

Date: 24th April 2023

Ref: JR/AA

Dear Parents and Carers,

Re: Nursery - September 2023

Thank you for expressing an interest in your child attending Wodensfield Nursery. We are pleased to tell you that we are able to offer your child a Nursery place for September 2023 and we will be able to offer both 15 and 30 hour places.

All children are entitled to a 15 hour Nursery place consisting of five, three hour sessions in either the morning or the afternoon. We will also be able to offer an additional 15 hours to working families who meet the Government criteria. You can check your eligibility by visiting [30 hours free childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/30-hours-free-childcare)

If you are choosing a 15 hour place for your child, you will be able to choose from either a morning place (8:30am to 11:30am) or an afternoon place (12:30pm to 3:30pm). These sessions run Monday to Friday and your child is expected to attend every day unless they are unwell.

If you are choosing a 30 hour place for your child, then they will automatically be allocated a morning place and we will provide their additional 15 hours in the afternoons of Monday to Thursday 11.30am to 3.15pm. Please note a packed lunch will need to be provided. If you require your child to attend Nursery on a Friday afternoon, you will need to book a session via our Pay 360 system (further details to follow) at a weekly cost of £21.00. You are required to pay this in advance by the Monday of that week.

If you would like to access the additional 15 hours you will need to formally apply by visiting <https://www.gov.uk/apply-30-hours-free-tax-free-childcare> **Please do not apply for your code until after Monday 19th June 2023.** Once the application is successful and confirmation is received, please email office@wodensfield.org with your child's **11-digit code** and your national insurance number, along with your child's name and date of birth. We will need this information by Monday 3rd July 2023 to process the application.

Please complete the attached form to state your preferred Nursery place by **Friday 26th May 2023.** If we have not received your form back by the deadline above, we will assume that you are declining the offer of a Nursery place and will remove your child's name from our Nursery waiting list.

We will be in touch with further information about our induction process, which includes our family session on Thursday 20th July 2023 and dates and times for your home visit from Nursery staff to support transition and build relationships.

If you would like further information, please contact the school office on 01902 556350 or Mrs Roycroft, Early Years Lead, via email on Nurseryteacher@wodensfield.org

Yours sincerely,



Mrs S Walker

Headteacher



To confirm your child's Nursery place, please complete the form below and return by **Friday 26th May 2023**.

Childs Name: _____

Places available:	Tick:
15 hour Nursery Place Morning 8:30am – 11:30am	
15 hour Nursery Place Afternoon 12:30pm – 3:30pm	
30 hour Nursery Place Includes Morning Nursery place 8:30am – 11:30am and Monday to Thursday 11:30am – 3:15pm session	
30 hour Nursery Place As above, plus additional bookable session on Friday afternoon 11:30am – 3:15pm	

