our parents, who do not qualify for the government extended entitlement, with the option of accessing extended nursery hours on a paid basis; either regularly, or on an ad-hoc basis.

Government Funding for Nursery

All families with 3 and 4 year olds automatically get 15 hours of funded childcare per week. The scheme has been arranged to support all children and parents, whether they are working or not.

The 30-hour scheme is provided for working parents, and it increases funding from 15 to 30 hours. Working parents includes those who are employed, self-employed and working on a zero hours contract.

To take up the 30 hours of funded childcare, families need to meet all of the following criteria:

- Both parents are working and in a lone parent family the sole parent must work
- Each parent works a minimum of 16 hours a week or earns on average a weekly minimum amount that is equivalent to 16 hours a week at either the national minimum wage or national living wage
- Each parent earns less than £100,000 per year

[Check your eligibility and apply for 30 hours](#)

Nursery Session Times

Nursery sessions are run from Monday to Friday, term time only (38 weeks of the year), and are not available on INSET days or during the school holidays.

Sessions	Timing	Daily Hours	Weekly Hours	Funded Childcare Provision
Morning	8.45am - 11.45am	3 hours	15 hours	Universal
Afternoon	12.30pm - 3.30pm	3 hours	15 hours	Universal
Full Day	8.45am - 3.30pm	6 hours (excluding lunchtime)	30 hours	Extended Entitlement

Pupils must arrive and be collected at the session start and finish times stated above.

Paid Session Availability

Extended nursery provision is available to **existing Longmoor Nursery pupils only**. All pupils must already have a government funded place in nursery to access the paid extended provision.

Priority will be given to our government funded pupils, and paid places will only be offered when we have places available. When nursery is at full capacity, paid places will cease to be available.

The paid sessions are allocated on a first come first served basis.

Lunch time

All children who stay for both sessions, will need to bring a packed lunch from home, which they will eat with their friends between the two sessions (11.45am - 12.30pm).

Lunchtimes are supervised by two Midday Supervisors, supported by the Nursery teaching staff.

All children will be expected to eat their meal whilst sitting at a table and will be reminded to show good table manners and behaviour at all times. Once children have finished eating, they will be able to join in with the activities planned and prepared by the lunch time staff.

Fee Structure

Where parents do not qualify for the government extended entitlement, Longmoor nursery can offer additional paid sessions for your child.

Sessions are charged at £15 per 3-hour session, i.e., if your child has a morning place in nursery, but you would like them to stay for an afternoon, it will cost £15 per afternoon; and vice versa.

School will give a minimum of one month's notice of any change of fees.

Please note, these charges are for additional un-funded sessions only, and do not affect your government funded 15 hours, which your child will continue to access free of charge.

Booking & Payment Arrangements

Parents and carers must book additional sessions via the school office. Sessions can be booked in advance or on the day in the case of an emergency (subject to availability).

Please contact Miss Mears or Mrs Hall in the office, who will check availability on the required day and book your child onto the session.

When your child has been booked onto a session, you will receive a notification on your ParentPay account to make payment. Payment must be made via ParentPay on the day of the session.

Tax Free Childcare

Longmoor are registered with the tax-free childcare scheme, and parents may be able to access this support towards their childcare costs. Our unique reference number is 112585.

Please click the link below to access The Best Start in Life website, where you will find further information regarding Tax Free Childcare and whether you are eligible.

[Can I get help paying for childcare?](#)