St. William's Nursery Policy

St William's Nursery is for 3 and 4 year olds, running a morning session (8.30am-11.30am) and afternoon session (12.15pm-3.15pm) Monday to Friday in term time for 3 hours per session. We offer the opportunity to access a school day, 8.30am – 3.15pm. The Early Education Free entitlement 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.

From the term following a child's 3rd birthday, all 3 and 4 year old children are entitled to 15 hours a week of free early years' provision for 38 weeks a year or 30 hours free early years' provision for those families who meet the government criteria.

Additional sessions for all children can also be bought if space is available. Please check if you are entitled to 30 hours on the HMRC website.
Funding is available from the term following a child's third birthday until they reach compulsory school age.

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

At St. William's Nursery, parents/carers can use their free entitlement of 15 hours or 30 hours per week. This can be used between our nursery and up to two other settings, however, a maximum of two settings in a single day. St William's Nursery provides 3 hour sessions in the mornings and afternoons or a full school day at 6 hours, 45 minutes. 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.

This is all funded through the free entitlement. For those who require more than their free entitlement of 15 hours a week and do not meet the criteria for 30 hours, additional 3 hour sessions and full school days can be bought if space is available - please see charges below.

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 who do not return claim forms by deadlines will be charged for the sessions.

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.

Payment + Charging

For a 3-hour session (8.30am-11.30am or 12.15pm-3.15pm):

- We charge a session rate of £15.00. We review our fees termly.

- Additional sessions can be bought at a cost of £15.00 per session (8.30am-11.30am or 12.15pm-3.15pm).

For a school day (8.30am-3.15pm):

- We claim 6 hours' early education funding and charge £3.00 for the additional 45 minutes.

- Additional school days (8.30am–3.15pm) can be bought for £33.00 if you do not wish to use early education funding.

Registration fees and deposits are not charged. You will receive confirmation of sessions via email.

Lunches are not provided by nursery; children who access a full school day are to bring a packed lunch from home.

Morning and afternoon snack are provided by nursery.

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. Consumables are not charged.

We do not charge top up fees to cover the difference between our fee and the funding we receive from the local authority for the funded places.

We do not charge during school holiday periods.

Charges for additional services such as trips will be agreed in advance with families.

How to Pay for 15+ Hours

For children who buy in additional sessions, this must be paid in full by the last day of the term each term. An invoice will be issued at the start of each term giving parents time to make the required payment for their child to be able to attend. Payment can be made by child tax credit or via your School Money account. We also accept childcare vouchers, which working parents can request via their employer.

Charges will still be applicable for children who are absent due to sickness or holidays.

If payment is not made before the end of the term for additional sessions or for a full school day a reminder will be sent via email and text. The child will be unable to attend additional sessions and full school days the following term until the payment is received and their place will be regrettably withdrawn due to non-payment. Non-payment resulting in debts will be discussed by senior leadership team and governors and may result in court action.

If you are unable to pay your charges, please speak to our school Finance Officer where we will look to support you wherever possible in finding a payment plan which is suitable for you and the school.

Notice Period

If you no longer require a place at St. William's Nursery we require a 4 week notice period, in writing via email or letter to:
Jo Smith, office@st-williams.norfolk.sch.uk or Louise Carver, finance@st- williams.norfolk.sch.uk This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable.

This is to enable us to process and fill the vacancy. 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

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

We offer Monday to Friday during school term time:

- morning session (8.30am-11.30am)
- afternoon session (12.15pm-3.15pm)
- a school day, 8.30am – 3.15pm

St. William's Nursery offer admissions in line with the Norfolk County Council Admissions. Admission of places is allocated as follows:

1. Are a looked after child
2. Live within catchment area and a sibling is already in the school/Nursery
3. Live within the catchment area
4. Live outside the catchment area but already have a sibling in the school
5. Live outside the catchment area

In order to request a place at St. William's Nursery, the nursery application form needs to be completed. This is available from the school office and is on the school website. The child will then be added to the waiting list and places allocated as per the admissions policy.

15 hours free funded places which can be over five 3 hour sessions or this can be used towards full school days at 6 hours 45 minutes per day for all 3 and 4 year olds the term following their third birthday.

30 hours free funded places for those families who meet the government criteria can be used at fully funded at 4 full school days and 1 session per week or 6 hours per day and families pay the additional 45 minutes

per day a week for all 3 and 4 year olds the term following their third birthday.

Please check if you are entitled to 30 hours on the HMRC website.

Additional sessions and school days can also be bought if space is available.

Early education funding is offered to families for the 38 weeks of the school year.
The funding can be used for the following sessions:

Monday to Friday during school term time:
3 hour sessions:

- morning session 3 funded hours (8.30am-11.30am)
- afternoon session 3 funded hours (12.15pm-3.15pm)

A full school day 8.30am-3.15pm Monday to Friday.

- a full school day can be funded from your child's 15 or 30 hours free early education funding
  or
- you can claim 6 hours early education funding and pay for the remaining 45 minutes per full school day at the cost of £3.00 for the 45 minutes per day

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

Upon allocation and acceptance of a nursery place, parents/carers must provide the school with the completed nursery admissions form and the child's original birth certificate must be seen for verification by admin staff at the school office. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes. These documents must be received before the child can start their sessions.

Transition

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.
Stay and play sessions are offered to the parent and child at the end of the term prior to their starting date the following term.

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 follow the requirements of the EYFS Statutory Framework to provide an inclusive environment for children and their families. We comply with the requirements Equalities Act 2024 and the Special Educational Needs and Disability code of practice 2024. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

This means we will:

We 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 and 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.

Enquiries about an individual child's progress should be addressed at first to the key person. Other enquires can be addressed to Elizabeth St Quinton, Senior Nursery Nurse, Jo Smith, EYFS lead/Assistant Head or Matthew Watts, SENDCo.

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.

Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support.

St William's Primary School and Nursery will contact parents and carers applying for a place for a child with additional needs prior to them starting to discuss how needs can be best met.

Further information and St William's Primary School SEND policy can be accessed on our school website: http://www.st-williams.norfolk.sch.uk/school-policies/

Early Years Pupil Premium

We aim to identify all children who are entitled to 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 sort by asking parents/carers to complete section 4 of the claim forms. We aim to consult with parents/carers about how this money is used to support their child.

Safeguarding

We take our responsibility for safeguarding and promoting the welfare of all children and young children very seriously. The purpose of St William's nursery and school safeguarding policy is to ensure every child who is a registered pupil at our nursery and school is safe and protected from harm. This means we will always work to:

- Protect children and young people at our nursery and school from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our nursery and school grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our nursery and school to have the best outcomes.

The child's welfare is of paramount importance. Our nursery and school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our nursery and school will be able to talk freely to any member of staff at our nursery and school if they are worried or concerned about something. All staff and regular visitors will, through training and induction, know how to recognise indicators of concern and abuse, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.
Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.
The Designated safeguarding leads are responsible across the school and nursery.

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Jo Smith	office@st-williams.norfolk.sch.uk 01603 434128
Mental Health Lead	Linda Battigan	01603 434128
Deputy DSLs	Sarah Shirras, Linda Battigan, Matthew Watts	head@st-williams.norfolk.sch.uk pastoral@st-williams.norfolk.sch.uk senco@st-williams.norfolk.sch.uk 01603 434128
Executive Head	Sarah Shirras	executivehead@hivefederation.norfolk.sch.uk 01603 434128
Named Safeguarding Governor	Jackie Cole	FAO Contacted via the office office@st-williams.norfolk.sch.uk 01603 434128
Chair of Governors / Trustees	Hilary Anderson	

Please see our school website for further information and St William's Primary School Safeguarding policy can be accessed on our school website: http://www.st-williams.norfolk.sch.uk/school-policies/

GDPR

The General Data Protection Regulations (GDPR) came into force on 25th May 2018. It is regarding privacy of all data we hold as an organisation. As a nursery and school we collect and hold a great deal of personal data – not only about children, but also staff, parents, volunteers, visitors, suppliers and other 'data subjects'.
We have also appointed an external organisation, Data Protection Education Ltd as our Data Protection Officer on Norfolk County Councils recommendation. We take our responsibility of custodians of this data very seriously and embrace the opportunities GDPR provides to make improvements on how we handle data.
Our Privacy Notice can be viewed on our 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.

Setting Closures

St. William's Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and inset 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, damage to premises etc. We will give as much notice of these situations as possible.

Complaints Procedure

We aim for all nursery users to be happy with the service we provide. However, where parents and 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 to Victoria Buxton, Head of School, using the complaint form which can be found on the school website. The complaints procedure can be accessed on the school website: http://www.st-williams.norfolk.sch.uk/school-policies/ If you would like a paper copy of the complaints procedure/policy please contact the school office – 01603 434128.

This policy is issued to all families as part of the registration process. It is also available on our website:
https://www.st-williams.norfolk.sch.uk/st-williams-nursery/

Date policy written: May 2017, 2nd revision July 2017, 3rd revision August 2017, 4th revision September 2017, 5th revision July 2018, 6th revision 28th June 2019. 7th Revision April 2020. 8th Revision August 2020. 9th Revision January 2022. 10th Revision June 2022, 11th Revision November 2023, April 2024, May 2024, July 2024, July 2025
Review Date: July 2026.