



May 2022

Dear Parent,

## **Re: Free Early Education (FEE)**

Here at Ashford Prep School we provide what I hope you will agree is a very high standard of education and pastoral care, with outstanding facilities and excellent staff.

We offer full mornings from 8.00am until 12 noon or full days from 8.00am until 3.00pm along with the current wrap around care arrangements such as breakfast club, after school club and holiday clubs. We do not provide part mornings or part days as we feel educationally and operationally these are not in the best interests of the children or the school. Charges can be found on the fees pages of our website. At Ashford Prep School we only offer the universal 15 hours Free Early Education (FEE) Funding, we do not offer the extended entitlement.

An adjusted fee schedule is enclosed with this letter, showing the fees payable to Ashford School for the provision of nursery education where there is an entitlement to FEE. Please note that we are able to offer 33 weeks of FEE for the academic year 2022/2023.

A claim for FEE can be made from the term after a child's third birthday until the 1<sup>st</sup> term of his/her 5th birthday. Please note that this is only applicable up to the age of Reception class. If you would like your child to attend for a morning or whole day session fees are payable in line with the schedule on the fees page of our website. Our half days are 8.00am – 12.00 noon (including 3 hours FEE) and our full days are 8.00am – 3.00pm (including 5 hours FEE). Please see our schedule of fees for further information.

You are, of course, able to indicate your preferred days and how many sessions you wish your child to attend each week. We will do our best to accommodate your preferences provided we have the available spaces and the necessary staff.

If you would like to access 15 hours FEE without incurring any charges you can do so between 3.00pm and 6.00pm Monday to Friday - the places will be subject to availability. If your child is only accessing the Free Early Education between the above-mentioned hours, there will be no registration fee or deposit and there will be no requirement to purchase school uniform or a school bag. The School's standard notice periods do not apply to Free Early Education, so there will be no fees in lieu of notice and we are unable to suspend or terminate the FEE.

At the start of the school term after your child's third birthday, you will be asked to complete and sign a Parental Declaration Form. This document will be



# ASHFORD SCHOOL

Ashford Senior School  
**Ashford Prep School**  
Bridge Nursery

available from the Nursery office during the first week of the months of September, January and April. **Please ensure that you complete and sign this document, so that we can submit the claim for FEE on your behalf.** In order to complete, the claim we will need to see your child's original birth certificate or passport. Therefore, please bring one of these documents to the school when you come to sign the form.

## Privacy notice

Please read the below Privacy notice, prior to completing the parental declaration form.

<https://www.ashfordschool.co.uk/wp-content/uploads/2021/01/Privacy-notice.pdf>

## Early Years Pupil Premium

<https://www.kelsi.org.uk/early-years/equality-and-inclusion/early-years-pupil-premium>

## Emporium and the Disability Access Funding

<https://www.kelsi.org.uk/early-years/equality-and-inclusion/disability-access-fund-daf>

Yours sincerely,

**Marion Woolley**  
Head of Nursery

## ASHFORD PREP SCHOOL

<b>Number and Type of Session per Term</b>	<b>Number of FEE hours accessed per week</b>	<b>Termly Fees payable to Ashford School</b>
1 morning per week	3	£425
2 mornings per week	6	£845
3 mornings per week	9	£1,265
4 mornings per week	12	£1,690
5 mornings per week	15	£2,110
1 day per week	5	£565
2 days per week	10	£1,125
3 days per week	15	£1,685
4 days per week	15	£2,510
5 days per week	15	£3,010
1 day and 1 morning per week	8	£985
1 day and 2 mornings per week	11	£1,405
1 day and 3 mornings per week	14	£1,830
1 day and 4 mornings per week	15	£2,357
2 days and 1 morning	13	£1,555
2 days and 2 mornings	15	£2,025
2 days and 3 mornings	15	£2,605