SS Peter & Paul
CATHOLIC PRIMARY SCHOOL

Nursery 30-Hour Provision Policy

Approved by	**Full Governing Body**
Date approved	**December 2019**
Last reviewed on	**October 2026**
Next review due by	**September 2027**
Policy lead	**Carly Mehment (Admissions Officer); Claire Rough EYFS/KS1 Lead**
Version	**2.0 (supersedes the December 2019 draft)**

'Learning Together, Achieving Together in Christ'

Version control

Version	Date	Summary of changes	Approved
1.0	December 2019	30-hour provision policy (written December 2019, review due July 2020; no record of approval).	**December 2019**
2.0	October 2026	First full review since 2019. Moved to the school policy template. Added the legal framework for funded early education and the EYFS. Made clear that funded hours are free and that charges for meals and consumables are voluntary, with alternatives. Separated funded hours from paid-for sessions. Added eligibility codes, staffing and paediatric first aid, the key person, and safeguarding. Updated MASH to the Children and Families Hub, and childcare vouchers to Tax-Free Childcare. Fees and session times flagged for confirmation.	**FGB approval date**

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1. Aims

To provide high-quality early education and care on the school premises that reflects the needs of our community, supports families, and gives children a happy, safe and stimulating start to their education, rooted in the Catholic ethos of the school.

2. Policy Statement

The 30-hour provision is part of SS Peter & Paul Catholic Primary School's Nursery and follows all school policies and procedures. The provider is SS Peter & Paul Catholic Primary School.

All three and four-year-olds in England are entitled to 15 hours a week of funded early education for 38 weeks a year (the universal entitlement). Children of eligible working parents are entitled to a further 15 hours a week (the extended entitlement), making 30 hours in total. In the school's Nursery, the universal entitlement is delivered in the morning session and the extended entitlement in the afternoon session. Children that are entitled to the working parent entitlement would start at 08:45-14:45. There is the option for children to stay at school until 15:15 at a charge of £5.

The 30-hour provision is run by school staff and overseen by the Early Years Co-ordinator, the extended schools leaders and the senior leadership team. The Early Years Co-ordinator and/or the Headteacher are consulted as needed, and a member of the senior leadership team can be contacted in school or by phone in an emergency.

3. Legal and Statutory Framework

This policy has due regard to:

- DfE, Statutory framework for the early years foundation stage for group and school-based providers (current version)
- DfE, Early education and childcare: statutory guidance for local authorities, including its requirements on charging
- London Borough of Merton, provider agreement for funded early education - Early Education Funding Agreement
- DfE, Keeping Children Safe in Education 2026
- Childcare Act 2006 and Childcare Act 2016
- Equality Act 2010

4. Funded Hours and Charges

4.1 Funded hours are free

Funded hours, whether universal or extended, are free at the point of delivery. Parents are never charged for funded hours, and taking up a funded place is never conditional on paying for additional hours, meals or other services.

4.2 Eligibility for the extended entitlement

Parents apply for the extended entitlement through the government's Childcare Choices service and receive an eligibility code. Parents give the code to the school before the start of the term in which their child will take up the extended hours, and reconfirm their eligibility every three months. If a family stops being eligible, a grace period applies, as set out by the local authority.

4.3 Optional charges

The school may charge for:

- meals. The option of a school lunch (currently £3.08) per day or a packed lunch from home is always available;
- optional activities, such as trips;
- additional sessions beyond a child's funded entitlement, where places are available.

These charges are voluntary. Parents can choose to provide a packed lunch instead of buying a school lunch, and no child is excluded from their funded place because a family chooses not to pay for an optional extra. The school is transparent about any charges and sets them out in writing before a place starts.

4.4 Paid-for afternoon sessions

Where a child is not eligible for the extended entitlement, parents may be able to pay for the afternoon session if a place is available. The cost of the non-funded extended session is £20 per session. Parents wishing to book this session should contact the school to confirm availability and make the necessary arrangements.

Paid-for sessions are invoiced at the start of each term, and payment is due by the end of the second week of term. Payment can be made by bank transfer, through the school's payment system (Arbor), or through Tax-Free Childcare. Existing childcare voucher schemes are accepted where the school is registered with the provider. The school is currently registered with Fideliti provider. The school may suspend a paid-for place if payment is outstanding.

5. Admissions and Bookings

5.1 Who can attend

The 30-hour provision is available to children who attend the Nursery at SS Peter & Paul. Places are available daily during term time, except on INSET days and the last day of each full term.

All children must be registered by a parent or carer named on the school's records, and a registration form is completed for each child. Records are kept in line with the school's Data Protection Policy. Booking and registration forms are available from the school office and the school website.

5.2 Places

The provision currently accepts 32 children each day.

- A waiting list is used when demand exceeds the places available, and parents are contacted when a place becomes available.
- Places are mainly allocated on a first come, first served basis. Siblings of children already attending have priority over new starters. The school may take individual circumstances into

account and allocate places on the basis of need. Where there is a tie between siblings, the child who has been on the waiting list longest has priority.

- Parents may apply for a place once they have been offered and accepted a Nursery place for the following year.

Booking forms are returned by email to **extschool@sspp.merton.sch.uk.**

5.3 Changes and cancellations

Parents give 10 working days' notice (in term time) by email to change or cancel an afternoon place. For paid-for sessions, parents are charged if the notice period is not given, and refunds are made once notice has been given. Refunds or credits cannot be issued in the final week of the academic year for a leaver. Refunds are not given for absence because of illness or other personal circumstances. If a place is needed again later, it depends on availability.

For funded places, the number of funded hours a child takes up affects the funding the school receives, so parents are asked to give the same notice of any change.

6. The Afternoon Session

Staff are in the Nursery from 12.00pm, and children remain in the Nursery building for the afternoon. They are registered at the start of the session. The Nursery teacher tells the afternoon staff about any absences.

6.1 Learning and play

The 30-hour provision is committed to high-quality play experiences. Staff create a stimulating environment that fosters children's independence and self-esteem, and children continue to learn through play following the EYFS. Each child has a key person who knows them well and works closely with their family. The Early Years Leader, supports staff to plan experiences that build children's knowledge and skills.

6.2 Staffing

Staffing meets the requirements of the EYFS statutory framework, including adult-to-child ratios and qualifications. At least one member of staff with a current paediatric first aid certificate is on the premises and available at all times when children are present, and goes with children on outings.

7. Health, Safety and Security

The Nursery follows the school's health and safety and security procedures, including the Supporting Pupils with Medical Conditions Policy, the Allergy Safety Policy and the procedures for administering medicines. In an emergency, the school office, Headteacher, members of the senior leadership team or available staff are called to attend immediately.

8. Accidents and Incidents

The following are recorded using the school's standard forms:

- minor accidents and the treatment given, including head bumps. Head injuries are communicated to parents at collection, or recorded on a head injury form and passed to the after-school club staff if the child attends afterwards;

- accidents where a child is sent for medical treatment;
- accidents without injury, and near misses;
- behaviour incidents between children, or between a child and a member of staff;
- any child protection concerns, which are reported to the DSL in line with the Safeguarding and Child Protection Policy.

Records include the date and time of the incident, what happened, who was affected and what was done. Parents are told about any accident or injury on the same day, or as soon as reasonably practicable, and about any first aid given.

The school notifies Ofsted of any serious accident, illness or injury to a child, or the death of a child, while in its care, as required by the EYFS.

9. Safeguarding

All staff follow the school's Safeguarding and Child Protection Policy, which includes the early years requirements (section 7.9 of that policy). Staff's personal phones and cameras are not used in the Nursery, in line with the Online Safety Policy.

10. Collection

All children are collected from the Nursery by a named adult whose details the parent has given to the school. Children are collected at 3.00pm.

Staff will refuse to hand a child over to a parent or carer who appears to be under the influence of drugs or alcohol, and will ask a member of the senior leadership team to come to the Nursery. If a parent or carer becomes abusive or threatening, the police will be called: staff have a duty to safeguard the child and will not hesitate to do so. A full written record of any such incident is made and the DSL is informed.

10.1 Late collection

If a parent or carer is late collecting their child, a charge of £5.00 per 15 minutes applies. The time of collection is noted on the register, and payment is due within 14 days. If a parent regularly collects late, the school writes to remind them of the collection time. If late collections continue, the school may stop offering any paid-for sessions for the following half term, and discuss with the family whether support is needed. The school does not intend to penalise parents who usually collect on time, and may waive charges in exceptional circumstances if the parent has contacted the school. If a parent is unexpectedly delayed, they must contact the school office.

11. Uncollected Children

If a child is not collected by an authorised adult at the end of a session, staff follow agreed procedures so that the child is cared for safely and with as little distress as possible:

1. If a parent is held up, they contact the school office to explain and give a collection time, or tell the school who will collect instead.
2. If no contact is made, office staff phone the contact numbers on the registration form.
3. If there is no reply, office staff phone the other emergency contacts.

4. If no contact has been made by 3.30pm, the DSL contacts the Merton Children and Families Hub (020 8545 4226 / 4227, or the Emergency Duty Team on 020 8770 5000 out of hours).
5. A message is left for the parent explaining what has been done.
6. The incident is recorded.

The child is cared for by two members of staff until they are collected.

11.1 Emergency contacts

Service	Telephone
Merton Children and Families Hub (formerly MASH), 9am to 5pm	020 8545 4226 / 4227
Children's Emergency Duty Team (out of hours)	020 8770 5000
Emergency services	999

12. If the Provision Cannot Operate

The school will always try to run the provision, using a bank of school staff to cover absence at short notice. In unforeseen circumstances, it may be in children's best interests for the Nursery not to operate. If the school is closed because of exceptional circumstances, the Nursery will also be closed.

If the provision cannot operate, as much notice as possible is given so that parents can make other arrangements. At short notice, the Headteacher asks the school office to contact parents. Fees for paid-for sessions are credited if the provision cannot operate.

13. Monitoring and Review

This policy is reviewed annually by the Early Years Leader and the Headteacher, and approved by the Full Governing Body.