



NETHERLEE PRIMARY SCHOOL and NURSERY CLASS
 Clarkston Road, Netherlee, East Renfrewshire G44 3SF ☎0141-570 7260
 email: schoolmail@netherlee.e-renfrew.sch.uk
 Website: www.ea.e-renfrew.sch.uk/netherlee
 TWITTER: [NetherleePSandNC](#)

Dear Parent/Guardian

Add-on Hours – Availability of Additional Hours to Purchase

As part of the Council’s aim to increase flexibility within our nurseries and family centres, we are making additional sessions available within our nursery for families to purchase. These additional hours will allow your child to access hours above and beyond their current allocated entitlement within our nursery.

The availability of extra hours will depend on your child’s current attendance pattern but is designed to provide families with greater flexibility to suit your circumstances. Unfortunately, given the popularity of certain attendance patterns, not all days are necessarily available for purchase and the number of requests may exceed the places available.

There are limited places available within Netherlee Nursery on the following days:

Day	AM	PM
Monday	Core Add-on (8am to 9am) Stretched/Extended (8am to 1pm)	Core Add-on (3pm to 6pm) Stretched/Extended (1pm to 6pm)
Thursday	Core Add-on (8am to 9am) Stretched/Extended (8am to 1pm)	Core Add-on (3pm to 6pm) Stretched/Extended (1pm to 6pm)
Friday	Core Add-on (8am to 9am) Stretched/Extended (8am to 1pm)	Core Add-on (3pm to 6pm) Stretched/Extended (1pm to 6pm)

Add-on sessions are available in fixed blocks and cannot be purchased on an hourly basis. The cost of each session will depend on your child’s attendance pattern and is detailed overleaf.

If you wish to apply for add-on hours, please complete the attached form and return it to the nursery by **Tuesday 29th August**, indicating which sessions you would like to apply for. Please be mindful that only limited spaces are available and it may not be possible to accommodate all requests. Where there are more applications than available spaces, a ballot will be conducted to allocate spaces.

If you have any questions about add-on hours, please get in touch with the nursery.

Yours sincerely

Alyson Haughey
Office Manager



Our Netherlee Community Working With and For Our Children



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Guidance Note for Families – Add-on

The availability of add-on hours depends on your child’s current attendance patterns at nursery. The sessions are designed to offer families flexibility for their own circumstances above and beyond the normal allocations.

For children currently accessing Core Hours provision (9am – 3pm)

For children attending on this model, two different add-on blocks have been created: 8am – 9am and 3pm – 6pm. These blocks provide families with an opportunity to access ‘full-day’ provision where available.

Please note, the blocks are fixed and must be paid for as a whole. For example, if selecting the afternoon block, you would have to pay the full amount, even if you only chose to access a shorter period.

Core Add-on Session	Cost
8am – 9am	£3.40 /session
3pm – 6pm	£10.20 /session

For children currently attending any other provision (Stretched A, Stretched B or Extended Day)

For children accessing any of these models, two different add-on sessions are available and will depend on the days your child currently attends. There is an early session running from 8am – 1pm and a Late session running from 1pm – 6pm. This is designed to allow families to access full day or additional provision where available.

Please note, the blocks are fixed and must be paid for as a whole. For example, if selecting the late block, you would have to pay the full amount, even if you only chose to access a shorter period.

Add-on Session	Cost
8am – 1pm	£17 /session
1pm – 6pm (12.45-5.45)	£17 /session

If your child will be attending on any additional day that they do not normally attend (either days not attended on a Stretched B model or Extended Day model) then an additional charge of £3.40 will apply for the provision of lunch.

Payment

Please note, you will be charged for the allocated hours on a 4 weekly basis in advance. The total number of sessions and the payment amount will be communicated to you and you should make payment through Parent Pay. If you haven’t used Parent Pay before, further information on how to do this is available from the nursery.

Payment must be received before the cut-off date indicated and any add-on hours can be accessed. Any failure to pay will result in the add-on hours being withdrawn and allocated to another child.



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Early Years Add-on Hours Application Form

Child's Name:

Child's Date of Birth:

Child's Current Provision:

Please refer to the accompanying letter for the establishment availability.

Please indicate the add-on sessions which you would like to apply for by placing a tick in the boxes in the table:

	Core ONLY AM (8am – 9am) £3.40	Early (8am – 1pm) £17	Late (1pm – 6pm) £17	Core ONLY PM (3pm – 6pm) £10.20
Monday				
Thursday				
Friday				

I understand that:-

- There is no guarantee that I will be allocated the sessions requested until the establishment confirms my allocation.
- I am committing to a regular attendance pattern for a full year and that I will be charged for that pattern whether or not I use the full allowance every week. If I cancel within a 4 week block I will not be refunded for any remaining sessions.
- I will pay the additional hours cost before the requested date or my additional hours agreement may be cancelled and the hours allocated to meet another child's request.

Signed Date / /

Please note that on days that your child is not attending as part of their 1140 entitlement and is attending for add-on hours only there will be no funded 1140 lunch provision. Should you wish lunch provision, this may be available at a cost of £3.40 per day.

Please indicate if you will require lunch provision

Please return to the establishment by Tuesday 28th August





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Appendix B

2023-24 Add-on Hours Schedule

Period No	Dates of additional hours	Payment due by
2	11/09/23 to 06/10/23	06/09/23
3	09/10/23 to 03/11/23	04/10/23
4	06/11/23 to 01/12/23	01/11/23
5	04/12/23 to 29/12/23	29/11/23
6	01/01/23 to 26/01/24	27/12/23 (exception due to first week)
7	29/01/24 to 23/02/24	24/01/24
8	26/02/24 to 22/03/24	21/02/24
9	25/03/24 to 19/04/24	20/03/24
10	22/04/24 to 17/05/24	17/04/24
11	20/05/24 to 14/06/24	15/05/24
12	17/06/24 to 12/07/24	12/06/24
13	15/07/24 to 09/08/24	10/07/24



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