

# WALTHAMSTOW MONTESSORI SCHOOL (WMS)

## TERMS & CONDITIONS: EXTENDED ENTITLEMENT OF 30 HOURS

The Terms and Conditions stated within this written document must be read fully. Signing the agreement does not affect the statutory rights of the parent/guardian. However, this is a necessary document which safeguards the child and the working conditions of each designated place. Signing the Application Sheet automatically declares that all parties named agree to the conditions as stated.

WMS operates in accordance with the Local Authority in relation to Early Education entitlement.

1. WMS currently participates in the extended entitlement of 30 hours but offers a limited number of places and all places are subject to availability on applied for days. The number of places available each term is at the discretion of WMS. Therefore, a child currently accessing the extended entitlement for a term may not automatically be eligible or able to participate the following term. Written notice will be provided to the parent.
2. A terms written notice is required, should you need to reduce or increase your attendance pattern through the term. It may not always be possible to increase so we recommend a term's notice to ensure we can accommodate the change.
3. Children that are eligible for the extended entitlement of 30 hours can begin to claim this the term following their third birthday. In order to obtain your child's extended entitlement, you will need to access the digital childcare service and apply yourself. This must be completed the term before the extended entitlement funding is required. An eligibility criteria applies. Once you have applied for your 30 hours entitlement you may contact the school in writing to ascertain places under the extended scheme. You will be required to complete and sign a Parental Declaration Form (the school will provide you with the Local Authority contract) and provide the relevant child's ID with the completed form. You must provide also provide the school with the 11-digit eligibility code you have been given, your National Insurance number along with consent for this information to be shared with a third party (your consent is being provided by sharing your personal information with the school with the completed and signed Declaration Form). Without this we will not be able to process the funding claim on your behalf. It is the parent's responsibility every three months to confirm they are still eligible for the extended entitlement, without this confirmation we will be unable to continue to offer the extended entitlement.
4. If your circumstances change and you lose eligibility for the extended offer of 30 hours, the Department for Education will honour the funding until the end of the current term (known as a grace period). At the end of this grace period you will revert to the universal offer of 15 hours and the published school fee for your child's place will apply. If your eligibility changes you will become liable for the additional cost of hours after the grace period has ended.
5. You can claim a maximum of 10 hours funding per session (8am-6pm) – this is subject to the school's availability for a place and access additional days at a charge applied by the school. All invoices will clearly and transparently show the additional fees which would be subject to a 30-hour funded place.
6. As a company we operate the funding on a 38-week basis. The breakdown of funding is allocated as over the 3 terms during an academic school year i.e Autumn, Spring and Summer.

7. Our current fee structure can be obtained from the school directly or viewed on the school's website at [walthamstowmontessori.com](http://walthamstowmontessori.com). The daily charges when funding applies (within the 38 weeks) are reduced to reflect the funding being deducted. You will pay for the hours outside of your funded session and also an amount for meals. In school holidays our standard prices will apply as the school do not operate a 'stretched' offer.
8. Whilst your child is in receipt of funding you will receive an invoice at the end of the school term for the new term which must be paid in full prior to the start of that new term. The invoice will clearly indicate deadlines for payments.
9. If for any reason you have not received your next terms calculation, it is your responsibility to bring this to our attention so a replacement can be issued. Late payment charges apply as normal.
10. If a child leaves WMS before without the appropriate notice (termination of a school place), as per the school's Terms and Conditions, the parent will be liable for the full cost of a school place for the term i.e. that's all of the funding that the school is unable to claim. Deposits held for your child's place from when they joined will be used towards the outstanding cost.
11. Some 3 & 4 year olds may be eligible for additional funding in the form of Pupil Premium. If a child is eligible for pupil premium additional funding will be paid to the setting to help support the child's learning and development. The Pupil Premium is not permitted to be deducted from your fees. This is applied for by the school as part of the funding process checks upon the return of a completed and signed Parental Declaration from the parent.
12. All children in receipt of 3&4-year-old funding will be automatically checked to see if they are eligible for Pupil Premium. We will use the parent's information shared on the application form to conduct this check.
13. The extended entitlement of funding is optional, and as a company we reserve the right to withdraw from the scheme at any time. We would give as much notice as reasonably practical to parents regarding this, ideally one term. The withdrawal from the scheme would mean parents become solely responsible for the whole amount of fees. No funding will be issued for any child unless evidence in the form of the child's birth certificate has been seen and proof of address for Parent Declaration Form, as per our request in the application process (referenced in the school's Admission Policy).
14. We are entitled to charge for all hours outside of the funded time and also meals including snacks. At this time, we do not charge additional costs related to activities, consumable resources or external providers (e.g. Spanish lessons/PE lessons), however we reserve the right to do so to support the financial implications of the business if the need arises.

Signed: Parent: ..... Date: .....

Print Name: ..... Date: .....

Signed: Principal: ..... Date: .....

Signed: Head of School: ..... Date: .....

Terms & Conditions: Created 1.10.18 (reviewed September 2023)