Rochford Primary & Nursery School (Academy)

Early Education Funding

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SOUTH EAST ESSEX ACADEMY TRUST

At Rochford Primary and Nursery School we offer full-time and/or part-time early education. All children are welcome, and we aim to meet the individual needs of each child in our care.

Early Education Funding Eligibility:

3 and 4 year olds:

All families in England with 3 and 4 year old children can receive up to **15 hours** a week free childcare or early education for 38 weeks.

Working families in England with 3 and 4 year old children can get up to **30 hours** of free early education. It is a parent's responsibility to confirm their eligibility for 30 hours free childcare every three months. Full details around how 30 hours funding is applied for, and the timescales and cut off dates that are applied to claims can be found online www.childcarechoices.gov.uk

Children can take up universal and extended funding at the start of the funding period following their third birthday.

Parental Responsibility:

Parents or carers must complete and sign a Parent/Carer Declaration Form each funding period (term) to:

- confirm the agreement between the provider (Rochford Primary) and the parent for the duration of the funding period.
- record the number of hours/weeks of Free Childcare for the duration of the funding period.
- record if parents are accessing funding over one or more providers to prevent double claims being made. Please note we may charge for the hours your child attends in excess of his or her Free Early Years Funding entitlement if you have not declared accurately how many hours your child is attending with another provider.

- give consent that the information provided on the Parent Declaration Form can be shared with the Local Authority.
- confirm that you understand that if parents wish to increase the number of funded hours their child is accessing after the headcount date, we may charge for these additional sessions.

Holiday Arrangements:

Parents will not be able to claim alternative free sessions if the child does not attend due to a family holiday.

Parents will be able to claim alternative sessions if we are closed due to school holidays. We will ensure that your child receives their full entitlement of hours for the funding period.

Bank Holidays:

We are not open on Bank Holidays and will not charge for these days.

Closure of Setting:

Parents will not be charged fees for additional hours when the setting is closed. For example: in cases of emergency, where the setting must close due to circumstances beyond our control, such as severe weather conditions etc.

Child missing funded hours:

If your child is absent during funded hours, we are not required to provide alternative free sessions.

Please inform us of any reason your child is unable to attend. If your child is getting free early education sessions, we are required to monitor your child's attendance and inform the Local Authority if the attendance falls below 90%. Your child's free place is Government funded. If your child consistently fails to attend, their place may be withdrawn.

If your child cannot attend the setting for any reason, fees for any additional hours still have to be paid, as a place has been kept open for your child.

Charges for Additional Services:

Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the cost of meals (including snacks), other consumables, additional hours (e.g., lunchtimes) or additional services.

Service/Provision	Cost
Lunch time session 11:30am-12:30pm	**£6.50** (plus an extra **£2.70** to include a hot school meal)
Additional Hours (non-funded) 3-hour session	**£19.50**

Charges for any additional services incurred will be invoiced termly.

Note: parents wishing to take advantage of the free 30 hours provision but not wanting to pay for the lunchtime session can collect their child at 11:30am and return them to school ready for the afternoon session at 12:30pm.

When you can have free early education hours

Government legislation states that free early education sessions can be delivered:

- only between the hours of 6:00am and 8:00pm.
- for a minimum session of two and a half hours per day and up to a maximum of 10 hours a day.

We offer early education sessions at the following times:

Monday to **Friday**	8:30am-11:30am	11:30am-12:30pm	12:30pm-3:30pm

Weekday	Opening times	Session options	Session
Monday	08:30 - 11:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
	11:30 – 12:30	Lunch session charged at £6.50 plus an extra £2.70 to include a hot school meal	1 hour
	12:30 – 15:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
Tuesday	08:30 - 11:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
	11:30 – 12:30	Lunch session charged at £6.50 plus an extra £2.70 to include a hot school meal	1 hour
	12:30 – 15:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
Wednesday	08:30 - 11:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
	11:30 – 12:30	Lunch session charged at £6.50 plus an extra £2.70 to include a hot school meal	1 hour
	12:30 – 15:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
Thursday	08:30 - 11:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
	11:30 – 12:30	Lunch session charged at £6.50 plus an extra £2.70 to include a hot school meal	1 hour
	12:30 – 15:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
Friday	08:30 - 11:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours
	11:30 – 12:30	Lunch session charged at £6.50 plus an extra £2.70 to include a hot school meal	1 hour
	12:30 – 15:30	Funded session taken as part of 15 / 30-hour provision or paid session charged at £19.50.	3 hours

Support with Childcare Costs

We are registered to accept tax free childcare. If you qualify you can receive up to £500 every 3 months (up to £2,000 a year) for each of your children to help with the costs of childcare. This goes up to £1,000 every 3 months if a child is disabled (up to £4,000 a year).

You may also be eligible for other help with childcare costs, including:

- free 15 hours childcare for eligible 3- and 4-year-olds.
- free 30 hours childcare for 3- and 4-year-olds if you are working.
- Universal Credit for childcare.

Childcare Choices

This is a user-friendly resource providing:

- information about all the different types of help with childcare costs
- a link to the Government childcare-calculator that we recommend parents use to find out what schemes they are eligible for and how much they can receive.

To be completed by parents:

I have read and understood the Early Education Funding Policy.

Child's Name:	
Child's Date of Birth:	
Parent's Name:	
Parent's Signature:	
Date:	

Review

The Early Years Funding Policy will be reviewed every 2 years in consultation with staff and Governors.

Reviewed during	Autumn 2026
Approved by Governing Body	
Next review	Autumn 2028