

AUTUMN TERM 2024 SESSION REQUESTS (FOR THE ATTENTION OF TEAM NEST ONLY)

In line with our admissions policy, we will shortly be in the process of allocating sessions for Autumn term 2024 and would like to know which sessions you require. Please complete the form below by **Friday 9th February 2024**.

Autumn term 2024 session request form (April to July 2024)

Please note that if you wish to continue with your current sessions, you only need to select this option on the form and then you can submit. If you wish to make changes please complete the rest of the form, indicating your preferences. We will do everything we can to accommodate your requests - if you are flexible on the sessions offered, please indicate this in the notes section provided at the bottom of the form.

We also offer HEN Breakfast Club and After School Club at The Den for all nursery children.

Please indicate on the form if you require either club on a regular basis.

Please note that any ad-hoc sessions during the term must be paid for via your child's Scopay account as we are unable to claim additional funding during the term.

All requests will be allocated subject to availability in accordance with our admissions policy, which can be found on the school website.

If you have any questions please do not hesitate to contact us.

NURSERY COLLECTION

We'd like to remind parents that children can only be collected by adults with permission to do so.

The nursery team will not release your child to anyone (whether they are known to the school and nursery or not) for whom we have not received your prior permission.

If you would like to add a new carer's name please email hen@hordleprimary.co.uk

Parents must notify the nursery of any changes to usual pick up routines.

SPRING 2024 INVOICES

Please remember that if you chose the option to pay in two instalments, the second and final payment is due by **Friday 16th February 2024**.

Please note that a £20 surcharge will be applied for late payments so please ensure timely payments are arranged to avoid unnecessary additional fees.

Tax Free Childcare payments can take up to 5 working days to clear so please ensure you arrange payment in plenty of time to reach us by the deadline dates provided above.

DEN INSET DAY BOOKINGS

We are pleased to advise that we are offering childcare for all children from Nursery to Year 6 on our Inset Day on **Monday 4th March 2024**. If you require childcare on this day please complete the form below to book your child's sessions. Please complete one form per child. Bookings will be taken on a first come first served basis. Sessions can be booked for a full day, school day or half day.

Please see below opening times and booking and payment deadlines.

Monday 4th March 2024 - Den open 8am-6pm*

Booking deadline: Friday 16th February

Payment deadline: Wednesday 23rd February

* Finish times are subject to demand.

Bookings must be paid for by above payment deadline to confirm your child's place. No refunds are given for cancellations received after the payment deadline.

Confirmation will be sent to you via email along with information on how to make payment. No refunds will be given for sessions cancelled after those payment deadline dates. We accept payment via your child's Scopay account as well as Childcare Vouchers and Tax Free Childcare.

Please use below link for making bookings for both inset days:

Den Spring 2024 INSET day booking

Our hourly rate of £7.50 per hour applies to inset day bookings. We cannot claim funding for these sessions so these are payable via the usual channels.

MEDICATION IN SCHOOL

If your child will require medication in nursery, including eye drops, creams and lotions, please ensure that you provide it to the nursery team at drop off and complete the **ADMINISTRATION OF MEDICINES FORM**. Medication must be in date and in the original packaging, clearly labelled with your child's name.

For the safety of your child and other children in nursery medication must not be left in your child's bag.

TAX FREE CHILDCARE

Parents can receive up to £500 every 3 months (up to £2000 a year) for each of your children to help with the costs of childcare at both Hordle Explorers Nursery and The Den Breakfast and After School Club. For every £8 you pay into this account, the government will pay in £2 to use to pay for nursery/Den fees so it is well worth applying if you are eligible.

Child under 12? You could get £2 for every £8 you spend on childcare.
childcarechoices.gov.uk



Your eligibility depends on whether you are working, your income (and that of your partner), your child's age (the scheme is available up until age 11) and circumstances.

For further information on this scheme, to check your eligibility and set up an account please visit the **website**.

If eligible, you will be provided with a **unique Tax Free Childcare reference number**. This must be provided to us before you make any payments to either the school or nursery via this account. Please email your unique reference number to **hen@hordleprimary.co.uk**. Please entitle the email "TFC reference".

Please note that payments to us via the TFC scheme can take up to 5 working days (and usually longer for the first payment) and we require an email to confirm the date the payment was made and the total amount paid. This enables us to follow up on the payment with the Hampshire accounts team and allocate it accordingly.

YELLOW WRISTBANDS

In an incident when a child has bumped their head, they will be issued with a yellow wristband and sent home with a letter.

This is so it is clear to a collecting adult that an incident has occurred and a child needs to be monitored for any signs of concussion.

May we please ask that yellow bands are not removed by grandparents and family friends collecting a child until the child is back home with their parents to avoid miscommunication.

REMINDERS

IMPORTANT DEN CHANGE OF HOURS

Thank you to those parents who completed The Den opening hours consultation that was sent out in November, we had a very good response rate to this survey and it was extremely helpful to hear your views and understand how you use The Den for your child.

The findings of the consultation were shared with Governors at a meeting last week and after much deliberation it has been agreed that The Den closing time will move from 6pm to 5.30pm (Mondays-Thursdays, with the current finish time of 5pm to remain in place on Fridays). Whilst we appreciate that the earlier finish will impact upon a small number of our families who use the 6pm session more regularly, sadly we cannot continue to run until 6pm as it is no longer financially viable for us to do so. From your feedback, we are aware that offering a session time to 5.30pm will be helpful to some families and we hope that parents understand our reasons for making this decision.

This change will not come into effect until 15th April 2024 (Summer term) to provide families with sufficient time to make arrangements.

If you have any questions or concerns please email hen@hordleprimary.co.uk

Thank you in advance for your understanding.

Team Den



PARENT DROP INS

We are delighted to offer parents the opportunity to attend our nursery 'Drop in sessions' taking place on **Thursday 1st February, 3:30-4:30pm.**

If you would like to have a brief informal discussion with some of the nursery team, please pop along to either Team Nest or Team Wild from 3.30pm. You are welcome to attend, even if your child does not attend the nursery on Thursdays.

Please note that we expect it will be particularly busy at 3.30pm and thank you in advance for your patience whilst waiting to speak with a member of the team.

Nest parents are welcome to access the Nest drop in sessions via the back gate. Team Wild sessions will be held at the Wild, accessed via the Wild gate.



Cases of measles are rising across England, including among children. It's an infection that spreads very easily and for some people can cause serious health problems.

Please visit the [website](#) to see the guidance for parents published by Department of Education (DfE).

IMPORTANT DATES

NEW DATES ARE IN **BOLD**

PARENT DROP-IN SESSIONS

SPRING HALF TERM HOLIDAY

SPRING TERM 2 START

PATCH BAG 2 SCHOOL COLLECTION

MARCH INSET DAY

PATCH MOTHER'S DAY EVENT

EASTER HOLIDAY

SUMMER TERM 1 START

THURSDAY 1ST FEBRUARY, 3:30-4:30PM

MONDAY 12TH - FRIDAY 16TH FEBRUARY 2024

MONDAY 19TH FEBRUARY 2024

MONDAY 26TH FEBRUARY (MORE DETAILS TO FOLLOW)

MONDAY 4TH MARCH (DEN BOOKINGS AVAILABLE)

FRIDAY 8TH MARCH (MORE DETAILS TO FOLLOW)

FRIDAY 29TH MARCH - FRIDAY 12TH APRIL

MONDAY 15TH APRIL