

Principal – Mr Ed Finch

EYFS Lead – Miss Jasmine Pollard

[admin@**c**](mailto:admin@chagfordprimary.org.uk)**hagfordprimary.org.uk** – Admin Office Email  
[01647 432412](tel:01647432412) - Telephone

**Chagford Church of England Primary School**

## *Pre-School Information and Session Request Form*

Dear Parents and Carers,

Thank you for showing an interest in Chagford C of E Primary school Foundation Stage Provision. Here at Chagford we offer morning, afternoon and full day sessions for 2-4 year olds Monday-Friday. Our aim is to provide a variety of sessions in order to facilitate the needs of all families.

**3 Year Olds**

All 3 year olds currently receive 15 hours of government funding available from the term after their third birthday, and extra hours can be taken and are charged at the DCC recommended rate of **£4.42/hour**.

You can also apply for 30 hour funding via <https://new.devon.gov.uk/educationandfamilies/early-years-and-childcare/childcare>.

We will require your code, national insurance number and date of birth to process.

**2 Year Olds**

We welcome 2 year olds in our provision and are the chosen registered nursery provider to take children in receipt of ‘2gether’ funding which entitles eligible children to 15 hours of government funded nursery care a week. Parents of eligible children will receive a letter known as the ‘Golden Ticket’ from the Early Years Team at Devon County Council which will state the term when eligibility starts.

To find out more or to check your eligibility, please visit [www.devon.gov.uk/2gether or contact 0345 1551013](http://www.devon.gov.uk/2gether%20or%20contact%200345%201551013).

The standard hourly rate for those without funding or taking additional sessions is **£5.34 hour.**

If you are interested in placing your child in our care, we ask that you complete and return the Session Request Form attached to our admin office, either in person or email - [**admin@chagford**](mailto:admin@chagfordprimary.org.uk)**primary.org.uk**

We will then check availability of spaces and confirm your child’s sessions, as well as passing on the required documentation needed before your child’s start date. These forms must be completed and returned before your child’s start date, along with proof of Date of Birth and Address, to secure your place.

We look forward to hearing from you,

Miss Jasmine Pollard

*EYFS Lead*





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***Termly Session Request Form***

# *Pupil Name DOB*

***Parent Name Email***

***Mobile tel. Home tel.***

***Desired Start date Work tel.***

Please indicate below the hours you would like your child to attend our Pre-School (Foundation Stage Unit). You will be contacted as soon as possible to arrange a tour of the school, confirm your sessions, or add your child’s name to our waiting list if there is no current availability. Our waiting list operates in line with our Admissions Policy.

For details of charges and eligibility for free childcare, please see our website.

**PLEASE NOTE – IF FEES ARE NOT PAID IN FULL BY THE END OF EACH TERM YOU WILL NOT BE GUARANTEED YOUR PREFERRED SESSIONS AND WILL ONLY BE ABLE TO BOOK SESSIONS WITHIN YOUR ELIGIBLE HOURS (e.g. 15 up to 30)**

***Our latest fees are 3/4 Year-olds - £4.42 and 2 year-olds - £5.34***

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| --- |
| **Preschool Sessions in Foundation Stage Unit – Please indicate with \* if flexible** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| **MORNING**  08:50am – 11.50pm |  |  |  |  |  |
| **LUNCH**  11.50pm-12.50pm |  |  |  |  |  |
| **AFTERNOON**  12.50pm-3.20pm |  |  |  |  |  |

|  |  |
| --- | --- |
| Is your child in receipt of funding? (Golden Ticket/ 30 Hours) |  |
| **Code:** |  |
| Are you sharing funding with another childcare setting and if so, where? |  |
| How many hours of funding do you wish to claim at Chagford Primary? |  |
| **Signed** |  |
| **Date** |  |