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Monday 26th June

Nursery Sessions from September 2023

Dear parent/guardian,

Funding forms

As I am sure you are aware, you will need to reapply for your funded hours in preparation for our new term in September. We are going to trial a new way of supporting families with this, so would like to invite you into nursery on **Monday 10th July from 3:15-4pm** to complete any funding forms needed for the next term. Please could we ask, that you bring your national insurance number and your 30 hours code (if you are entitled to it).

Session times

Moving forward, we are going to be changing the sessions that we offer in nursery. This will enable us to use staff time effectively and allow us to continue providing a high quality early educational experience for all the children.

From September 2023, we will offer:

- 15-hour sessions: 9am-12pm
- 30-hour sessions: 8:45-3:15pm (session times being AM- 3 hrs and 15 mins and PM – 2hrs 45 mins)
- Lunch from 12-12:30pm will still be an additional £2 per child/per day.
- If you are only entitled to 15 hours but would like 30 hours, the option to pay for those additional hours will still be available.

Due to restructuring the school day for nursery, we will no longer be offering any stand-alone afternoon sessions for the next academic year. We would, therefore, like to offer you the opportunity to change your sessions before we offer places to the new families that will be joining us.

We have a hour code for your child. Currently attends nursery:

Monday			Tuesday			Wednesday			Thursday			Friday		
AM	Lunch	PM	AM	Lunch	PM	AM	Lunch	PM	AM	Lunch	PM	AM	Lunch	PM

If you would like to change your hours, please speak to Miss Moorhouse or myself by **Monday 3rd July**. Please make sure you know how many hours you are entitled to before you change your hours. However, if you currently do or if you are happy to pay for additional hours, please let us know. We will be unable to change hours if you do not speak to us before **Monday 3rd July** as we will be offering out spaces to our new families.

Please see a member of staff if you have any questions.

As always, thank you for all your support and understanding with this matter.

Miss Wareing
EYFS Lead

Part of the Greenwood Academies Trust Group

