



Pre School Terms and Conditions, including our FEEE Offer and Charging Policy

Setting Name and Address

Lubenham All Saints CE Primary School, School Lane, Lubenham, Market Harborough, LE16 9TW

Email: office@lub.learnat.uk Telephone: 01858 462319

Executive Headteachers: Mrs Heather White and Mr Alan Eathorne

OFSTED registration number

139864

Pre-School Provision / FEEE Offer

We offer places for children aged 3+ in our mixed Reception/Pre-School class, with a qualified teacher. Children are eligible to join in the term after their 3rd birthday.

We offer free funded places (FEEE) of upto 15 hours (universal offer, for all 3 and 4 year olds) and 30 hours per week (known as the extended offer, for eligible parents), as well as paid hours on a flexible basis (subject to availability).

Qualifying parents have an entitlement of 570 (ie 15 hours x 38 weeks) or 1,140 (ie 30 hours x 38 weeks) hours of funded provision in a year. As much or as little of this as be taken, as you wish.

Any parent using hours in excess of their free entitlement will be subject to the charges as detailed below.

Our Pre-School is open Monday to Friday, 38 weeks per year (term time only). We are closed on Bank Holidays and do not charge for these days. We do not offer stretched funding.

Costs

Morning Session [9.00am -12.00pm; 3 hours] £6.00 per hour = £18.00 per morning or 3 free funded hours

Full Day [9.00am -3.00pm; 6 hours] £6.00 per hour = £36.00 per day or 6 free funded hours.

An 8.50am start is available at an extra charge of £1.00 per day. If a 3.15pm pick up is required, this is available at an extra charge of £1.50 per day.

Additional charges will apply for items such as: nappies, trips and visits.

Charges will be reviewed on an annual basis. Any changes will be notified with at least one term's notice.

Bookings & Payments

To book a place: a Parental Statement of Undertaking (PSOU) must be completed and returned, along with a copy of child's birth certificate. You will then receive written confirmation of your child's attendance pattern and start date. You must provide full registration details on our Arbor system relating to your emergency contact details, and your child's medical and dietary needs.

All places must be booked for the half-term and paid for in advance using our secure, online system: Parentpay. Invoices will be raised in advance on a half-termly basis if any payment is due. No invoice will be issued in the case where only free funded hours are being accessed. Invoices will show free/paid hours taken and the amount due to be paid on Parentpay. Payment is required within 2 weeks of issue. In the case of non-settlement, we reserve the right to withdraw the child's place and will pursue the arrears through the Small Claims Court.

Any notification of change to your child's attendance pattern requires 6 weeks' notice. If less notice is given, you will be charged as per the existing pattern for the remainder of the notice period.

Cancellations/Refunds

We are unable to make refunds in case of holiday absence/illness. Please telephone the school by 10am on the first day of absence to notify us of the reason. In the case of unexpected closure of the Pre-school due to exceptional circumstances, we would refund any charges made.

Late pickup charges

We reserve the right to make additional charges for late pickup. These will be charged at £6 for an hour or any part thereof.

Early Years Pupil Premium

This provides additional funding to providers to support disadvantaged three- and four year-olds in early years settings. For further information on how to apply, please contact the school office.

Government tax-free Childcare

We are registered for the Government Tax-Free Childcare scheme, our provider reference is: 50050893920. This scheme can be used for paid childcare hours. For further information see: <https://www.gov.uk/tax-free-childcare>

Childcare Vouchers

We accept Childcare vouchers for paid childcare hours and are currently registered with the following schemes: Bravo, Computershare and Edenred. If your employer uses a different scheme, please email the office and we will set up an account.

Lunches

If staying for a full day, a packed lunch will be required. We are a nut-free school, please ensure there are no nut-related ingredients. School dinners are not available to Pre-School children.

Wraparound Care

Our Before and Afterschool Clubs are not available to Pre-School children at the current time.

Term dates

Please see our website for details: <https://www.lubenham.leics.sch.uk/content/?pid=3&contentid=7>

Uniform

School uniform is optional for Pre-School. If you wish to purchase it, please see our website link: <https://www.lubenham.leics.sch.uk/school-life/school-uniform>

Pre-School Admissions Policy

In the event that Pre-School is full, places will be allocated as per the Pre-School Admissions Policy as and when they become available.

Admission to School – Reception intake

Please note that a place at Pre-School does not guarantee a place in Reception class. Our School Admissions criteria are published here:

<http://www.learnatpolicies.uk/sites/default/files/Policies/Admissions23/Learn-AT%20Admissions%20Policy%20Part%202%20-%20LAS%202023-24.pdf>

Complaints Procedure

Please see our website for details:

<https://www.lubenham.leics.sch.uk/attachments/download.asp?file=187&type=pdf>

Data Protection and Data Sharing

Please see our Privacy notices:

<https://learnatpolicies.uk/sites/default/files/LAT0008dLearnATPrivacyNoticeParents.pdf>

<https://learnatpolicies.uk/sites/default/files/LAT0008cLearnATPrivacyNoticePupils.pdf>

Equality / SEND

The School is a mainstream academy for pupils aged 3-11. The School is founded in the Christian tradition but respects all faiths and religions and welcomes staff and children from different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected. The School will comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants and pupils who have disabilities for which, after reasonable adjustments, it can cater adequately.

Our SEND Co-Ordinator is Miss Lucy Wallis, who can be contacted via the school office.