St Lawrence's
CHURCH OF ENGLAND PRIMARY SCHOOL

Nursery Frequently Asked Questions

How many Funded Hours is my child entitled to?

All children aged 3 and 4 are entitled to 15 hours, this can be taken with sessions in the morning or the afternoon or flexible sessions to suit your family needs. For more information please visit https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds
We also offer the extended entitlement to 30 hours if you are entitled to it. These sessions can also be flexible too.

How do I get a 30 hour funding code?

Please find more information about the 30 hour funding code using the following link: https://www.childcarechoices.gov.uk/

When does my 30 hour funding code need to be renewed?

Your 30 hour code need to be renewed 1 month before the end of each term ready for the next term. We text parents to remind them to do this. Use this link to do this: https://www.gov.uk/sign-in-childcare-account

What are the times are the Nursery Sessions?

Morning Session: 9.00am – 12.00 noon
Full Day: 9.00am – 3.00pm

Extra Option: Early Morning drop off at 8.30am - £3.00 charge per day (£15.00 per week)

How can I change my child's Nursery Sessions?

Nursery sessions can only be changed at the end of each term ready for the next one e.g. in December for the January term. For request to change sessions please put this in writing by emailing: office@stl.pmat.academy
If sessions are full, your child's name will be added to the waiting list.

How much are the extra sessions?

Extra sessions are available in addition to funded hours at a cost of £15.00 per session.
The Early Morning Drop off at 8.30am is available for an additional charge of £3.00 per child, per day / £15.00 per week.

How do I book an extra 'one off' session?

We will try an accommodate any last minute / emergency requests where we can. This will depend on the number of available spaces in that session. The cost of any additional sessions will be charged to your ParentPay account. Extra 'one off' sesseions must be requested in writing by emailing: office@stl.pmat.academy

How do I pay for my extra Nursery fees?

Nursery Fees are invoiced each half term and put on to your ParentPay account. The invoice is broken down with the dates of the extra sessions and and Early Morning drop off sessions.
The invoice is payable within 14 days of the invoice date. If not paid before the next half term we reserve the right not to allow your child to attend any further additional sessions.

How do I set up my ParentPay Account?

Ms Woodall in the office will give you the information to and an activation code to set up your ParentPay account. It is very easy to do, however if you have any problems please let Ms Woodall know and she will be able to help you. If your child already has a sibling in school their account will be merge with their sibling so it will already be set up.

My child is ill / away on holiday do I still pay for that session?

If you pay for extra sessions we are unable to refund Nursery fees for children absent through illness, holidays as each place is reserved for each individual child.

If my child's session falls on a training day or bank holiday can I swap sessions?

Unfortunately we can't swap your child's sessions if they fall on these days, however you are not charged for them.

Can children have hot food for lunch / do you warm up food?

Children can either have a hot school lunch or bring a packed lunch from home. The cost of a school lunch is £2.65 per day and is charged to your ParentPay account. If a child is entitled to Free School Meal and they are attending both morning and afternoon sessions then they will be able to have a school lunch. We do not have facilities to cook or warm up food from home.

How do I know who my child's Key Worker is?

You will be given notification of your child's Key Worker when they start Nursery.

What does my child need to bring to nursery?

Please provide spare clothes, water bottle and appropriate clothing for the weather, in a named bag. This can then be placed on your child's coat peg.
If my child is in nappies, please provide nappies and wipes in a named bag.

Does my child have to wear uniform in nursery?

The school uniform is available for Nursery children which is preferred, however it is not compulsory.
All children need a waterproof coat and other apportioned clothing for the weather e.g. hat, gloves, scarf.

Can you help with toliet training?

We provide individual support for toilet training. Please discuss this with your child's Key Worker who will be happy to help and support.

I've forgotten my Tapestry log on / PIN, how do I get a new one?

If you have lost or forgotten your Tapestry log on / PIN, please speak to Ms Woodall in the School Office and she will happy to set up a new one for you.

Arrival and Pick up Information

- Please enter school through the peadestrian gate entrance.
- If your child arrives at 8.30am, please walk down the hill to the Nursery gate. The children will be met by their teachers and then taken into class. School gates will be opened from 8.20am.
- If your child arrived at 9.00am, please go to the Nursery door by the main entrance to school. Please buzz the school gates to be let in.
- Teachers will collect your child from the gate, please support your child by positively encouraging them into school.
- We kindly ask that your child does not bring in any toys from home.
- If you are collecting your child at the end of the morning session at 12.00 noon, please collect from the the Nursery door by the main entrance to school.
- If you are collecting your child at the end of the day at 3.00pm, please collect from the gate at the bottom of the hill.

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Website: https://www.stlawrencesschool.org/classes/my-class/nursery