



What is my entitlement?

For up to date information on your childcare entitlement and to find details of how to combine schemes, please visit the [Childcare Choices](#) website.

At Greenleas we accept children from 2 years (subject to space and ratios).

The current entitlements are:

Age 2-3 years	
Families receiving government support	
15 hours	From now
Working families	
15 hours	From now
30 hours	From September 2025

Age 3-4 years	
All families	
15 hours	From now
Working families	
30 hours	From now

How do these hours translate into sessions?

You can use your entitlement across the week. The timings of sessions are slightly different depending on whether your child attends our pre-school or pre-reception.

Pre-School

From age two children can attend our pre-school. Our pre-school sessions are fully flexible. Your child can attend mornings, afternoons, all day or a mixture of the three. The minimum requirement is that they must attend at least two sessions (separate days or AM and PM on the same day).

Pre-school timings

Mornings	09.00-12.00 am	3 hours
Afternoons	12.15-15.15 pm	3 hours
All day	09.00 am-15.15pm	6.25 hours

Pre-Reception

From the year in which children turn four they usually move to our Pre-Reception class as they begin to make the transition to Reception. Our Pre-Reception class is partially flexible. Your child must attend either five mornings or five afternoons (depending on the class



Greenleas School Pre-School and Pre-Reception fee structure

offered). Additional sessions are flexible so you could choose for your child to attend a further one, two, three, four or five mornings or afternoons. For example, your child might be offered a space in our Ducks or Cygnets class – every morning. You could choose to for your child to attend some or all afternoon sessions.

Pre-Reception timings

Mornings	08.45-11.45 am	3 hours
Afternoons	12.30-15.30 pm	3 hours
All day	08.45-15.30 whole day	6.75 hours

Will I have to pay?

The free funding does not cover a full week of childcare. You can choose to use your funded hours only for which there will be no additional fee or you can stay for longer and pay a small additional weekly charge.

What does that look like?

Pre-School	30 hours only (no additional fee)	4 days 09.00-15.15 (25 hours) and one day 09.00-12.00 am only (3 hours) or 12.15-15.15 pm only (3 hours) = total funded hours 28	If parents wanted to utilise their full 30 hours they could have 4 full days with us and then use the remaining 5 hours with a second provider.
	15 hours only (no additional fee)	5 sessions 09.00-12.00 am (3 hours) or 12.15-15.15 pm (3 hours) Or full days 2 days 09.00-15.15 (6.25/12.5 hours)	
Pre-Reception	30 hours only (no additional fee)	4 days 08.45-15.30 (27 hours) and one day of 08.45-11.45 am only (3 hours) or 12.30-15.30 pm only (3 hours) = total funded hours 30	
	15 hours only (no additional fee)	5 sessions 08.45-11.45 am only (3 hours) or 12.30-	



Greenleas School Pre-School and Pre-Reception fee structure

		15.30 pm (3 hours) only. Full days are not an option for Pre-Reception as the children must attend at least every morning or every afternoon.	
--	--	---	--

I want my child to come all week, what would the additional fee be?

For 25/26 charges per hour are:

- 2 Year Olds: £7.88 per hour
- 3 Year Olds: £5.20 per hour

This is in line with the funding that the school receives from the government. Charges are pro-rated to 15 minutes.

So, for example a 3 year old child in receipt of 30 hour funding attending pre-school 09.00-15.15 five days a week would be charged £6.50 for the additional 1 hour fifteen minutes.

How do I get my funding code?

Please check the Government website <https://www.gov.uk/apply-free-childcare-if-youre-working>
Or see [Childcare Choices](#) (which has a video demonstration)

You need to apply the term before you want to take up a place. For example, if you want to take up a place for your child from September, you need to apply during the summer term (1 April-31 August). The extended funding will start at the **beginning of the following term.**

All parents must complete the age appropriate CBC funding form, which is available from the school finance office. This form requests your funding code, date of birth and NI number so that we can claim the funding for your child. **If you do not return the form by the deadlines** advised (we let you know these in advance) **the school will not be able to claim the funding and you will be charged for the session.**

This code must be renewed every term. If the code is not renewed, you will lose your entitlement and sessions will be charged for.

If my child stays all day will they get lunch? Is this charged for?

Children attending at lunch time can enjoy one of our delicious freshly cooked school dinners or you may wish to provide a packed lunch from home. Our school lunches are provided by HCL and can be booked online. The charge is £2.66 per day.