

Appendix 1

30 hours free childcare for working parents

If eligible, you can have 30 hours instead of the usual 15 hours over 38 weeks per year. This can be stretched over more than 38 weeks. Eligibility starts the term after your child's third birthday as with the universal entitlement.

Am I entitled to the 30 hours extended childcare offer as a working parent?

To be eligible for 30 hours you must earn less than £100,000 and meet one of the following criteria:

- Single parents who work at least 16 hours or earn more than £115.20 / £111.20*
- A couple where both parents work at least 16 hrs/week or both earn more than £115.20/ £111.20*
- Working will include those on statutory sick pay, parental, adoption, maternity or paternity leave
- One parent is employed and the other parent is in receipt of specific carers' disability or incapacity benefits.

* These weekly amounts are based on working 16 hours at the Living / Minimum Wage which is different for different ages i.e. at 25 years you need to earn at least £115.20 per week, for 21 to 24 year olds this will be at least £111.20 per week and a lower rate again for under 21s.

How to claim

Parents and carers will need to go online at www.childcarechoices.gov.uk to claim their free 30 hour code with the Childcare Service for Nursery places in September.

Once you have your unique code, could you please fully complete the attached declaration form and return it to the school office as soon as possible. Don't worry if you receive your code during the summer holiday; we will still accept the form in September.

Help using the website

If you have any problems using the website, in the first instance please contact the Childcare Service helpline on 0300 123 4097 for guidance. If you do not have access to the Internet or require assistance, you can also register by phone on 0300 123 4097.

Renewing your 30 hour claim

You will receive a reminder from the Childcare Service to renew your claim every three months. Once your renewal has been confirmed, Newcastle City Council will be informed by the Childcare Service that your code is still valid. You do not need to inform the school or fill in another declaration form as the Council will inform us.

Grace period

As the guidance states, should your circumstances change and you become ineligible for the 30 hour funding, you will be given a grace period for your child to still access childcare. For example, if you should lose your entitlement in the first half of the autumn term, you can still access childcare until the end of December 2018. If you lose your entitlement in the second half of the autumn term, you can still access childcare until the end of March 2019. Please can you inform the school as soon as possible if you have lost your eligibility.

If you have any queries, please contact the school office on 0191 286 0129.