

# THE HOWE GREEN EDUCATIONAL TRUST LIMITED

Registered Office:

Howe Green House, Great Hallingbury, Bishop's Stortford, Herts, CM22 7UF

Telephone: (01279) 501300 Fax: (01279) 501333

## Little Oaks Nursery

### FEEE Policy

Under FEEE (Funded Early Educational Entitlement) up to 38 weeks per year can be offered with a registered provider. Little Oaks is an Independent Nursery located in the grounds of Howe Green House School and is open in line with the school term dates for 35 weeks per year. The 48 week model includes holiday provision and therefore you will not be able to claim the full 38 weeks at this setting. We do NOT offer the extended entitlement of 30 hours at this setting.

There are a limited number of funded only places available on a means tested basis. The expectation is that fully funded places are offered to those who, for financial reasons, would otherwise be unable to access paid for sessions. Means testing is carried out by an external agency and any place will be allocated accordingly in the Summer term, in preparation for a start in September. In the first instance please speak to the Nursery Manager to discuss availability. If no places are available you can ask to be placed on the waiting list for a fully funded place.

Funded places are available each afternoon from 12.45pm – 15.45pm and meet all the learning and development requirements under the Early Years Foundation Stage (EYFS).

### Charges for additional goods and services - consumables

For those in receipt of funded hours (as opposed to funded only places) it should be noted that whilst the afternoon sessions are free of charge there will be a consumables charge of £31.00 per session applied which covers additional enrichment activities that are offered each term, although base fees charged will be capped so as not to exceed published fees for the sessions required. Many of the enrichment activities are delivered by qualified teachers and or specialist staff who teach across the whole school and include:

Language carousel

Cookery

Educational visitors into school

Woodland School

STEAM Curriculum

Library visits

Mindfulness sessions

Letters and sounds delivered by a qualified teacher

Music and singing

# THE HOWE GREEN EDUCATIONAL TRUST LIMITED

Registered Office:

Howe Green House, Great Hallingbury, Bishop's Stortford, Herts, CM22 7UF

Telephone: (01279) 501300 Fax: (01279) 501333

Visits to Reception class for transitional purposes

Cultural celebrations including Diwali, Chinese New Year, Black History Month, Christmas and Easter.

In addition there are numerous events throughout the year including farm animals visiting the nursery, termly parties to celebrate Christmas, and Summer, card and gift making for special occasions including Religious festivals etc. and Special celebrations for Mothers Day and Fathers Day respectively.

## Eligibility

Funding is only available to children attending Little Oaks Nursery and is not available to any child of Reception Class age.

## Funding for Two Year Olds – FEEE2W

Available from 1 January, 1 April or 1 September following your child's 2nd birthday.

For working families there is 15 hours of early education available each week for those earning under £100k per annum. To claim Working Parent Entitlement you **must** obtain an Eligibility Code by visiting Childcare Choices at <https://www.childcarechoices.gov.uk/> and enter this code on the Parent/Carer Declaration Form. Please note claims for funding can NOT be applied without a valid Entitlement Code.

## Funding for Three Year Olds – FEEE3-4

Your child becomes legally entitled to receive FEEE for up to 15 hours of childcare a week, from the term after their third birthday. For clarity, the relevant dates / terms are set out below:

A child born between...	Becomes eligible for funding on the ....
1st April and 31st August	1st September following their 3rd birthday
1st September and 31st December	1st January following their 3rd birthday
1st January and 31st March	1st April following their 3rd birthday

## How to obtain a Parent/Carer Declaration Form (PAF)

Once you have enrolled at Little Oaks your child's date of birth will be tracked and when eligible you will automatically receive a Parent/Carer Declaration Form (PAF) via email from the Bursary at Howe Green House. Please follow the instructions provided. Please note we are unable to process funding without the completed form being returned by the due date. If your child is joining us part way through a term, you will not be entitled to any FEEE for that term.