



# St. Swithun's Sunbeams Pre-school



## Information Pack

September 2018 – August 2019

**ST. SWITHUN'S CATHOLIC PRIMARY SCHOOL**  
**with St Swithun's Sunbeams Pre-school**

Taswell Road, Southsea, Hants, PO5 2RG  
Headteacher Mr A Olive  
Acting Deputy Headteacher Mrs J Verhiest  
Tel: 023 9282 9339  
Email: [correspondence@st-swithuns.portsmouth.sch.uk](mailto:correspondence@st-swithuns.portsmouth.sch.uk)



Dear Families

Thank you for your interest in St Swithun's Sunbeams Pre-school. This booklet will give you the basic information about St Swithun's Pre-school. When you have read it, we hope that you will feel that it is a happy, safe and caring environment that your child will be enthusiastic to regularly attend.

If you would like to apply for a place for your child/ren, please complete the enclosed Forms Pack and hand all paperwork and supporting documents to the main School Office.

Our Pre-school is undergoing an exciting transformation and will be opening on 3<sup>rd</sup> September. We will be holding an open evening at the main school at 6pm on 10<sup>th</sup> July. Should you have any questions or queries before then, please do not hesitate to contact us on the school phone number 023.9282.9339.

We look forward to getting to know you and your child and to working in partnership together to make your child's pre-school experience a very happy one.

Yours sincerely

Mrs J Verhiest  
**Acting Deputy Headteacher and Early Years Foundation Stage Leader**



## Contents

<b>Page No</b>	<b>Contents</b>
2	Welcome Letter
4	Our Aims
4	Session Times
4-5	Session Prices
5	Application Process
5	Uniform Information
6	Pre-School Building
6	Extra Facilities
6-8	Early Years Foundation Stage (EYFS) Curriculum
8	Outings and Visitors
8-9	Role of the Key Person
9	Settling
9	Parents' and/or carers' Role
9	Snacks
10	Lunch
10	Nut Free School
10	Health
10	Friends of St Swithun's School (FOSSS)
10	School Building Fund
11	Portsmouth City Council Term Dates
12	Portsmouth Terms and Holidays
12	St Swithun's Sunbeams Pre-school Closure Dates
13	StudyBug Absence Reporting App
14-15	Park and Stride Information
16	Healthy Packed Lunch Boxes
17-18	Privacy Notice
19-21	FAQ on Early Education Funding
22-23	Parents' and/or carers' Guide to Finding their Eligibility Code Funding
24	Information on Early Years Pupil Premium and Disability Access Fund
25-27	Admissions Policy

## Our Aims

At St Swithun's Sunbeams Pre-school our main priority is happy children. Happy children thrive and learn. To achieve this we will ensure:

- **Quality care and outstanding relationships with parents and/or carers, children and colleagues**
- **High-quality provision and learning opportunities for children aged between 3-5 years**
- **A purpose built pre-school with access to all the school's facilities, enhancing and inspiring learning opportunities**

## Session Times

We offer a wide range of session times between 7.30 am - 5.45 pm. These are available for term time only and 50 weeks. Children can start from their 3<sup>rd</sup> birthday; however funding is only available the term after a child turns 3.

Our core sessions are 8.45 am -11.45 am and 12.45 pm - 3.45 pm. Wraparound care is available from 7.30 am - 8.45 am and 3.45 pm - 5.45 pm. All wraparound care is delivered by pre-school and school staff.

Before pre-school care, Sunlight, can be booked to start at 7.30 am or 8.00 am; for children starting at 7.30 am breakfast is included.

After pre-school care, Twilight, can be booked to finish at 4.30 pm or 5.45 pm; a light tea is served between 4.45 pm - 5.00 pm approximately.

Before Pre-school Care Options		Core Hours Morning	Lunch	Core Hours Afternoon	After Pre-school Care Options	
7.30 am – 8.45 am	8.00 am - 8.45 am	8.45 am - 11.45 am	11.45 am- 12.45 pm	12.45 pm - 3.45 pm	3.45pm - 4.30 pm	3.45 pm – 5.45 pm
£6.00	£3.38	£13.50	£4.50	£13.50	£3.38	£9.50
Inc. breakfast						Inc. Light Tea

Please note that the fees stated above are what will be charged if these sessions are not included in your funded hours.

## Session Prices

We aim to keep our prices affordable and competitive. We welcome children with 15 or 30 funded hours. We are flexible on how you wish to use your funded hours. Funded hours may be used for term time or 'stretched' across 50 weeks. They can be used between the hours of 7.30 am – 5.45 pm for the sessions listed above. More information is available in our Admissions Policy, pages 26-29. Any extra hours are charged at £4.50 with a small charge added for breakfast and/or light tea.

If you require additional hours in excess of those for which you receive funding, these will be billed monthly in advance. You may pay using:

- Childcare Vouchers
- HM Government Tax-Free Childcare Scheme
- Cash, card, cheque (made payable to St Swithun's Catholic Primary School) in the main School Office

### Application Process

To apply for a place at St Swithun's Sunbeams Pre-school all forms in the Forms Pack must be completed and handed to the main School Office with supporting documentation. Please see our Admissions Policy, pages 26-29, for full details.

### Uniform Information

We believe that wearing a uniform is a way of showing pride in the pre-school and encouraging a sense of belonging. Our uniform is practical and easy care! Parents and/or carers' support for our uniform policy is expected.

All our uniform is available to order from:

- Penelope Ann, 34-36 Tangier Rd, Portsmouth PO3 6JN
- Telephone 023.9266.6142
- <http://www.pa-schoolwear.co.uk>
- Holds all our uniform items in stock
- Offers sizes from age 2-3 upwards
- Can deliver to 10 different locations across the city, within 1-3 working days
- Offers a savings club for uniform purchases



### **ALL UNIFORM MUST BE CLEARLY LABELLED**

### **PRESCHOOL UNIFORM FOR BOYS AND GIRLS**

#### **Available only from Penelope Ann**

- Light blue polo t-shirt with pre-school logo
- Blue sweatshirt or cardigan with pre-school logo
- Sun hat with pre-school logo

#### **AVAILABLE FROM ANY SUPERMARKET/CLOTHES STORE**

#### **e.g. Asda, Tesco, Sainsburys**

- Black /grey/navy jogging bottoms, leggings or shorts
- Sensible footwear including trainers NO LACES



## Pre-school Building

The pre-school is ideally placed within the school grounds as it has easy access to the main school playground in addition to having its own entrance via St Simon's Road. The pre-school will have a safe pedestrian entrance as well as a car park. For families with children at St Swithun's Catholic Primary School, the white gates, which connect the pre-school to the main playground, will be opened and manned at the start and end of each school day.

Sunbeams will have two large rooms, one upstairs and one downstairs. Both rooms will have an interactive whiteboard, quiet area, messy area and construction area. A range of toys, books, and equipment will ensure children experience well-planned learning opportunities that excite and engage, giving the opportunity to explore and learn through free play.

The outdoor garden area will allow free-flow play and activities both indoors and outdoors all year round. The outdoor area will benefit from Astroturf, a large sand pit, a mud area and kitchen for exploration and messy play, outdoor water activities and growing area.

The pre-school will also benefit from custom-built children's toilet areas on both floors, a kitchen area for snack preparation and a private meeting room for parents and/or carers and staff.

## Extra Facilities

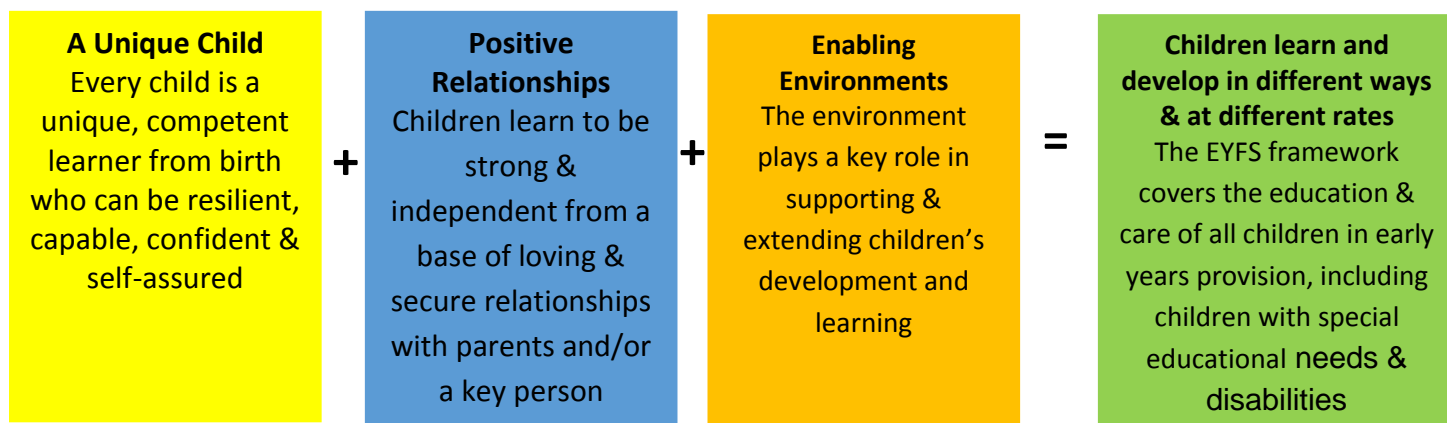
As well as our purpose built pre-school building and well-resourced rooms, children will benefit from using the **school's facilities**. Our pre-school children will have regular access to:

- Range of bikes, scooters and large outdoor equipment
- School's play park
- iPads, tablets, and laptops
- Art, DT and cookery studio
- Music room
- Library
- Hall for gymnastics and dance sessions

## Early Years Foundation Stage (EYFS) Curriculum

We believe that every child deserves the best possible start in life, helping them to develop into happy, confident, sociable and independent young people. At St Swithun's Sunbeam Pre-school we achieve this by working closely with parents and/or carers to ensure tailored care and education for each child, guided by their own unique set of experiences, interests and needs. We embrace individuality, equality and diversity; we value every child and their family, thus promoting a culture of respect, confidence and positive self-esteem.

We work under the umbrella of the national Early Years Foundation Stage (EYFS, 2016), which is guided by four themes:



The EYFS (2016) curriculum is based around seven areas of learning and development, comprising three **Prime Areas**:

1. Personal, Social and Emotional Development
2. Communication and Language
3. Physical Development

### **Personal, Social and Emotional Development**

This prime area of learning includes skills such as taking turns, sharing, beginning to form friendships, self-care skills such as dressing and undressing independently, washing hands after toileting and recognising different emotions in themselves and others. These are fundamental life skills but ones that often need a lot of practice!

### **Communication and Language**

We provide a communication rich environment with lots of areas that encourage children to talk to each other and adults in nursery. It is important that children expand their vocabulary and learn to speak in more complex sentences. Activities such as singing nursery rhymes, acting out stories and role-play also develop children's language skills. We give children ample opportunity to tell us, and their classmates, about their achievements and what they've been up to at home.

### **Physical Development**

Physical Development includes a vast array of skills, including body awareness and spatial awareness in addition to developing different ways of moving, increasing body strength and co-ordination, using apparatus and sports equipment including bikes, scooters and climbing frames. Physical development also plays an important part in preparing children for writing. By developing upper body strength and body control, children will become more steady writers. Children also need to develop fine motor skills and strength in their hands and their fingers to help with pencil grip, using scissors and other finger strengthening activities.

These areas cover the knowledge and skills required to form the foundations of formal learning. The Prime Areas develop through effective relationships and experiences, supporting learning in all others areas, and remain fundamental throughout the EYFS.

The four **Specific Areas** of learning and development grow from the Prime Areas and provide important opportunities for extending knowledge:

1. Literacy
2. Mathematics
3. Understanding the World
4. Expressive Arts and Design

### **Literacy**

At St Swithun's Sunbeam Pre-school we aim to foster a love of books and a love of reading. Through daily stories as a whole class, individually and in small groups we ensure that children learn the basic book handling skills needed for reading and a solid understanding of how stories are structured.

We encourage mark making and emergent writing of all kinds using whatever material the children choose. This could be paints, crayons, pens, giant outdoor chalks or shaving foam!

We learn how to make the basic shapes needed for letter formation through dance and large equipment before we try and achieve it on a small scale. Children's listening and sound discrimination skills are also developed through our daily phonics work.

## **Mathematics**

Mathematical work is included in our daily life at St Swithun's Sunbeam Pre-school and we practice our counting and calculating skills every day! We count how many children are in our pre-school, check if we have enough milk and fruit for snack, learn our days of the week and sing number rhymes. We also often search for numbers and shapes in our learning environment and make the most of our lovely school grounds.

## **Understanding of the World**

We love exploring the world around us and how it works. At St Swithun's Sunbeam Pre-school we love the question 'why?' We make the most of our grounds to learn about the natural world as well as the man-made environment. We make the most of children's natural curiosity and follow their interests to ensure their questions are answered.

## **Expressive Arts and Design**

Music, art, construction and crafts are a big part of our day and we encourage children to select the materials they see fit to develop their pictures and models. We sing every day and we teach children how to play basic instruments in addition to letting them use them independently, and letting children discover what other items make good instruments! We construct models out of junk in addition to making large-scale creations out of bricks, tyres and large cardboard boxes!

## **Specific areas of learning**

We will use regular observations of children as they play, learn and socialise to highlight their current interests alongside learning or development aims. These observations inform the children's individual planning and help us to track their progress as well as identify specific needs.

Planning is displayed both inside and outside of the playrooms, keeping parents and/or carers informed and providing home learning ideas.

## Outings and Visitors

We endeavour to provide our children with experiences to enhance their learning and knowledge of the world, as well as arranged visits from special visitors, such as police, doctors, and animals. We will make use of our fantastic location by taking children out into the local environment, for example, we may visit shops, Canoe Lake, Cumberland House, Wimbledon Park, to name just a few.

## The Role of the Key Person

The Pre-School operates a Key Person system. The Key Person will help children to become familiar with the pre-school and to feel confident and safe within it, developing a genuine bond with the child and the child's parents and/or carers.



Your child will be allocated a Key Person who will:

- Build a strong, positive relationship with their key child and their parents and/or carers
- Provide an initial point of contact with parents and/or carers; as far as possible, your child's key person will come to see you and your child on your home visit
- Talk to parents and/or carers to discuss their child's development and interests at the home visit, in order to assist your child through the initial settling in period
- Support their key children with any day-to-day difficulties e.g. toileting, behavioural or emotional needs
- To offer comfort, support and reassurance to your child during times of stress
- Ensure individual children's needs are being met in curriculum planning and maintain records on children's development
- Work in partnership with parents and/or carers regarding their child's development, both verbally and with written records
- Be available at the beginning and end of sessions to answer any queries or concerns
- Liaise with the SENDCo or other professional agencies as necessary, in conjunction with parents and/or carers

### Settling

We understand the importance of children settling; feeling safe and comfortable in a new environment. Therefore, we work with parents and/or carers to devise a settling programme that caters for individual needs. *All About Me* books help practitioners and parents and/or carers share information such as feeding and sleeping routines, children's interests and comfort strategies. Each child is assigned a Key Person who will have the main responsibility of caring, assessing and planning for them as well as building positive, working relationships with the child, parents and/or carers. We aim to make our nursery as homely as possible to promote comfort and security together with a sense of belonging and trust for each and every child and parents and/or carers.

### Parents' and/or carers' Role

Parents and/or carers are children's first and most enduring educators. When parents and/or carers and practitioners work together in the early years' settings, the results have a positive impact on children's development and learning. We place a great emphasis on parents and/or carers being involved in school life and you will always be welcome.

We will have a parents and/or carers noticeboard outside the pre-school to inform you of all the exciting learning and experiences that are happening in the pre-school. There will also be a half termly pre-school newsletter, website page and regular emails to keep you informed on your children's learning. At St Swithun's Sunbeams Pre-school we also embrace special events and days and will look to involve you wherever possible.

### Snacks

A daily snack is provided for children during the morning and afternoon session. This will include milk or water and a small snack such as fruit, vegetables, bread sticks; water is provided throughout the day. Due to food allergies of children in our school, we do not allow pupils to bring in their own snacks in Early Years. If you have any concerns, please do speak with Mrs. Verhiest.

## Lunch

For children staying for lunch, 11.45 am - 12.45 pm, a healthy, nut free packed lunch must be provided; the option of hot dinners may be available later in the year. Children will eat their lunch in the school hall with pre-school staff. Ideas on healthy lunches are at the back of the pack or here: <https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>.

## Nut Free School

We are a nut free school. We have several children who have a potentially life-threatening allergy (anaphylaxis) to foods. The best way to reduce the risk of accidental exposure to these children is to respectfully ask for the cooperation of the parents and/or carers within this school community to avoid sending in nuts or products with nuts listed in the ingredients in your child's packed lunch. Your cooperation and understanding of this matter are appreciated.

## Health

If your child is too ill to come to pre-school, you must inform the School Office **daily** by phone, or by using the Studybugs app, details of which are to be found in this pack. This must be followed up with a note on their return informing the school of the reason for the absence.

If your child has been vomiting or has diarrhoea they must be kept off for **48 hours** after the last episode, to prevent any spread of infection. This follows Public Health England guidelines. If your child needs to take a prescribed medicine during the day, please come to the School Office to complete a form and give the medication to the School Office. We can **only** give a medicine, which has been prescribed by a UK doctor or pharmacist. Please note that we **do not** administer any non-prescription medicines.

Please ensure that all routine dentist and doctor appointments are made after pre-school or during the holidays. **If this is not possible, an appointment card or letter must be brought into the School Office.**

## FOSSS

Our parents and/or carers-teacher association is Friends of St Swithun's School (FOSSS), made up of parents and/or carers, and staff. FOSSS organise extra events and experience for all the children to enjoy whilst raising thousands of pounds for the school. Past events have included winter and summer discos, Christmas and summer fairs, autumn jamborees, Easter egg hunts and providing refreshments for school events. The money raised has funded the equipment and facilities in the Apollo Suite and paid for a number of iPads. We can only carry on with the support of parents and/or carers like you! There are many ways to support us, for information on how to get involved join our Facebook page, Friends of St Swithun's School (Southsea), or speak to the School Office.

## School Building Fund

St Swithun's Catholic Primary School is part of the Catholic Diocese of Portsmouth's provision of educating our children. A School Building Fund exists for improving and maintaining our school. Every Catholic school in the country belongs to such a fund. We request an amount of £30 per child per year. You can pay this fund directly through the School Office by cash, cheque or standing order. If you are a UK taxpayer, please complete the Gift Aid declaration and this will enable the school to claim an extra 20p for every £1 you donate.

**PORTSMOUTH CITY COUNCIL**  
**Programme of school term and holiday dates for LA and controlled schools**  
for the academic year 2018/2019  
**The School Year**

**Autumn Term 2018**

	September				October				November				December					
Monday	3*	10	17	24	1	8	15	22	29*	5	12	19	26	3	10	17	24	31
Tuesday	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	
Wednesday	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26	
Thursday	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	
Friday	7	14	21	28	5	12	19#	26	2	9	16	23	30	7	14	21#	28	
Saturday	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29
Sunday	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30

**Spring term 2019**

	January				February				March				April					
Monday	7*	14	21	28	4	11	18	25*	4	11	18	25	1	8	15	22	29	
Tuesday	1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23*	30
Wednesday	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24	
Thursday	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25	
Friday	4	11	18	25	1	8	15#	22	1	8	15	22	29	5#	12	19	26	
Saturday	5	12	19	26	2	9	16	23	2	9	16	23	30	6	13	20	27	
Sunday	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	

**Summer Term 2019**

	May				June				July				August					
Monday	6	13	20	27	3*	10	17	24	1	8	15	22	29	5	12	19	26	
Tuesday	7	14	21	28	4	11	18	25	2	9	16	23#	30	6	13	20	27	
Wednesday	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28
Thursday	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29
Friday	3	10	17	24#	31	7	14	21	28	5	12	19	26	2	9	16	23	30
Saturday	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31
Sunday	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	

**Bank and public holidays 2018/2019**

Christmas Day Holiday  
Boxing Day Holiday  
New Year's Day Holiday  
Good Friday

25 December 2018  
26 December 2018  
01 January 2019  
19 April 2019

Easter Monday  
May Day Holiday  
Spring Bank Holiday  
Summer Bank Holiday

22 April 2019  
06 May 2019  
27 May 2019  
26 August 2019

School Holidays

Bank holidays and national holidays

\* First day after break

# Last day before break

**PORTSMOUTH SCHOOL TERMS AND HOLIDAYS  
2018 – 2019**

Programme of school term and holiday dates for LA and controlled schools for the academic year 2018/19

- Autumn Term 2018** Starts on Monday 3 September 2018 and ends on Friday 21 December 2018  
(Half term from Monday 22 October to Friday 26 October 2018)
- Spring Term 2019** Starts on Monday 7 January 2019 and ends on Thursday 5 April 2019  
(Half term from Monday 18 February to Friday 22 February 2019)
- Summer Term 2019** Starts on Tuesday 23 April 2019 and ends on Tuesday 23 July 2019  
(Half term from Tuesday 28 May to Friday 31 May 2019)

TERM	START DATE	END DATE
Autumn Term 2018	3 September 2018	21 December 2018
	HALF TERM 22 - 26 October 2017	
<hr/>		
TERM	START DATE	END DATE
Spring Term 2018	7 January 2019	5 April 2019
	HALF TERM 18 - 22 February 2019	
<hr/>		
TERM	START DATE	END DATE
Summer Term 2018	23 April 2019	23 July 2019
	HALF TERM 28 May - 31 May 2019	

**DATES CLOSED FOR THE ACADEMIC YEAR 2018-2019**

**St Swithun's Sunbeams Pre-school will be closed for Christmas from 5.45pm on 21st December 2018, reopening at 7.30am on 2<sup>nd</sup> January 2019.**

**St Swithun's Sunbeams Pre-school will be closed from 5.45pm on 23<sup>rd</sup> August 2019, reopening at 7.30am on 2<sup>nd</sup> September 2019.**

**All Bank Holidays.**



Please get the **free Studybugs app** for reporting your child's absence due to illness.

<https://studybugs.com>



Report sickness, receive guidance, help improve children's health

See what illnesses are going around

*Secure system, all communications encrypted*



Working in partnership with:



brighton and sussex  
medical school



**Studybugs** 



**Portsmouth**  
CITY COUNCIL

## Park & stride

With fuel prices going up and traffic increasing, there's never been a better time to look at how we make our day-to-day journeys.

If you drive to school, why not park a short distance away and walk with your child the last part of the journey?

As well as helping keep your child fit and healthy, it can save you a lot of time and money – the average journey time during the morning school run is 8-9 minutes per mile and costs £470 a year in petrol!

Please look over this **Park & stride** map, park your car within the timed zones and walk with your child the remainder of the way.



**St Swithuns RC (A)  
Primary School**

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)



Distances and timings are approximate. © Crown Copyright and database right 2013. Ordnance Survey licence number 100019671.

## Road Safety and Active Travel

Email: [roadsafety@portsmouthcc.gov.uk](mailto:roadsafety@portsmouthcc.gov.uk)

Ref: Park and Stride

Dear Parents/ Guardians,

We have created this '**Park and Stride**' map to help prevent congestion and improve safety levels outside the school.

Like many other schools, we place a strong focus on road safety education. However, on average **child pedestrian casualties in Portsmouth are 40 per year, with 16 of those being seriously injured.**

The most common contributory factor was children having to cross from behind parked cars.

It is vital we keep the area outside the entrances clear of parked cars as they make it difficult for children to spot oncoming traffic and, similarly, approaching motorists struggle to see youngsters behind or in between vehicles

Park and Stride maps show time zones that give parents and children three different lengths to walk in to school from side roads where more parking may be available. These **2, 3, and 5 minute walking zones** allow very young children and those who can only manage a short distance to participate.

Walking regularly with your child helps develop their road sense and is a means of fostering good travel habits and road safety behaviours for when they are older and need to take journeys alone. Studies show that a short walk to school can also improve their alertness and concentration during lessons.

We understand that the beginning and end of the school day can be a very busy and stressful time, particularly if parents are running late or traveling onwards to work, but the **School Keep Clear markings are not for parking on**, even for a short period. Parking on them is inconsiderate, causes an obstruction to traffic, and can endanger other road users or pedestrians.

Help us provide safer crossing points for children by keeping the zig zags clear.

Sincerely,  
Head Teacher and Portsmouth City Council Road Safety Team

# For a HEALTHY, BALANCED packed lunch, choose something from each food group 1, 2 and 3



**1. Fill-you-up foods**  
Have a **BIG PORTION** of **SLOW RELEASE ENERGY FOODS**.  
Wholegrain is best!

**CHOOSE:** Bread, Rolls, Pittas  
Make a **SANDWICH** or **PASTA, POTATO, COUSCOUS, LENTILS, CHICKPEAS, RICE**.  
Make a **SALAD**



**2. Help-you-grow foods**  
Have a **SMALL PORTION** of **MEAT, FISH, EGGS OR BEANS**.  
Perhaps in a sandwich or salad!

**CHOOSE:** Humous, or lentils  
Hard-boiled egg  
Cooked fish, fresh or tinned  
Grilled sausage, grilled bacon  
Cheese-grated, sliced, or spread  
Yoghurt



..... plus a **SMALL PORTION** of **DAIRY** foods (for Calcium)

**3. Fruit and vegetables**  
Pack **TWO+ PORTIONS** in a **SALAD** or **SANDWICH**, or just to eat **ON THEIR OWN**.



## HELPFUL TIPS!

### SANDWICH FILLINGS

- TUNA AND SWEETCORN
- COTTAGE CHEESE AND PEPPERS
- HUMOUS AND CELERY
- SAUSAGE AND TOMATO
- CHEESE AND PICKLE
- HAM AND COLESLAW
- CHICKEN AND SALAD
- MACKEREL AND CUCUMBER
- SARDINE AND CRESS
- ON WHOLEMEAL, PITTA, ROLLS OR BAPS

### SALAD SUGGESTION

**CHOOSE A FILL-YOU-UP BASE....**  
rice, lentils, pasta, couscous, beans, potato  
**ADD SALAD VEGETABLES....**  
mushrooms, celery, carrots, cauliflower, cabbage, peppers, tomatoes, cucumber, sweetcorn, beansprouts  
**ADD A LITTLE DRESSING....**  
lowfat mayonnaise, salad cream, French dressing

**REMEMBER PLEASE DO NOT BRING THE FOLLOWING ITEMS:**

- NUTS, **X**
- PEANUT BUTTER, **X**
- SWEETS AND CHOCOLATE BARS



## **Privacy Notice for Parents and/or Carers – use of your Child’s Personal Data**

Under data protection law, individuals have a right to be informed about how St Swithun’s Catholic Primary School, Taswell Road, Southsea, Hampshire, PO5 2RG uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about pupils.

We, St Swithun’s Catholic Primary School, Taswell Road, Southsea, Hampshire, PO5 2RG, are the ‘data controller’ for the purposes of data protection law. Our Data Protection Officer is the Administration Manager (see ‘Contact us’ below).

### **The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans, and support providers
- Photographs
- Videos

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

### **Why we use this data**

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

### **Our legal basis for using this data**

We only collect and use pupils’ personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils’ personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual’s vital interests (or someone else’s interests)

Where we have obtained consent to use pupils’ personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils’ personal data overlap, and there may be several grounds, which justify our use of this data.

### **Collecting this information**

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The [Information and Records Management Society Toolkit for Schools](#) sets out how long we keep information about pupils. A paper copy is available from the School Office also.

### **Data sharing**

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to meet our legal obligations to share certain information with it

- Educators and examining bodies - to meet our legal obligations to share certain information with them
- Our regulator, Ofsted - to meet our legal obligations to share certain information with it
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Health authorities – to protect the vital interests of the data subject or of another natural person
- Health, social welfare organisations - to protect the vital interests of the data subject or of another natural person
- Professional advisers and consultants - to enable them to provide the service we have contracted them for
- Charities and voluntary organisations - to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals - to meet our legal obligations to share certain information with them

### **National Pupil Database**

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the [National Pupil Database \(NPD\)](#), which is owned and managed by the Department and provides evidence on school performance to inform research. The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities, and exam boards. The Department for Education may share information from the NPD with other organisations that promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data. For more information, see the Department's webpage on [how it collects and shares research data](#). You can also [contact the Department for Education](#) with any further questions about the NPD.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Parents and/or carers and pupils' rights regarding personal data**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Parents and/or carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right to their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request please contact our Data Protection Officer.

Parents and/or carers/carers also have a legal right to access to their child's **educational record**. To request access, please contact the Administration Manager, St Swithun's Catholic Primary School, Taswell Road, Southsea PO5 2RG. Tel: 023.9282.9339. Email: [correspondence@st-swithuns.portsmouth.sch.uk](mailto:correspondence@st-swithuns.portsmouth.sch.uk).

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact Us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**: Administration Manager, St Swithun's Catholic Primary School, Taswell Road, Southsea PO5 2RG, email: [correspondence@st-swithuns.portsmouth.sch.uk](mailto:correspondence@st-swithuns.portsmouth.sch.uk), tel: 023.9282.9339.

## **Frequently Asked Questions - 30 Hours Childcare Funding**

### **Universal and Additional Hours**

#### **1. What does 'universal 15 hours' and 'additional 15 hours' mean?**

All 3 and 4 year old children are entitled to 15 hours per week of funded childcare (when taken over 38 weeks); this is referred to as the 'universal 15 hours'. Parents do not need to apply for this - the childcare provider will ask you to fill in a form and the local authority will fund these hours.

The new programme offers parents of 3 and 4 year olds up to 30 hours per week (when taken over 38 weeks) of funded childcare. This is made up of the 'universal 15 hours' and the 'additional 15 hours'. Not all parents are eligible for the additional 15 hours funding - parents must be working and earning less than £100,000 each. Other eligibility criteria apply:

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/615804/30\\_hours\\_free\\_childcare.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/615804/30_hours_free_childcare.pdf)

#### **2. Are all 3 and 4 year old children eligible for the funding?**

Only 4 year olds born after 1<sup>st</sup> April 2013 will be eligible for 30 hours funding from 1<sup>st</sup> September 2017, if their parents meet the [other eligibility criteria](#).

4 year olds born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> March 2013 must apply via a different process using this iForm <https://www.gov.uk/government/publications/application-for-30-hours-free-childcare-fcc1>

Children starting school in September 2017 will not be eligible for any early education funding (15 or 30 hours) even if their school start date is later in the month.

#### **3. A parent only wants to use 22 hours of childcare per week - is this possible?**

The 30 hours childcare is based on a 38 week year (i.e. term time only). Parents do not have to use the full entitlement so can reduce to 22 hours a week, or any other number of hours, and should discuss this with their childcare provider to check places available. Parents may also be able to 'stretch' the funding over more weeks of the year. For example, use 22 hours per week over 51 weeks, and then pay for additional hours each week to fit their working hours. Again, parents need to speak to their childcare provider to check what models they offer.

### **Applications**

#### **1. I have been part of the 30 hour trial in Portsmouth and my child doesn't start school until next year. Will I automatically carry on getting the 30 hours funding?**

No. All parents must apply online at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) before 31<sup>st</sup> August 2017 in order to access the additional 15 hour funding from September 2017. The universal 15 hours will carry on automatically.

#### **2. If a child turns 3 in October, when would the parent be able to apply for the 30hrs funding?**

Parents can apply and get a 30 hours eligibility code up to 16 weeks before their child's third birthday. This allows parents to secure a place with their childcare provider even though the funding will not begin until the term after the child turns 3. So in this case, the parent could apply in August and approach their childcare provider with an eligibility code to secure a place starting the following January. The parent will be prompted by email/text to renew their code online to ensure they continue to be eligible for the funding or the Grace Period will apply.

**3. Why are some parents with 2 year olds getting an eligibility code when applying for the 30 hour funding?**

Parents can get a 30 Hours code up to 16 weeks before their child's third birthday. Also see previous question and answer.

**4. A parent applies for and receives their eligibility code after the 1st day of a term (e.g. 2<sup>nd</sup> Sept). Does this mean they will not be eligible for the 30hrs funding until January or is there some leniency depending on the circumstances?**

If the parent does not apply for and obtain their eligibility code before the start of a term, they cannot start using their additional 15 hours until the following term. This does not affect their universal 15 hours which automatically begin the term after a child turns 3, irrespective of when the parent applies for the additional hours.

**5. A parent has tried several times to apply online but the HMRC website keeps saying it can't find their details. How can they apply if it can't find their details on the system?**

With any new system there are unfortunately going to be some glitches. Parents must telephone the HMRC Helpline on 0300 123 4097 for queries relating to the online application process.

**6. Is there a chance to get the 30 hours from the 1st of September 2017 if a child turns 3 on 3rd September?**

No. Both the universal 15 hours and additional 15 hours of funding begin the term after a child becomes 3. If a child turns 3 part-way through the term, the parent can apply, obtain their eligibility code and start claiming their additional hours the following term. The universal 15 hours will automatically start the term after the child turns 3 - parents do not need to apply for these. Parents must apply for the additional 15 hours the term before they wish to start claiming their place.

**7. A parent is self-employed and works 25 hours a week but the system has said she isn't eligible, why?**

Parents are only eligible for the additional 15 hours childcare funding if they earn or expect to earn the equivalent to 16 hours at National Minimum or Living Wage over the coming three months. This equates to £120 a week (or £6,000 a year) for each parent over 25 years old, or £112.80 a week (or £5,800 a year) for each parent between 21 and 24 years old, or £56 a week for apprentices in their first year.

### **Tax Free Childcare and Tax Credits**

**1. What is Tax Free Childcare?**

Working parents of children aged under 12 can use Tax-Free Childcare to pay for registered childcare (nursery, childminder, pre-school, holiday club, after school club, etc.). Parents will manage this through the childcare service account at [www.childcarechoices.org.uk](http://www.childcarechoices.org.uk). The Government will top-up the money that parents pay into the account. For every £8 parents pay in, the Government will add an extra £2. Parents can receive £2,000 per child per year, or £4,000 if disabled.

**2. Will my working tax credits and child tax credits be affected when my child starts accessing 30 hours childcare?**

30 Hours Free Childcare won't affect a parent's eligibility for Working Tax Credits but will obviously impact any Childcare Element of their Child Tax Credit. This is because parents who pay for childcare can get up to 70% of their childcare costs back as part of their weekly/monthly tax credit payment from HMRC. So 'yes' their tax credits will go down because their childcare costs will go down.

**3. Do parents have to sign up for Tax Free Childcare as well as 30 hours childcare funding?**

No. Some parents may wish to sign up for both and make use of tax free childcare for any paid hours they access above the 30 hours, but this is down to personal choice.

Tax-Free Childcare is not available to parents in receipt of tax credits, Universal Credit or childcare vouchers. Parents in receipt of these can choose, as part of the childcare service application, whether they want to keep these benefits and apply for the extended entitlement only, or leave these and apply for Tax-Free Childcare as well as the extended entitlement. There are links to calculators and support guides at [www.portsmouth.gov.uk/childcare](http://www.portsmouth.gov.uk/childcare)

**Starting School**

**1. A 4 year old child is starting school in September, but attending mornings only for the first half term. Can the parent use any early education funding for a childminder or nursery for the other half days?**

No. Once a child starts school, even if only part time to start with, they cannot use any early education funding.

**2. My child turned 4 on 18<sup>th</sup> March 2017 and I have agreed with the local authority and school to defer his start date until April 2018. Can I still use the 30 hours funding and keep him in nursery for the year?**

Eligibility for both the universal 15 and additional 15 hours continues until the end of the term in which the child reaches 5. So in this example, the early education funding would continue until 31<sup>st</sup> March 2018.

**3. A child is starting school in September yet the HMRC system has given mum an eligibility code for the 30 hrs entitlement - why?**

At the time of application, the parent met the eligibility criteria. Once the child starts school, they will not be able to use any early education funding.

## How parents who've applied for 30 hours already can access their account

Some parents who have applied for 30 hours free childcare and/or Tax-Free Childcare through the childcare service are reporting that they cannot recall how to access their account and get their eligibility code.

Please share the information below with any parents who are having difficulty finding their code, as this will be quicker for them rather than directing them to the HMRC call centre.

Log in here <https://childcare-support.tax.service.gov.uk/>

To get into their account, parents should click “4. Apply or sign in to the childcare service as a parent”. They’ll then see this screen:

**GOV.UK** The childcare service

**BETA** This is a new service - your [feedback](#) will help us to improve it. [Get help](#)

## Access childcare support through the childcare service

- [How it works](#)
- [Tax-Free Childcare](#)
- [30 hours free childcare](#)
- 4. Apply or sign in to the childcare service as a parent**
- [Tax-Free Childcare for childcare providers](#)

### 4. Apply or sign in to the childcare service as a parent

You can either apply for Tax-Free Childcare or 30 hours free childcare or sign into your childcare service account here. It's one single application but we'll check your eligibility for both.

When you start you'll temporarily leave this site to verify your identity. Once your identity's been verified, you'll be brought back to this site to complete your application. You'll then get a childcare service account.

Your application or account will timeout after 15 minutes of inactivity. You should make sure you have all the details you need, before you start.

Applying should take around 20 minutes.

[Apply or sign in to your account](#)

**Check what help you could get with childcare costs**  
[Childcare calculator](#)

**Search for childcare providers signed up for Tax-Free Childcare**  
[Search for a childcare provider](#)


**Find out more about Tax-Free Childcare for childcare providers**  
[Read the childcare provider guidance](#)

**Find out more about Tax-Free Childcare and 30 hours free childcare for parents**  
[Read the parent guidance](#)

**Elsewhere on GOV.UK**  
[Tax credits](#)  
[Universal Credit](#)

Parents can click “apply” and then will answer questions about their youngest child’s age before being asked to sign in using their Government Gateway ID, which they will have received when they applied.

Once they’ve signed in using Government Gateway, they will then see the childcare account screen:


The childcare service

ALPHA This is a new service - your [feedback](#) will help us to improve it.
 [Get help](#) [Sign out](#)

## Childcare service account

This is your childcare service account. Here you can manage your details and payments.

<p><b>Your Tax-Free Childcare account</b></p> <p>Childcare accounts Childcare providers Payments</p>	<p><b>30 hours free childcare</b></p> <p>View your 30 hours free childcare codes</p>	<p><b>Secure messages</b></p> <p>View messages about your application and account</p>
<p><b>Contact details</b></p> <p>Add, change and view</p>	<p><b>Reconfirmation</b></p> <p>Reconfirm your eligibility every 3 months. You'll next need to reconfirm on 23 April 2017</p>	<p><b>Security</b></p> <p>Reset your password, change and view your security challenge questions</p>
<p><b>New child application</b></p> <p>Submit an application for a new child</p>	<p><b>Your applications</b></p> <p>View or resubmit your previous application</p>	

They can click on “30 hours free childcare” to see their 30 hours eligibility code. These normally start with “500”.

They will also find this code in their “secure messages”. An example secure eligibility message looks like this (this would be populated with the information of a real parent).

Dear <Parent Forename >

**30 hours free childcare application for <Forename and Surname of child>: next steps**

Thank you for applying for 30 hours free childcare.

You're eligible for 30 hours per week of free childcare over 38 weeks of the year. It's possible to stretch your entitlement, by taking fewer hours over more weeks of the year.

**Important information – may require action**

- <eligibility code response>
- <eligibility code response>
- <eligibility code response>
- <eligibility code response>

The eligibility code for <Forename and Surname of child> is <child's eligibility code>.

This code is important as you'll need it to get your 30 hours free childcare. You can find the code in your childcare service account if you need it at a later date.

**However, you can't use this code to claim 30 hours free childcare if your child is in reception. If your child has reached compulsory school age, they won't be eligible for free childcare.**

**What to do next**

You should take your child's eligibility code to your childcare provider as soon as possible. Speak with

There may be a small number of parents who have a temporary code, starting “11...” They will have been given this over the phone, and will receive a letter containing this from HMRC too.

If any parents are still struggling to access their account, please ask them to contact the HMRC call centre on 0300 123 4097.

# Early Year Pupil Premium and Disability Access Fund

[www.portsmouth.gov.uk](http://www.portsmouth.gov.uk)

## Information for parents of 3 and 4 year olds accessing Early Education Funding

From April 2015 all early years providers who deliver Government funded early education will be able to claim EYPP for eligible three and four year old children. Parents must be in receipt of one or more of the following benefits to be eligible:

- Income Support
- Income-based Jobseekers Allowance
- Universal Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Children looked after by the Local Authority for 1 day or more, children adopted from care and children who have left care through a special guardianship arrangement (previously known as a residence order) also qualify for the Early Years Pupil Premium.

## Registering could result in extra funding for your child's early years provider

Registering could provide up to an extra £300 for your child's nursery, pre-school or childminder to fund valuable support that could include; extra training or resources to help raise the quality of your child's early education.

## Disability Access Fund

From April 2017 the Government has introduced a new funding measure for early years providers, the Disability Access Fund (DAF), to support children with disabilities. The DAF aids access to early years places by, for example, supporting providers in making reasonable adjustments to their settings and/or helping with building capacity (be that for the child in question or for the benefit of children as a whole attending the setting).

### **Eligibility for Disability Access Fund (DAF)**

3 and 4 year olds will be eligible for the DAF if they meet the following criteria:

- the child is in receipt of child disability living allowance (DLA) and;
- the child receives free early education.

Note: 4 year olds in primary school reception classes are not eligible for DAF. Children become eligible for free early education at different points in the year depending on when they turn 3.

### **Entitlement**

- The settings of eligible children will be entitled to receive a one-off payment of £615 per year. The DAF is not based on an hourly rate and is an additional entitlement.
- Children do not have to take up the full 570 hours of early education they are entitled to in order to receive the DAF. Children in receipt of the DAF will be eligible where they take-up any period of free entitlement.

**Thank you for completing the parental declaration form and helping to make sure your child's early years provider is as well funded as possible**

*We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. For further information on this please visit [www.portsmouth.gov.uk](http://www.portsmouth.gov.uk). We will use the information you provide to assess entitlement to the EYPP and/or the DAF.*





## Admissions Policy for Sunbeams Pre-school

As a Voluntary Aided School, the Governing Body of St Swithun's Catholic Primary School is the Admissions Authority and is responsible for taking decisions on applications for admissions.

### Opening Hours

St Swithun's Sunbeams Pre-school is open 7.30 am – 5.45 pm for 50 weeks of the year. The pre-school will be closed for the August Bank Holiday week, the week between Christmas and New Year (including Christmas Eve) and all Bank Holidays.

### Registering at St Swithun's Sunbeams Pre-school

Parents and/or carers may put their child's name on the waiting list from their first birthday. If a child is offered a place and space is available, they **may attend as soon as they turn three although funding will not be available until the term after the child's third birthday**. If the Pre-school is full and a vacancy arises, children on the waiting list will be allocated a place in accordance with the admission priorities below.

To apply for a place at St Swithun's Sunbeams Pre-school you must complete and return your Application form, indicating the pattern of attendance you would prefer, and all forms in the Forms Pack to the main School Office along with supporting documents.

You must provide originals of birth certificate or passport, and Baptism certificates if applicable, to confirm that your child has reached the eligible age for all early education funded places and proof of address.

St Swithun's Sunbeams Pre-school will retain paper or digital copies of documentation to enable the local authority to carry out audits and fraud investigations.

If we are unable to offer you a place for all your entitled funded hours you may wish to share your early education funding with another local provider. We will work in partnership with other to enable eligible children to access their full entitlement with planned transitions. Parents and/or carers can request a list of other providers by emailing the family information service at [FIS@portsmouthcc.gov.uk](mailto:FIS@portsmouthcc.gov.uk)

**It must be noted that admission to St Swithun's Sunbeams Pre-school does not guarantee a place at St Swithun's Catholic Primary School.**

### Admission Priorities

- a) The Pre-school has a maximum capacity of 24 children at any one time, of which priority will be given to:
  - Looked after children and previously looked after children
  - Children with siblings already in the school
  - Baptised Catholic children
  - Children of Baptised Catholic parents
  - Children from other faiths who desire education in a Catholic environment
  - Other children
- b) If oversubscribed, priority will be given to:
  1. Children of staff
  2. Children of siblings
  3. Distance from school (as the crow flies)

## Deposit

No deposit is charged to secure your child's place.

## The Use of Early Education Funding

St Swithun's Sunbeams Pre-school offers three & four year old universal (15 hours) places and three & four year old extended (extra 15 hours, making 30 in total) places to eligible children, where places are available. We are also in receipt of Early Years Pupil Premium and Disability Access Fund for eligible children.

St Swithun's Sunbeams Pre-school offers the following pattern of provision for early education funded places:

- Up to 15 hours per week for three & four year old universal funding, over 38 weeks
- Plus, (if eligible), an additional 15 hours per week (totalling 30 hours per week) for three & four year old extended funding over 38 weeks

Or

- Parents and/or carers may use 'Stretched funding' for three & four year old universal funding over 50 weeks, this equates to 11.4 hours per week
- Plus, (if eligible), an additional 11.4 hours per week (totalling 22.8 hours) for three & four year old extended funding over 50 weeks

And

- This can be taken between 7.30 am and 5.45 pm on weekdays

## Early Education Funding

St Swithun's Sunbeams Pre-school welcomes children in receipt of Universal funding (15 hours) for three and four year olds and the extended entitlement (30 hours) for three and four year olds. Full details of these schemes and eligibility is available on request or online at

<https://www.portsmouth.gov.uk/ext/learning-and-schools/pre-school/childcare-guide.aspx>

A child will be entitled to universal funded hours from **the term after their third birthday**. Extended funding is also available from **the term after the child's third birthday** providing the child's parents and/or carers has a current valid eligibility code from HMRC. *Example: If a parents and/or carers applies for and receives confirmation of eligibility from HMRC after 1 April, 1 September, 1 December the child will be entitled to start their additional 15 hours from the beginning of the following term. This will not affect their access to the universal 15 hours entitlement.*

For additional funding parents and/or carers must go online to reconfirm details at the end of each funding period (parents and/or carers will receive an email from HMRC).

If parents and/or carers are no longer eligible for the extended funding they will fall into a Grace Period. This is a short period of time to give them the opportunity to find work or reconfirm eligibility.

St Swithun's Sunbeams Pre-school will inform parents and/or carers of the end of their Grace Period date. This is when the funding for the extended hours will end. Parents and/or carers will continue to be entitled for the 15 hours universal funding. St Swithun's Sunbeams Pre-school will make arrangements with parents and/or carers regarding amending sessions or parents and/or carers will make alternative payments for the extended 15 hours.

Parents and/or carers must contact HMRC regarding any queries or appeals on 0300 123 4097 as St Swithun's Sunbeams Pre-school and the local authority are unable to answer any queries relating to the online application system.

## **Parents and/or carers Declaration for early education funded places**

You must complete the Early Education Funding - Parents Declaration Form every term to enable us to claim all the early education funding that your child is entitled to.

Information you provide on this form will enable us to access any additional funding that your child may be eligible for, such as Early Years Pupil Premium (EYPP) and Disability Access Fund (DAF). For further information go to <https://www.portsmouth.gov.uk/ext/documents-external/edu-earlyyears-pupil-premium-disability-access-fund.pdf>

## **Fees**

St Swithun's Sunbeams Pre-school will not charge parents and/or carers the difference between the usual fee and the funding we receive from the local authority to deliver funded places, or require parents and/or carers to pay a registration fee as a condition of taking up their child's funded place.

## **Optional additional hours**

If you require additional hours in excess of those for which you receive funding, these will be billed monthly in advance. You may pay using:

- Childcare Vouchers
- HM Government Tax-Free Childcare Scheme
- Cash, card, cheque (made payable to St Swithun's Catholic Primary School) in the main School Office

## **Invoices**

St Swithun's Sunbeams Pre-school will ensure that invoices and receipts are clear, transparent and/or carers and itemised, allowing parents and/or carers to see that they have received their funded entitlement completely free of charge and understand fees due for additional hours.

## **Notice Periods**

Parents and/or carers are required to give 4 weeks notice for any funded and paid hours when deciding to withdraw their child from St Swithun's Sunbeams Pre-school and will be invoiced for this period in the usual way.

## **Complaints**

If you feel that the admissions criteria stated above have not been fairly applied to your child then you may register a complaint with Mrs J Verhiest the Deputy Headteacher using the normal complaints procedure. If you are dissatisfied with any aspect of our service, you can contact Ofsted, the regulators of early years' settings. If you would like further information about Ofsted, you can visit their website at [www.ofsted.gov.uk/parents](http://www.ofsted.gov.uk/parents).