

# Wintringham Primary Academy

Part of The Diamond Learning Partnership Trust  
Established in the Queen's Jubilee year 2012

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CEO: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH  
Executive Headteacher: Mrs Tracy Bryden BSc Hons PGCE

4<sup>th</sup> October 2024

Dear Parents and Carers

We are currently looking at staffing and numbers for January 2025 and would therefore be grateful if you could please let us know by **Friday 11<sup>th</sup> October** if you would like to increase or alter any of your child's sessions in Pre-school. Whilst we cannot guarantee that we will be able to accommodate your changes, we will look at these before offering sessions to new children. Please also state in the email what funding (if any) you will be claiming or if you will be paying for sessions.

Please remember that if you are claiming funding based on working entitlement for 15 or 30 hours per week, you will need to re-confirm your claim every 3 months. You will receive an email from Childcare Choices reminding you to do this. You will also need to make any new claim for funding via The Childcare Choices website by 31<sup>st</sup> December to be eligible for funding in the Spring term.

If you have already completed a funding form for this term and are not making any changes to your child's hours, we will be able to use the same form to claim funding in January. If you are changing the hours that you will be claiming in January, we will need to you sign the amendments that we will make to the funding form. This will need to be done before the start of the new term in January. If you are claiming funding for the first time in January, we will send you a form to complete and return before the start of the term.

Please remember that once you have accepted our offer of new hours for January, you will not be able to change these except in very exceptional circumstances.

All requests for changes need to be in writing and should be emailed to [pre-school@wintringham.cambs.sch.uk](mailto:pre-school@wintringham.cambs.sch.uk). Please be aware that we are unlikely to be able to change sessions if you contact us after 18<sup>th</sup> October.

If you have any queries, please do not hesitate to speak to Mrs Saunders in Pre-school or Mrs Kennard in the office.

We look forward to hearing from you.

Yours sincerely



Mrs Tracy Bryden  
Executive Headteacher  
On behalf of Wintringham Primary Academy (part of TDLPT)

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