Information for website:

Starting Nursery at The Russell School

Your child can start nursery at The Russell School the term after they turn three:

- **Born 1 September to 31 December:** start in January.
- **Born 1 January to 31 March:** start in April.
- **Born 1 April to 31 August:** start in September.

To apply for a nursery place, contact the school office by email or complete our nursery application form: https://forms.gle/3RYfUiutnLy1Dr7G8.

We do not offer places for two year olds or younger children.

Funded Nursery hours

We offer the following funded early education entitlements:

- **15 hours universal entitlement**, available to all three and four year olds.
- **30 hours working families entitlement**, available to eligible working parents of three and four year olds.

Our nursery operates for 38 weeks a year, during term time only. Funded hours are provided over 38 weeks and cannot be stretched across additional weeks.

Our Nursery hours and places

Our nursery is organised around a morning only place, five days a week. We offer the 15 funded hours from Monday to Friday, 8.45am to 11.45am. We are unable to offer these hours over fewer days or in a different pattern due to the way our nursery provision is structured.

Eligible working families who qualify for 30 hours of funding can extend their child's nursery day until 2.45pm, Monday to Friday.

Our available nursery places and optional wraparound sessions are:

- **15 funded hours:** Monday to Friday, 8.45am to 11.45am, for all families. **Free**.
- **30 funded hours:** Monday to Friday, 8.45am to 2.45pm, for eligible families with a valid 30 hour code. **Free**.
- **Optional lunchtime session:** 11.45am to 12.15pm, for children attending the morning place. **£5 per day, or covered by your child's remaining 30 funded hours.**
- **Optional afternoon session:** 11.45am to 3.15pm, for children accessing 15 funded hours. **£30 per day**.
- **Optional end of day session:** 2.45pm to 3.15pm, for children accessing 30 funded hours. **£5 per day**.

The additional sessions are entirely optional and charged separately from funded hours. Choosing not to use these sessions will not affect your child's funded nursery place. Any hot school lunch is charged separately.

Funded hours are provided as one continuous block each day. If your child already receives funded hours at another setting, these may be transferred or shared with us, subject to your child's eligibility.

We accept Tax-Free Childcare and the childcare element of Universal Credit towards paid sessions.

Funded nursery hours end when your child starts full time in a state-funded Reception class.

Applying for 30 hours of funding

Eligible working families may be eligible for 30 hour funding, to check your eligibility and apply, visit Childcare Choices.

- You must give us a valid eligibility code before we can offer a 30 hour place.
- To start the following term, your code must be valid by 31 August, 31 December or 31 March.
- You must reconfirm your eligibility every three months. Reminders are sent to you, but reconfirming is your responsibility.
- If you stop being eligible, a short grace period applies. After that, your child keeps their 15 universal hours.

Food and drink

- **Milk and fruit:** provided free every day.
- **Hot lunch:** optional, at £3.10 a day (£15.50 a week).
- **Packed lunch:** you can send one instead, at no cost.

Consumables and personal supplies

We do not charge for consumables or learning resources used as part of children's everyday nursery activities.

Children should bring a labelled spare set of clothes to keep at nursery. If your child uses nappies or requires wipes or other personal care items, these must be provided by families.

Activities and events

Any activities, trips or events that carry an additional cost will be explained to parents in advance. Participation in paid activities are calculated on the cost of the event and are voluntary. Children who do not take part will continue to receive full EYFS provision during their funded hours.

Breakfast club and after school provision

Breakfast club and after school wraparound care are not currently available for nursery children. We are working with our wraparound care provider to explore introducing this provision in the near future.

What we never charge for

We do not charge parents for:

- Registration or administration fees.
- Deposits for a nursery place.
- Top-up fees or any difference between our costs and the funding we receive.
- Resources used to deliver the Early Years Foundation Stage, such as books, paper and crayons.
- Staffing or the day-to-day running costs of the nursery.
- Extra support for children with special educational needs and disabilities.

Our invoices clearly separate funded hours, additional paid hours and lunch charges, so you can see exactly what you are paying for.

Changing or ending your hours

We ask you to give 4 weeks notice if you wish to change or end your child's funded hours, paid sessions or lunch arrangements, in line with your parent declaration form.

Extra help for families

- **Free school meals:** if your child attends both before and after lunch and you receive a qualifying benefit, your child may be eligible. Please ask the school office.
- **Extra funding:** some children qualify for the Early Years Pupil Premium or the Disability Access Fund. We will discuss these options with you if we think your child may be eligible.
- **SEND support:** for further support about our SEND provision, please refer to our SEND Policy or speak to our SENCo.
- **Best Start in Life:** visit the government's Best Start in Life website for information about funded childcare, help with childcare costs and advice to support your child's early development.
- **Achieving for Children:** visit AFC's website for services and support for families in Richmond upon Thames.
- **AFC parent queries:** email fis@achievingforchidlren.org.uk.