



# Moor First School

School Lane  
Biddulph Moor  
Stoke on Trent. ST8 7HR  
Co-Headteachers : Mrs. S. J. Mayes & Mrs V Atherton  
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**Dear Parent / Carers**

**OUR SCHOOL PROVIDES 30 HOURS FREE CHILDCARE FOR 3 AND 4 YEAR OLDS (Subject to eligibility)**

IMPORTANT PLEASE READ CAREFULLY

Currently **all** children are entitled to access the universal 15 hours each week which commences the term after their third birthday and continues until they start Reception. However some children will be entitled to the 'new extended 30 hours provision', (which is the universal 15 hours plus an additional 15 hours). The application process for receiving the extended entitlement is through something called 'The digital childcare service'. Therefore parents/carers wishing to access the additional 15 hours free childcare entitlement can apply using the following link:

<https://childcaresupport.tax.service.gov.uk/par/app/applynow>.

If you wish to check the eligibility criteria for the additional 15 hours free child care you can check on-line via Childcare Choices at <http://www.childcarechoices.gov.uk> or the Childcare Calculator at <http://www.gov.uk/childcare-calculator>.

Parents/carers do not need to do anything further if they just want to access the universal 15 hour entitlement for three and four year olds (every morning).

However as part of the application process for 30 hour entitlement you will be asked to enter personal details including name, address and NI number and the same details for your partner, if you have one. You will also be asked about income over the coming 3 months and information about any benefits that you may receive.

**If you are eligible for 30 hours you will be given an 11 digit 'eligibility code'. You need to bring this code to us along with your child's date of birth and your National Insurance number in order to claim the 30 hours.**

## **IMPORTANT**

Because we have to validate your entitlement with the Government using your personal details we **must** receive a signed Parental Declaration form allowing us to do this. Without the declaration form you will not be able to access the additional hours. Please be aware that the 30 hours entitlement **will not commence** until the term **after** the eligibility code is received so please apply for it as soon as possible. It will also need to be renewed every 3 months, if not the provision will cease.

## How it will run here at our school

Our current sessions are:

**AM** - 8:45am-11:45am (15 hours free universal hours)

**PM** -12.15 -3:15pm (15 hours for those who are entitled to 30 hours or wish to pay)

If you access the 30 hour entitlement here at Moor First School, then you would have 2 options over the lunch time period. They are;

**Option 1:** You can pay for a school lunch for your child

**Option 2:** You can send your child in with a packed lunch from home.

There is no charge for this provision at the present time.

If you are not eligible for the 30 hour entitlement but want to access some sessions beyond the universal 15 hrs, please let us know so that we can try and accommodate your needs. Obviously there will be a cost. Our charges are £13.60 per session.

If you also require before and after school care please see the staff of Raindrops who run our before and after school club.

If you require any more information do not hesitate to contact us.

Yours sincerely

Mrs S Mayes & Mrs V Atherton  
Co-Headteachers



Staffordshire County Council

