



St Philip's Pre-School FAQs & Information

Useful Documents & Information

We have included our key pre-school documents below so that parents and carers can easily read or download the information they need.

- Admissions & Settling-in Policy – information about admissions, funded places and settling-in arrangements.
- Fees & Payment Policy – session arrangements, fees, funded hours, payment arrangements and notice periods.
- Pre-School Expression of Interest Form – to register your interest in a place.
- Parent/Guardian Declaration Form for Early Years Funding – to confirm your funded entitlement and agreed attendance pattern.

Parents and carers can access the Cambridgeshire County Council information for parents/carers about Early Years Funding here. This includes information about funded early education and childcare and the documents used to support funding claims.

Cambridgeshire County Council Parent/Carer Early Years Funding Information:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/childcare-and-early-learning/information-for-parents-and-carers/early-years-funding>

For further information and advice about early education and childcare, visit

Best Start in Life: <https://beststartinlife.gov.uk/>

Does my Child Need to Wear Uniform?

No. Uniform is not compulsory for children attending pre-school. If families wish their child to wear school colours, this is fine. You may order uniform with the main school logo from the School Trends website if you wish.

We understand that logo uniforms can be costly and young children get messy. In pre-school we are happy for school colours to be adhered to and supermarket brands are fine. Children can wear comfortable elastic waist jogging bottoms/leggings – grey or black, white polo tops and a simple navy-blue jumper or cardigan. Footwear needs to be closed toe,

suitable for running, jumping and climbing. No laces or croc-style footwear please; trainers are acceptable, but no laces. Velcro is much easier for children and supports their emerging independence skills. Please name everything!

When is the pre-school open?

The pre-school is open from 8:45am to 2:45pm, Monday to Friday. We follow the dates of the school term plus INSET training days and are not open during the school holidays.

Session times are:

- 8:45am – Morning drop off
- 11:45am – Morning pick up / afternoon drop off
- 2:45pm – Afternoon pick up
- 8:45am–2:45pm – Full day provision
- 2:45pm–3:15pm – Optional additional half-hour session, charged at £4.50 and booked in advance.

There is no artificial break in the funded day at lunchtime. Funded hours can be used across the pre-school's normal morning and afternoon sessions in accordance with your child's funded entitlement and agreed attendance pattern.

What are the term dates?

Term dates can be found on the relevant page of the school website.

What age can children start at the pre-school?

Children can start from the day after their 3rd birthday if you wish to pay. If you have eligible 2-year-old funding, this may be used in accordance with the relevant entitlement. Some children start at the beginning of the term after their 3rd birthday, when they become eligible for universal government funded hours.

- If your child is 3 between 1 April and 31 August, funded hours start in September.
- If your child is 3 between 1 September and 31 December, funded hours start in January.
- If your child is 3 between 1 January and 31 March, funded hours start in April.

How much do the pre-school sessions cost?

The pre-school costings and timings per day are:

Session/Club	Timings	Cost of session	Funding / notes
Morning Session	8:45am–11:45am	£19.50 per 3-hour session	Funded hours may be used in accordance with entitlement, or the

			session can be paid for.
Afternoon Session	11:45am–2:45pm	£19.50 per 3-hour session	Funded hours may be used in accordance with entitlement, or the session can be paid for.
Full Day	8:45am–2:45pm	£39.00 per 6-hour session	Funded hours may be used in accordance with entitlement, or the session can be paid for.
Additional Session	2:45pm–3:15pm	£4.50	Chargeable; funded hours cannot be used for this additional session.

How do I use my government funded 15 hours or 30 hours to pay for pre-school sessions?

All children are eligible for 15 hours of funded childcare from the government from the term after they turn 3. Some children are eligible for 30 hours funding if they meet the relevant eligibility criteria. Providing you complete the required forms in time, the pre-school can claim the funding using the relevant information and, where applicable, your unique 30-hour eligibility code.

To receive 30 hours of funded childcare, parents or carers need to provide the 11-digit eligibility code, the parent's National Insurance Number and the child's Date of Birth to the Pre-School administrator by the required deadline before the funding starts. Please allow enough time for the school to submit and validate the information.

You can apply for the 30-hour eligibility code and find more information here:
<https://www.gov.uk/apply-30-hours-free-tax-free-childcare>.

You can also find information and advice about early education and childcare through Best Start in Life: <https://beststartinlife.gov.uk/>.

What happens during my child's settling-in period?

When your child first starts at pre-school, they may have a reduced-hour settling-in period, depending on their individual needs. We will work with you and your child to make the transition into pre-school as positive and comfortable as possible.

During a reduced-hour settling-in period, Government funding can only be claimed for the hours your child attends. We cannot claim funded hours for time when your child is not attending the pre-school.

The length of the settling-in period will depend on your child's individual needs. Once your child is attending their agreed sessions, their funded hours will be claimed in line with their agreed attendance pattern and funded entitlement.

Do I have to use all my funded hours if I am eligible?

You do not need to use your full 15 hours or 30 hours with St. Philip's Pre-School. Some families use part of their available funded hours. This can be recorded on the expression of interest form and funding declaration form.

Can I pay and book more sessions than my funding covers?

Yes. You can pay for additional sessions if space is available, in addition to your funded hours, at the published rates.

Can I book extra sessions at short notice?

We understand that parents sometimes need to add an extra session on an ad-hoc basis and are happy to support this where space allows. We recommend that, as far as possible, a consistent schedule is maintained to give stability to the children. Please contact Office@stphilips.cambs.sch.uk to enquire whether it is possible to add an extra session.

What notice do I need to give if I want to change or end my child's place?

Four weeks' notice is required if parents or carers wish to change their child's regular sessions or withdraw their child entirely from pre-school. This applies to both funded and parent-funded places. Requests to change sessions cannot be guaranteed and are subject to availability.

What can my child have for lunch?

If your child is booked to stay for lunchtime, they can either have a hot school lunch or bring a packed lunch. Hot school lunches are available, and you will be given a link to access the online booking system run by the school caterers. Hot lunches must be paid for at the point of booking.

If you are providing a packed lunch, please send your child with a healthy, nutritious lunch that they will enjoy eating. Water is provided for drinks at lunch so bottles of juice etc. are not needed. We ask that you do not send in anything with **NUT INGREDIENTS** and, if sending in grapes, please chop them in half lengthways. A small ice pack could be used to keep lunch cool.

What does my child need to bring with them to Pre-School?

Your child will need to bring:

- Spare clothes, named, in a bag to hang on their peg (does not need to be uniform)
- Backpack or book bag each day
- Wellington boots to stay at pre-school with name inside
- A healthy packed lunch if staying for lunch and you have chosen to provide lunch
- Appropriate clothes for seasonal weather – warm coat/gloves/hat or sun hat.

Can my child attend if they are not toilet trained?

Yes, your child can attend if not toilet trained when they are due to start. Individual needs can be discussed with the Lead Practitioner, and support will be put in place to help families with toilet training.

If your child is wearing nappies or pull-ups when attending pre-school you will need to supply:

- A pack of nappies or pull-ups – named
- A pack of your own wipes so no allergic reactions can occur – named
- A pack of nappy disposal sacks – named

Does the school have any wraparound care for before and after the Pre-school Day?

The school wraparound care is undertaken by TJ Kids, an outside agency. They take children from 3 years upwards, so our pre-school children can attend breakfast and after-school sessions as well as holiday cover. Their details are on the main school website.

How do I find out if there is availability in the pre-school for my child?

Please complete and return the Expression of Interest Form found on the pre-school page of the main school website to Office@stphilips.cambs.sch.uk. Alternatively, you can collect a hard copy from the school office during opening hours of 8:45am–3:15pm.

Key documents

The following documents are available to view or download from the pre-school website:

- Admissions & Settling-in Policy
- Fees & Payment Policy
- Pre-School Expression of Interest Form
- Parent/Guardian Declaration Form for Early Years Funding

We hope we have answered some of your questions. If you have any further questions, please contact Office@stphilips.cambs.sch.uk