



01st July 2025

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 days from 8am until 3pm along with the 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.

The 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 32 weeks of FEE for the academic year 2025/2026.

A claim for FEE can be made from the term after a child's third birthday until the 1st term of their 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 mornings are 8.00am – 12.00 noon and our full days are 8.00am – 3.00pm (including 3 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. We recommend children attend for at least two sessions each week; this helps them settle into nursery routines and supports preparation for moving into Reception.

If you would like to access 15 hours FEE without incurring any charges you can do so between 12pm and 3pm Monday to Friday - 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.



ASHFORD SCHOOL

Ashford Senior School
Ashford Prep School
Bridge Nursery

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 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>

Disability Access Funding

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

Yours sincerely,

Matea Pavletic

Director of Nurseries

Ashford Prep School

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Registered in England No: 2780748
A company limited by guarantee
Registered Charity No: 1016538

ASHFORD PREP SCHOOL

Number of days	FEE hours per week	Termly Fees payable to Ashford School
2 days per week	6	£1,567
3 days per week	9	£2,351
4 days per week	12	£3,135
5 days per week	15	£3,775

Prep Nursery will continue to provide hot lunch and snacks during the day and a £5 per day charge is included in the fees listed in the table above.

If you prefer to provide your child's food and wish to opt out of the nursery's meal provision, please speak directly with the nursery management team.