



This information sheet provides you with details of our Kindergarten including session times, costs and dates. We accept children into the Kindergarten class in the year prior to commencing in our Reception class.

Session Times

Our Kindergarten will be open during term time offering sessions that mirror the school day with the same opportunities to arrive for breakfast club at 0745 and to stay through until 1730.

The session times will be as follows:

- Mornings only from 0830 to 1230 including morning snack and lunch.
- School day from 0830 to 1610 including snacks and lunch.
- Extended day from 0745 to 1730 including snacks, lunch and high tea.

Session Bookings

It is our recommendation that each child attends a minimum of 3 sessions each week to ensure that they can settle into the routines of the class.

Parents are invited to confirm their session requirements prior to the start of each term. We understand that as a child grows older and gets closer to joining Reception they may wish to increase their time in the class, and these requests will be accommodated wherever possible. Early notice of such intentions will enable us to manage requests.

Parents are able to request additional sessions, either in the form of an additional day or a longer session (ie an extended day rather than a school day). We will accommodate such requests wherever possible.

Age at the point of admission

The standard timing for accepting children into the Kindergarten is from the start of the term following their third birthday. This is approximately the same timing that triggers eligibility to Early Years Funding (with slight complications for example for children born in April who must wait until the following September).

However, as children develop at different stages and ages we will meet each child to assess their ability to manage in the setting and participate in activities. An individual plan for each child will be agreed with parents, and this may enable them to start a little early, for example at the start of the term they turn three or defer their start for a further term.

Session Fee		Pupils not eligible for Early Years funding	Pupils eligible for Early Years funding
Morning only	0830 - 1230	£25	£25
Full day	0830 - 1610	£45	£33 Includes 3 hours of EY Funding from 1300-1600
Extended day	0745 - 1730	£55	£43 Includes 3 hours of EY Funding from 1300-1600

The session fee includes drinks, snacks and meals as provided, although pupils are welcome to bring in their own if preferred.



Fees invoicing

The calculation of the termly invoice will be premised on the actual number of sessions available within each specific term for the session type requested. This reflects the reality of a longer Michaelmas term as well as facilitating flexibility in sessions requested each term. For planning purposes, please use the following estimation of term length; Michaelmas Term 14 weeks, Lent Term 11 weeks, Trinity Term 11 weeks, but this will vary from year to year.

Fees for the term will be payable on the first day of term, in accordance with the Parent School Contract. Any additional sessions taken during a term will be invoiced retrospectively on the following term's invoice. For example, the Lent Term invoice will be issued at the end of the preceding Michaelmas Term and will include the sessions confirmed for the forthcoming Lent Term as well as any additional sessions taken up during the previous Michaelmas Term.

As a School we accept childcare vouchers as a form of payment, and due to the specific nature of the Kindergarten they can be used to settle the full amount of the fees invoice.

The standard 5% sibling discount offered by the School will still apply to Kindergarten fees.

Early Years Funding

Early Years funding of 15 hours per week will be accepted by way of a maximum of 3 hours per day during the afternoon between 1300 and 1600. Eligibility for this funding is as follows:

A child born on or between...	Will become eligible for Early Years funding from...
1 April and 31 August	1 September following their third birthday
1 September and 31 December	1 January following their third birthday
1 January and 31 March	1 April following their third birthday

Parents entitled to the 30 hours may seek the additional 15 hours from another provider.

Admissions Process

- Admissions Enquiry:** Parents are asked to complete the Kindergarten Admissions Enquiry Form detailing when they would like their child to start and which sessions they require.

The Admissions team will review requests to determine if they can be accommodated. First priority will be offered to those children who already have siblings at the School, with second priority to those already registered for Reception. If there is capacity, a pack containing a reservation of place confirmation and a Kindergarten Registration Form will be sent out.
- Registration:** Parents are asked to complete and return the Kindergarten Registration Form along with the £95 Registration fee to reserve the place.
Please note: if already registered for Reception, there is no further Registration fee payable.
- Settling in Sessions:** Parents and child are invited to come into the School for a settling in session to meet the teacher, at which the start date will be confirmed.
- Acceptance:** Parents are asked to sign an Acceptance Form which includes confirmation that they have read and accepted the School's terms and conditions as presented in the Parent/School contract, and pay the Acceptance deposit of £300.

Further questions

If you have any further questions, please contact the Admissions Team by telephone on 01945 586750 or email Admissions@WisbechGrammar.com.