The Nar Valley Federation of Church Academies

Hedgehogs Nursery Policy - Narborough

Policy Type:	**Academy Policy**
Approved By:	**Local Governing Body**
Date Approved by LGC:	**6/10/2026**
Review Date:	**1/9/2027**
Person Responsible:	**Head Teacher**

Summary of Changes

The policy has been amended as follows.

Page Ref.	Section	Amendment	Date of Change
6	Consumables	Change of price of school meals now £2.90	Sept 26

General Policy Roles and Accountabilities

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Head Teacher. The Head Teacher of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

Through our Christian Values we are an inclusive federation which strives to we enable all staff and children to: -

'Let your light shine'

Matthew 5:16

We aim to become a community which nurtures individuals to develop a sense of belonging, purpose and self-belief in order for all to flourish and shine.

Our values of respect, responsibility, kindness, courage, hope and forgiveness are clearly illustrated in the parable of the Good Samaritan (Luke 10:25-37). This powerful message provides a basis to enable our children to flourish and shine as unique individuals.

Narborough C of E Primary Academy - Hedgehogs Nursery Policy
Including Admissions. Charging, Schedule of Fees, SEND and Complaints.

Hedgehogs Nursery is a Nursery for 3 and 4 year olds. We offer morning and afternoon sessions Monday to Friday, these sessions are 3 hours and can be used together with the lunch session to offer whole day sessions. We are a 16 place nursery for both morning and afternoon sessions

We accept children from the date they turn three; this place is chargeable until the child is eligible for funding.

Funding is available from the term ***following*** a child's third birthday until they reach compulsory school age. All 3 and 4 year old children are entitled to 15 hours a week of funding to access an early years' provision for 38 weeks a year or 30 hours free early years provision for those families who meet the government criteria.

A child born in the period:	**Will become eligible for a free place from:**
1st April to 31st August	1st September following child's third birthday (*Autumn term*)
1st September to 31st December	1st January following child's third birthday (*Spring term*)
1st January to 31st March	1st April following child's third birthday (*Summer term*)

Please check if you are eligible for extended funding (30 hours) on www.gov.uk. (Government Gateway)

All children over 3 years of age are eligible for the Universal Funding (15 hours)
Hedgehogs Nursery will provide you with a Parent/Carer claim form once a term which must be completed and returned in a timely manner for us to claim the funding for your child.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for optional hours, services, meals or consumables.

At Hedgehogs Nursery, Parents/Carers can use their full free entitlement of place hours or 30 hours per week or it can be shared between our nursery and up to two other settings.

Early Education is offered within the national parameters

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

We will work with Parents/Carers to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for Parents'/Carers' working hours.

ADMISSIONS

To request a place at Hedgehogs Nursery please contact the school office for an admissions form. Once this has been completed and returned along with proof of your child's date of birth, for example a birth certificate, your child will be added to the waiting list and places/sessions allocated as per the admissions policy.

As part of the registration process, Parents/Carers will be required to provide the completed nursery admissions form documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

The Nursery/Admission Policy is issued to all families as part of the registration process. It is also available via our website. Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available). There are 16 fully funded places available for families, these sessions are

- Monday 8:40am – 3:10pm (Maximum 6.5 hours)
- Tuesday 8:40am – 3:10pm (Maximum 6.5 hours)
- Wednesday 8:40am – 3:10pm (Maximum 6.5 hours)
- Thursday 8:40am – 3:10pm (Maximum 6.5 hours)
- Friday 8:40am – 3:10pm (Maximum 6.5 hours)

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

Hedgehogs Nursery has waiting lists for both September and year round admissions. The lists are managed by the school office.

- If you require your child to start nursery as soon as possible, we will contact you as soon as space becomes available.
- If you would like your child to start nursery at the beginning of a term, for example the term you become eligible for funded sessions, we will contact you prior to the required start date to advise availability for the term.

Hedgehogs Nursery offer admissions in line with the Norfolk County Council Admissions. Admission of places is allocated as follows:

1. Are in public care or have been adopted
2. Live within catchment area and a sibling is already in the school/nursery
3. Live within the catchment area
4. Live outside the catchment area but already have a sibling in the school
5. Live outside the catchment area.

We operate on a first come, first served basis when booking sessions (meaning whomever is in a position to take the session first) however when enrolling from a waiting list we may also take into account:

- the age of the child, with priority given to children who are eligible for the funded entitlement
- the length of time on the waiting list
- the capacity of the setting to meet the individual needs of the child.

The aim is to promote fairness, understanding and transparency of the Nursery admissions process in line with the Hedgehogs Nursery and Narborough C of E Primary Academy equal opportunities policy. All individual applications are considered and any reasonable steps would be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Hedgehogs Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on the school website www.narvalley.dneat.org

CHARGING

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. – ***Please see charging schedule below***

It is possible to split your 15 or 30 hours free entitlement over more than one childcare provider, but it is your responsibility to notify us if this is the case and what free hours you are allocating to our setting. If we claim over your entitlement of 15 or 30 hours per week you will be charged for anything over and above the hours we can claim back from the Local Authority. These hours will be charged at our standard rates as listed in this document.

Our AM and PM sessions are 3 hours, lunch is ½ hour and all day is 6 ½ hours.

Failure to complete the Parent/Carer claim form we will supply to you will result in you being charged for the hours we are unable to claim from the Local Authority.

Sessions over and above the funded sessions will be invoiced at the start of each term.
Payment terms are monthly (whole months only), 21 days following the invoice date.
Payment can be made via Arbor. We cannot accept cash or payment in setting.
If payment is late a reminder will be issued, if payment is not received within the terms specified on the reminder any hours over the funded sessions will be withdrawn.

We also accept childcare vouchers, which working parents can request via their employer.

We are registered to accept Tax Free Childcare.

Charges will still be applicable for children who are absent due to sickness or holidays. This is due to having to cover the costs related to staffing, premises, etc.

If any issues arise regarding payment, please speak to our school office where we will look to support you wherever possible in finding a payment plan which is suitable for you and the school.

The entitlement is offered free providing the criteria for Universal Funding is met. Parents will not be charged a "top-up" fee to recoup the difference between the amount received from the Local Authority and the current hourly rate.

The following additional charges will be applied

Schedule of Fees

AM Session (3 hours)	8:40am – 11:40am	£13.50
Lunch (30 minutes)	11:40am – 12:10pm	£ 2.00

PM Session (3 Hours)	12:10pm – 3:10pm	£13.50
Whole Day Session (6.5 hours)	8:40am – 3:10pm	£29.00

All fees will be charged unless specific arrangements have been agreed and whilst a childcare contract remains in place. Our fees are reviewed annually in September. Families will be given at least 6 weeks' notice in writing to inform them of any changes and given the opportunity to discuss their options with the Executive Head

When a time lapse has occurred between the point of enquiry and their child's start date, families should check that the information shared about funding and fees remains current so that any applicable charges can be checked/finalised before the childcare arrangement (contract) is formalised.

Consumables

Charges for additional services such as trips will be agreed in advance with families.
The following charges apply even when taking a free entitlement place

- Cost of Meals – The charge for meals are £2.90 per day, this can be purchased on the Arbor app or parents/carers will need to provide a packed lunch when booking the lunch session
- Cost of Mid-Session Snacks – No charge
- Milk – Free milk can be ordered from https://www.coolmilk.com/parents/
- Consumables - All wipes, nappies etc. are to be provided by parents/carers.

The above charges are voluntary. Families are able to supply their own lunch, milk or snacks.

If you are unable to pay these charges, please speak with the Executive Headteacher to discuss the alternative options available.

The alternatives options include –

- Waiving or reducing costs
- Families to supply a packed lunch and snacks
- Families to supply toiletries and personal care products
- Additional free sessions at the discretion of the school and/or social care for other vulnerable children.

- Deposit– ***We do not charge a deposit for a place or a registration fee.***
- Retainer Fee – This fee will secure your child's place where and extended absence occurs **– *We do not charge a retainer fee***
- Registration Fee – ***We do not charge a registration fee***
- Late Payments - We do not charge a late payment fee but if payment is not made within the terms specified any hours over the funded sessions may be withdrawn.
- Late Collection – If a child is not collected 10 minutes after the session ends they will be enrolled in the After School Club at a cost of £6 per day. If a child is not collected 10 minutes after the session ends at the end of the morning session the lunch time session will be charged at a cost of £2.

Additional Funding

We aim to identify all children who may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. We aim to consult with parents/carers about how this money is used to support their child.

SEND

Our nursery is committed to providing a welcoming, stimulating and immersive environment to support the needs and develop the learning of the children and families who use our nursery. Every child and family in our nursery is valued and diversity is celebrated. We provide a broad and balanced curriculum which allows each child to achieve, develop, learn and grow.

We offer an inclusive curriculum to ensure the best possible progress for all of our children whatever their needs. This incorporates all children with SEND as well as those from Ethnic groups and Looked After Children.

We follow the requirements of the Early Years Foundation Stage (EYFS) 2021 and provide an inclusive environment for children and their families. We comply with the requirements of the Equalities Act 2010 and the Special Educational Needs Code of Practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

We publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

Enquiries about an individual child's progress should be addressed at first to your child's Key Person. Other enquires can be addressed to:-

- Christina Maskell – Acting Head of School
- Emma Spaul - Nar Valley Federation Special Educational Needs Co-ordinator (SENDCO).

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

We work closely with parents and carers of children with SEND to ensure we take into account everyone's views, aspirations and hopes for their child.

Once a potential special educational need is identified, four types of action should be taken to put effective support in place:

1. Assess
2. Plan
3. Do
4. Review

This will be known as the *graduated support*.

Specialist Services and teachers with additional specialist qualifications may be called upon to provide intensive specific programmes to be followed by all adults coming into active learning situations with the child.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND.

Further information and the Nar Valley Federation of Church Academies SEND policy can be accessed on our school website: www.narvalley.dneat.org

SETTING CLOSURES

Hedgehogs Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises, etc. We will give as much notice of these situations as possible.

NOTICE PERIOD

If you no longer require a place at Hedgehogs Nursery we require a 4 week notice period, in writing to the school office. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy. Any funding entitlement claimed beyond the notice period is transferrable to your new childcare provider via the local authority where the funding criteria is met. Where a child leaves the setting before the end of the agreed notice period, we will seek authorisation from the local authority to claim any funding applicable to your entitlement up to the end of the notice period, together with any additional fees which formed part of your childcare arrangement (contract).

DATA SHARING

We will work in partnership with parents, carers, childcare providers, the local authority and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent/carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulation.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

COMPLAINTS PROCEDURE

Our Nursery Policy is issued to all families as part of the registration process. It is also available on our website.

Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and in Early Education and Childcare Statutory guidance for local authorities), a complaint can be submitted directly to the Executive Headteacher Mrs Anne Neary. Our Complaints Policy (and all other policies) are our Nar Valley Academy Policies.

The complaints procedure can be accessed on the school website: www.narvallery.dneat.org

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