

**WALTHAMSTOW MONTESSORI SCHOOL (WMS)**  
**TERMS & CONDITIONS: WORKING FAMILIES 2 YEAR FUNDED PLACES**

This document comprises the Terms and Conditions that apply in respect of all pupils who access Working Family 2-Year Funded Places at WMS. It does not affect your statutory rights as a parent / guardian.

Please read this document carefully to ensure you are aware of and understand the contents.

Please note that:

- WMS operates in accordance with the requirements of the DfE and the Local Authority in relation to 'Free Early Education Entitlement' (FEEE).
- Early Years providers may choose not to offer funded places at all, or to restrict the number of funded places and/or to withdraw some attendance patterns.
- WMS currently participates in the 'Working Families 2 year Funded Scheme' ("the Scheme") for 38 weeks per year. WMS does not offer what is known as a 'stretched offer' over more weeks per year.
- Should WMS decide to withdraw from the Scheme, we would use our best endeavours to give as much notice to parents / guardians as reasonably practical. Withdrawal would mean parents become solely responsible for payment of fees should they keep their child at the school.
- In this document we use the phrases 'free place' and 'funded place' to mean the same thing.

The following terms apply:

1. The number of funded places available each term is at the discretion of WMS. A child currently accessing a funded place in one term may not automatically be able to participate the following term. Written notice will be provided to the parent.
2. WMS currently offers free places every day from 9.30 am to 12.30 pm on a 38 week per year term-time basis.
3. A maximum of 15 hours funded can be claimed each week. Funded places are available for attendance of two to five mornings per week.
4. All funding and fees at WMS are calculated on an equal termly basis, i.e. 38 weeks divided by the three terms of the academic school year ('Autumn', 'Spring' and 'Summer' terms).
5. Sessions attended outside funded hours are charged. All invoices will clearly and transparently show which hours are free under the 'Working Families Scheme for 2 year olds' and which hours are charged.
6. Whilst WMS will try to accommodate short-notice requests for changes to attendance patterns, availability of places is complex due to staff-to-pupil ratios and therefore a term's written notice is required should you need to reduce or increase your attendance pattern.
7. Entitlement to a funded place begins from the term following a child's second birthday. Applications to WMS for a funded place may only be made by families in possession of an 11-digit eligibility code, which must be applied for by parents / guardians via the Digital Childcare Service (<https://www.gov.uk/sign-in-childcare-account>) in the term before the funding is required. Eligibility criteria apply.
8. The WMS application process is as follows:
  - a. Contact WMS in writing to enquire about availability for your preferred attendance pattern and provide your 11-digit eligibility code;
  - b. Complete and sign a Parental Declaration Form (the school will provide you with the Local Authority contract), which will require the applying parent/guardian to:
    - i. Provide proof of your child's name and date of birth – usually a birth certificate or passport. (Documents seen by WMS must be originals, not copies.); and
    - ii. Provide a National Insurance number for the applying parent / guardian along with consent for this information to be shared with the Local Authority.

9. Under Government rules, it is the responsibility of all parents/guardians to confirm they are still eligible for a funded place every three months. Without confirmation WMS is unable to continue to provide a child with a funded place.
10. If your circumstances change and you lose eligibility for a funded place, the Department for Education will honour the funding until the end of the current term. At the end of this 'grace period' you will revert to the unfunded cost of the place for your child's attendance should you wish to continue at WMS.
11. All children in receipt of 2-year-old funding will be automatically checked to see if they are eligible for additional funding in the form of Pupil Premium. Where applicable, this will be paid to WMS to help support the child's learning and development. WMS is not allowed to apply Pupil Premium towards fee charges.
12. WMS' current fee structure can be obtained from the school directly or viewed on the school's website at [walthamstowmontessori.com](http://walthamstowmontessori.com). Where fees are under review there will be periods of time where fee structure information is not available on the website.
13. All offered places at WMS are secured upon payment of a deposit. Subject to paragraph 20 below and to the general WMS terms and conditions, deposits are refundable unless a child fail to take up their place, in which case the deposit is forfeited in full.
14. Government funding is intended to deliver free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional services / activities, which are a private matter between schools and parents.
15. WMS charges a £12.50 sustainability charge per funded session per day to cover the cost of consumables such as snacks and wipes and to cover the provision of additional services. This will be shown clearly on termly invoices.
16. Additional Services: As a Montessori School, WMS provides additional teaching and outside services above and beyond core childcare services. This includes forest schooling, Italian lessons, cookery sessions, trips, educational visitors to the school, art, gym and dance as well as specialist Montessori teaching.
17. Funded places are not available during Holiday School which is run for some weeks of the school holidays. Normal Holiday School fees will be charged if your child attends.
18. While your child is in receipt of funding you will receive an invoice at the end of the school term for the following term which must be paid in full by the instalment dates shown on the invoice in order to entitle your child to attendance.
19. If you have not received your invoice for the next term, it is your responsibility to bring this to the attention of the school office so a replacement can be issued. Late payment charges apply as normal.
20. Should you wish to terminate your child's place at WMS, you must give a term's notice in writing as per the school's Terms and Conditions. You agree that you will be liable to pay the full cost of your child's place for the term should your child be withdrawn without notice or before notice expires. Any deposit held for your child's place may be used towards the outstanding fees.