



## L'ÉCOLE FRANÇAISE DE BRISTOL

35 Stanton Road  
The Fonthill centre  
Bristol  
BS10 5SJ

[enquiries@ecolefrancaisedebristol.org](mailto:enquiries@ecolefrancaisedebristol.org)

### MATERNELLE/PRESCHOOL INFORMATION LETTER AND ADMISSIONS POLICY 2024-2025



#### The Ecole Française de Bristol

Established in 1980 as a Saturday morning club by three French parents in a community hall, our institution, L'École Française de Bristol, has evolved significantly over the decades. Today, we teach over 250 pupils every week and stand as a pillar of support for our regional community of francophones and francophiles. Operating as both a registered charity (Charity Number 900410) and limited company (Company Number 02463900), our school is governed by volunteer Directors, complemented by an advisory board of parents, professionals, the Headteacher, Deputy Headteacher, and the School Business Manager. Parents play an integral role as members of the school, actively participating in their children's learning, attending community and fundraising events as well as our annual AGM.

#### School office

Open term-time 8.00 am until 4.00 pm. Tel. 0117 969 2410.

For all enquiries, please contact our administrative team on [enquiries@ecolefrancaisedebristol.org](mailto:enquiries@ecolefrancaisedebristol.org)

#### Our preschool

We are a unique preschool offering high quality childcare in French. We have an established team of professional Early Years Practitioners and teacher who aim to provide high quality learning experiences through play and structured activities within the framework of the EYFS.

## We offer a choice of programmes:

- French maternelle accredited programme run by a native French, qualified teacher (“Professeur des Ecoles”) and French speaking practitioners. This curriculum is delivered Monday to Thursday in a French immersion context, better suited to bilingual children who speak French at home. However, our programme is open to all children whatever their proficiency in French. We offer a balanced education promoting multiculturalism and following the EYFS (Early Years Foundation Stage) framework. We are part of a network of French schools abroad (AEFE) and follow the French maternelle curriculum (Petite et Moyenne sections).
- Part-time programme on Mondays and Fridays supporting children’s additional language within the EYFS framework. Activities will be offered in small groups with qualified French speaking practitioners.
- We also offer the possibility for your child to attend any 3, 4 or 5-day combinations during the week.

These two services offer a balanced education to children whether bilingual or not, extending French language skills for bilingual children or supporting the learning of French as a Foreign Language.

Each child has a key person to support their learning and well-being.

### **Premises**

Our facilities include a two-part large bright classroom, a playground with amenities, a garden area where children grow vegetables, fruits and plants, and a sleeping area.

Please note that the Fonthill Centre car park is not accessible to parents, in accordance with our lease conditions with Bristol City Council, but there is ample off-street parking available.

### **Inspections**

Classes are inspected by OFSTED.

Our OFSTED registration number is **EY486621**.

Our last inspection was on 26.04.2023 and we were rated “good”. The inspection highlighted that “Children develop a desire to learn and are keen to get involved in the interesting activities on offer to them. All children develop their language and communication skills to a good standard in both their first language and any additional language they speak”.

The Maternelle is also inspected by The Inspector of the French National Education who on his last visit in January 2024, gave very positive feedback about our unique offer and outstanding teaching.

### **Communication**

We use the software *Learning Journal* to share pictures, comments, and observations of children throughout the week. We also have individual meetings to discuss children’s progress throughout the year, allowing a positive and effective partnership with parents / carers.

### **Children with Additional Needs**

Mathilde Monnet is our Special Educational Needs Coordinator (SENCO).

Please do not hesitate to ask for an appointment if you would like to share information about your child with Mathilde, or if you have any queries, on [SENCO@ecolefrancaisedebristol.org](mailto:SENCO@ecolefrancaisedebristol.org)

### **Lunchtime**

Pupils are required to bring a cold packed lunch (ice packs are recommended as we do not have refrigeration facilities) or hot food in a flask as well as a water bottle. Lunchtime is an enjoyable shared moment where children develop their social skills and language.

**We have children with severe allergies in our school and for their welfare, we aim to keep the school NUT FREE. We ask that parents/carers do not include tree nuts or peanuts in their child's lunchbox. We will advise parents, should additional restrictions need to be introduced, for the welfare of pupils or members of staff.**

### **Snacks**

Every morning, children participate in selecting and preparing a nutritious snack provided by the school. Additionally, a wholesome snack is offered in the afternoon. Our goal is to inspire children to discover new flavours and cultivate healthy eating habits.

### **Supplies**

Learning resources and materials are included in fees.

However, we kindly request parents to supply nappies and wipes as needed.

### **School events & PTA/"Les Amis"**

Several events are organised during the year in each class and for the whole school: Coffee morning with the headteacher, "goûters de la maternelle", class shows ... Parents are actively encouraged to contribute to the life of our class.

The PTA, "Les Amis", organises social events during the year to fundraise for the school (Halloween competition, Winter disco, Cheese and Wine, Fête de la musique...)

### **Follow on classes**

Once children start Reception, we offer the possibility to attend the Primary "Day Release" Reception/Grande Section class for bilingual pupils, able to follow a native French curriculum (when confirmed by our teacher recommendation).

Alternatively, you may apply for your child to join our Saturday French Club for pupils learning French as a Foreign Language.

**L'ÉCOLE FRANÇAISE DE BRISTOL (EFB)  
MATERNELLE/PRESCHOOL  
ADMISSIONS POLICY 2024-2025  
INCLUDING FUNDED SESSIONS POLICY 2024-2025**

“Funded sessions” are sessions for which we receive funding from the UK government.

### **Opening Hours**

- Monday to Friday, 8.00 am until 5.30 pm
- 38 weeks per year:

### **Term dates**

Term 1 (Autumn Term)

- Thursday 5 September 2024 to Friday 25 October 2024  
*(School closed for INSET days on Monday 2, Tuesday 3 and Wednesday 4 September 2024)*
- Monday 4 November 2024 to Thursday 19 December 2024  
*(School closed for INSET day on Friday 20 December 2024)*

Term 2 (Spring Term)

- Monday 6 January 2025 to Friday 14 February 2025
- Monday 24 February 2025 to Friday 4 April 2025

Term 3 (Summer Term)

- Tuesday 22 April 2025 to Friday 23 May 2025  
*(School closed Bank Holiday Monday 21 April & Bank Holiday Monday 5 May 2025)*
- Monday 2 June 2025 to Monday 21 July 2025  
*(School closed for INSET day on Tuesday 22 July 2025)*

### **Sessions**

We offer up to 21 places per day.

We offer registration:

- From the age of 2 years 9 months from the Autumn Term (up to 4 places for under 3's)
- From the age of 3 from the Spring and Summer Terms

## Registration options

1- Full day care 8.00 am to 5.30 pm

- Non-funded places.
- Part-funded places with a free session from 9.00 am until 4.30 pm and a daily charge for wraparound care.

*Children registered for full day care may arrive flexibly until 9 am and may be collected flexibly from 4.00 pm.*

2- Or funded sessions from 9.00 am until 4.30 pm only

- for 2-year-olds (up to 2 funded sessions per week, 15 hours)
- for 3 & 4 years olds (up to 4 funded sessions per week, 30 hours)

***Please note that the government grant received by the school for funded sessions does not cover the cost of our French programme, for which there is a separate activity fee ("French Programme Premium"). Please see 'Preschool Fees and Financial Assistance 2024-2025' for further details.***

Please note that we are unable to accommodate regular arrival after 9.00 am or regular collection before 4.00 pm, whether for full day care or for funded places.

Please note that we do not offer sessions from 9.00 am until 4.30 pm unless funded by the UK government. Any day when a child is not eligible for a free session (as confirmed by Bristol City Council later in the term) will be charged at full day care rate. We will contact you to let you know if we are advised of a variation from what was expected.

See ***"Preschool Fees and Financial Assistance 2024-2025"*** for details.

## Enrolment

Minimum enrolment is for two days per week.

- 2 days per week (Monday + Friday)
- 3 days per week (Any three days, according to availability)
- 4 or 5 days per week

## Deposit & Fees

See ***"Preschool Fees and Financial Assistance 2024-2025"*** for details.

## Register your interest

You will be asked to fill in an online **Registration of interest form** with your details and wishes.

- Which start date you would like
- Preferred days of attendance
- Funding you are eligible to / wraparound care you require (if any) around funded sessions

## Offers and registration

All registrations are subject to availability.

### Priority registration to Term 1 admissions

We will first process “**Registration of interest**” forms received until 26.04.2024:

- We will guarantee re-registration to our current preschool pupils, until 1<sup>st</sup> May 2024
- We will guarantee registration for siblings of our current preschool and day release pupils, if registered for at least 3 days, until 1<sup>st</sup> May 2024.
- We will make offers according to the highest number of days of attendance per week that parents apply for e.g. 5 days’ attendance per week first, then 4 days, then 3 days, then 2 days)

### We will then process “Registration of interest” forms received after 26.04.2024 for Term 1 Admissions.

In-year admissions will be subject to availability with priority given to siblings of current pupils for registration 3, 4 or 5 days at the start of term 2 and at the start of term 3. An offer will be made following receipt of the **Registration of interest form** by a set deadline each term.

If a place can be offered, we will confirm this in writing and ask you in turn to confirm that you wish to accept it, and to fill in the online registration form. On receipt of the online registration form, we will issue the invoice for the deposit, payable within 15 days.

If your child has medical needs, we will liaise with you to draft an Individual Health Care Plan (IHCP) prior to your child’s attendance.

Following the above, we will confirm a possible start date in writing.

## Changes to registration

See our “**Terms and Conditions 2024-2025**” covering adding or reducing days of registration, changing the agreed start date, etc. All allowable changes require advance written notice and for Term 1 (Autumn Term, from September 2024) please note that that the deadline for us to receive this notice is **22 June 2024**.

## Cancelling a child’s place

See our “**Terms and Conditions 2024-2025**” covering not taking up a place after registration or cancelling a child’s place from the following term. All changes require advance written notice and for Term 1 (Autumn Term, from September 2024) please note that that the deadline for us to receive this notice is **22 June 2024**.

## Waiting lists

We do not operate waiting lists due to the above priority criteria for registration (which also applies to funded sessions).

## FUNDED SESSIONS POLICY 2024-2025

The choice of days of attendance is the same as for full day care.

We offer funded sessions as part of the universal entitlement scheme and as part of the “working families” scheme:

- from 9.00 am until 4.30 pm  
(not less and not more than 7.5 hours per day, and between those times only)

We can offer up to 4 funded sessions per child per week, term-time:

- 15 hours over 2 days/2 funded sessions per week
- 22.5 hours over 3 days/3 funded sessions per week
- 30 hours per week/4 funded sessions per week

For detailed official government information and to check your eligibility, please go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) .

<b>Funded preschool sessions at the EFB</b> <b>9 am – 4.30 pm (7.5 hours per day)</b> For further details and conditions, please see <a href="http://www.childcarechoices.gov.uk">www.childcarechoices.gov.uk</a> and our documents <b>“Maternelle Preschool Fees and Financial Assistance 2024-2025”</b> and our <b>“Terms and Conditions 2024-2025”</b>		
Eligibility for a child born between 01.09.2020 and 31.08.2021	<b>From September 2024 to July 2025</b> <div style="background-color: #90EE90; padding: 5px; margin: 5px 0;">“Working families” offer (up 30 hours per week)</div> <div style="background-color: #FF69B4; padding: 5px; margin: 5px 0;">Or the “universal” offer (15 hours per week)</div>	
Eligibility for a child born between 01.09.2021 and 31.12.2021	<b>From September to December 2024</b> <div style="background-color: #90EE90; padding: 5px; margin: 5px 0;">“Working families” offer (up 15 hours)</div> <div style="background-color: #FFA500; padding: 5px; margin: 5px 0; font-size: 0.8em;">If conditions of eligibility are not met for the above scheme, your child will be eligible for funded sessions from January 2025 only.</div>	<b>From January to July 2025</b> <div style="background-color: #90EE90; padding: 5px; margin: 5px 0;">“Working families” offer (up to 30 hours)</div> <div style="background-color: #FF69B4; padding: 5px; margin: 5px 0;">Or “universal offer (15 hours)</div>
Eligibility for a child born between 01.01.2022 and 31.03.2022	<b>From January to March 2025</b> (Registration from your child’s 3rd birthday) <div style="background-color: #90EE90; padding: 5px; margin: 5px 0;">“Working families” offer (up 15 hours)</div> <div style="background-color: #FFA500; padding: 5px; margin: 5px 0; font-size: 0.8em;">If conditions of eligibility are not met for the above scheme, your child will be eligible for funded sessions from April 2025 only.</div>	<b>from April to July 2025</b> <div style="background-color: #90EE90; padding: 5px; margin: 5px 0;">“Working families” offer (up to 30 hours)</div> <div style="background-color: #FF69B4; padding: 5px; margin: 5px 0;">Or “universal” offer (15 hours)</div>
Eligibility for a child born between 01.04.2022* and 30.04.2022*	<b>From April to July 2025</b> (*Registration from your child’s 3rd birthday *New pupils will be admitted until 01.05.2025) <div style="background-color: #90EE90; padding: 5px; margin: 5px 0;">“Working families” offer (up 15 hours)</div> <div style="background-color: #FFA500; padding: 5px; margin: 5px 0; font-size: 0.8em;">If conditions of eligibility are not met for the above scheme, your child will be eligible for funded sessions from September 2025 only.</div>	<b>From September 2025</b> <div style="background-color: #90EE90; padding: 5px; margin: 5px 0;">“Working families” offer (up to 30 hours)</div> <div style="background-color: #FF69B4; padding: 5px; margin: 5px 0;">Or “universal offer (15 hours)</div>

To apply for the “working families” offer  
For 2-year-olds (from the term after your child’s 2nd birthday) – 15 hours per week  
For 3-year-olds (from the term after your child’s 3rd birthday) – 30 hours per week

- 1- Go to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) ; it includes links to the government’s application portal.
- 2- Get an eligibility code from HMRC; *please note that there may be conditions linked to residence/immigration status (they do not apply if you have Settled Status)*. You must have obtained a valid code by 31 August 2024 for Term 1, 31 December 2024 for Term 2, 31 March 2025 for Term 3. We recommend that you apply well in advance.
- 3- Fill in the EYR1 form that we will provide and return it to us fully completed and signed (together with your child’s birth certificate for your first claim), within our stated deadlines.
- 4- Re-confirm your code with HMRC every 3 months, to remain eligible

Grace periods if you lose eligibility to the “working families” offer:

- During the first half of a school term, your child will retain the 30 hours’ funding until the end of that term.
- During the second half of a school term, your child will retain the 30 hours’ funding until the end of the following term.

To apply for the “universal” offer  
For 3-year-olds (from the term after your child’s 3rd birthday) – 15 hours per week

- 1- Fill in the EYR1 form that we will provide and return it to us fully completed and signed (together with your child’s birth certificate for your first claim), within our stated deadlines.
- 2- You do not need a code! All children living in England are eligible.

### **Fees**

Any day when a child is not eligible for a free session (as confirmed by Bristol City Council later in the term) will be charged at full day care rate. We will contact you to let you know if we are advised of a variation from what was expected.

### **Notice Period**

Once you have signed the EYR1 form, you enter into a commitment for a full term. If you transfer to another provider, funding for “funded sessions” will be directed to your new provider from the start of the following term (January 2025, April 2025, September 2025).

(Please see advance, written notice that must be given for cancelling non-funded hours/wraparound care in our “**Terms and Conditions 2024-2025**”). Please note that for Term 1 (Autumn Term from September 2024, the deadline is **22 June 2024**).



### **Payment from 3rd Parties**

Funded sessions cannot be claimed at the same time that they are paid for by a third party. We will need to receive written confirmation as soon as possible so that we can work out hours that are a) paid by the college / university b) covered as free hours and c) paid for by you. Student parents may not always be eligible for expanded / extended childcare unless they meet the eligibility criteria found here [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **GDPR**

See our GDPR policy on the following link

[https://docs.google.com/document/d/1YufKHDPNZwBP01v1m8kL\\_-2YCdnOjvY/edit](https://docs.google.com/document/d/1YufKHDPNZwBP01v1m8kL_-2YCdnOjvY/edit)

### **Appeals**

If you have any complaints about any aspect of delivery of free hours, please contact Bristol City Council to discuss your questions and concerns. Please email the Family Information Service at [askcyps@bristol.gov.uk](mailto:askcyps@bristol.gov.uk) or call 0117 357 4192.