

Maintained Nursery Class

26 Places

1:13 Staffing Ratio

	Additional Staff/Head Teacher etc	1 Nursery Teacher	1 Nursery Nurse	Supernumerary	Total Time
Delivery of NEF	0	13hrs 30mins	15hrs	7hrs 30mins	36hrs
Set-up/Put Away	0	30mins	30mins	0	1hr
Planning	0	1hr 30mins	15mins	0	1hr 45mins
Team Meetings	15mins	35mins	35mins	0	1hr 25mins
Administration	5mins	30mins	15mins	0	50mins
Appraisals/Staff Review	5mins	10mins	5mins	0	20mins
Training/Networking	5mins	20mins	10mins	0	35mins
Meeting with Parents	0	15mins	15mins	0	30mins
Sick Leave	0	30mins	30mins	30mins	1hr 30mins
Time in Hours	30mins	17hrs 50mins	17hrs 35mins	8hrs	43hrs 55mins

Included within Delivery of NEF: Supporting children with additional needs
Pupil assessment
Meeting with parents on a daily basis

Set-up/Put Away 6mins a day to set-up, 6mins a day to put away.
Team Meetings 15mins a week x 38weeks = 9.5 hours a year in formal team/whole school meetings, 20mins per week in nursery meetings.
Appraisals/Staff Review 2 hours a year - 120mins/38weeks = 3.2mins a week - rounded-up to 5mins.
Training/Networking 20mins a week x 38weeks = 12 hours 40mins a year.
Meeting with Parents Parents evening for 3hrs, once a term - 540mins/38weeks = 14.2mins a week - rounded-up to 15mins
Sick Leave 30mins a week x 38 weeks = approximately 3 days cover per year, per staff member.

Maintained Nursery School

26 Places

1:13 Staffing Ratio

	Head Teacher	1 Nursery Teacher	1 Nursery Nurse	Supernumerary	Total Time
Delivery of NEF	6hrs	13hrs 30mins	15hrs	7hrs 30mins	42hrs
Set-up/Put Away	0	30mins	30mins	0	1hr
Planning	30mins	1hr 30mins	15mins	0	2hrs 15mins
Team Meetings	35mins	35mins	35mins	0	1hr 45mins
Administration	4hrs 5mins	30mins	15mins	0	4hrs 50mins
Appraisals/Staff Review	5mins	10mins	5mins	0	20mins
Training/Networking	2hrs	20mins	10mins	0	2hrs 30mins
Meeting with Parents	30mins	15mins	15mins	0	1hr 45mins
Sick Leave	30mins	30mins	30mins	0	1hr 30mins
Time in Hours	14hrs 15mins	17hrs 50mins	17hrs 35mins	7hrs 30mins	57hrs 10mins

Included within Delivery of NEF: Supporting children with additional needs
Pupil assessment
Meeting with parents on a daily basis

Set-up/Put Away 6mins a day to set-up, 6mins a day to put away.
Team Meetings 15mins a week x 38weeks = 9.5 hours a year in formal team/whole school meetings, 20mins per week in nursery meetings.
Appraisals/Staff Review 2 hours a year - 120mins/38weeks = 3.2mins a week - rounded-up to 5mins.
Training/Networking 2 hours a week x 38 weeks = 76 hours - Just under 12 days a year. 20mins a week x 38weeks = 12 hours 40mins a year.
Meeting with Parents Head-6mins greeting parents (6x5days=30mins). Parents evening-3hrs a term-540mins/38weeks=14.2mins (rounded-up to 15mins)
Sick Leave 30mins a week x 38 weeks = approximately 3 days cover per year, per staff member.

Childminder

6 Places

1:3 Staffing Ratio

	Childminder
Delivery of NEF	15hrs
Set-up/Put Away	2hrs 30mins
Planning	30mins
Team Meetings	0
Administration	1hr 15mins
Appraisals/Staff Review	0
Training/Networking	20mins
Meeting with Parents	0
Sick Leave	0
Time in Hours	19hrs 35mins

Included within Delivery of NEF Supporting children with additional needs
Pupil assessment
Meeting with parents on a daily basis

Set-up/Put Away 15mins a day to set up, 15 mins a day to put away.
Team Meetings No team
Appraisals/Staff Review No Team
Training/Networking 20mins a week x 38weeks = 12 hours 40mins a year.
Meeting with Parents Would all be carried out within free entitlement
Sick Leave No staff to cover sick leave

Independent School Nursery

16 Places

1:8 Staffing Ratio

	Additional Staff/Head Teacher etc	1 Nursery Manager	Nursery Nurse	Nursery Nurse	Total Time
Delivery of NEF	0	2hrs 30mins	13hrs 45mins	13hrs 45mins	30hrs
Set-up/Put Away	0	0	30mins	30mins	1hr
Planning	0	1hr 30mins	15mins	15mins	2hrs
Team Meetings	15mins	35mins	35mins	35mins	2hrs
Administration	5mins	30mins	15mins	15mins	1hr 5mins
Appraisals/Staff Review	5mins	15mins	5mins	5mins	30mins
Training/Networking	5mins	10mins	5mins	5mins	25mins
Meeting with Parents	0	30mins	15mins	15mins	1hr
Sick Leave	0	30mins	30mins	30mins	1hr 30mins
Time in Hours	30mins	6hrs 30mins	16hrs 15mins	16hrs 15mins	39hrs 30mins

Included within Delivery of NEF:

Supporting children with additional needs
Pupil assessment
Meeting with parents on a daily basis

Set-up/Put Away

6mins a day to set-up, 6mins a day to put away.

Team Meetings

15mins a week x 38weeks = 9.5 hours a year in formal team/whole school meetings, 20mins per week in nursery meetings.

Appraisals/Staff Review

2 hours a year - 120mins/38weeks = 3.2mins a week - rounded-up to 5mins.

Training/Networking

5mins = 3hrs 10mins a year, 10mins = 6hrs 20mins a year

Meeting with Parents

Manager-6mins greeting = 30 mins. Parents evening for 3hrs, once a term - 540mins/38weeks = 14.2mins a week - rounded-up to 15mins

Sick Leave

30mins a week x 38 weeks = approximately 3 days cover per year, per staff member.

Independent School Reception Class

26 Places

1:13 Staffing Ratio

	Additional Staff/Head Teacher etc	1 Nursery Teacher	1 Nursery Nurse	Supernumerary	Total Time
Delivery of NEF	0	13hrs 30mins	15hrs	7hrs 30mins	36hrs
Set-up/Put Away	0	30mins	30mins	0	1hr
Planning	0	1hr 30mins	15mins	0	1hr 45mins
Team Meetings	15mins	35mins	35mins	0	1hr 25mins
Administration	5mins	30mins	15mins	0	50mins
Appraisals/Staff Review	5mins	10mins	5mins	0	20mins
Training/Networking	5mins	20mins	10mins	0	35mins
Meeting with Parents	0	15mins	15mins	0	30mins
Sick Leave	0	30mins	30mins	30mins	1hr 30mins
Time in Hours	30mins	17hrs 50mins	17hrs 35mins	8hrs	43hrs 55mins

Included within Delivery of NEF: Supporting children with additional needs
Pupil assessment
Meeting with parents on a daily basis

Set-up/Put Away 6mins a day to set-up, 6mins a day to put away.
Team Meetings 15mins a week x 38weeks = 9.5 hours a year in formal team/whole school meetings, 20mins per week in nursery meetings.
Appraisals/Staff Review 2 hours a year - 120mins/38weeks = 3.2mins a week - rounded-up to 5mins.
Training/Networking 20mins a week x 38weeks = 12 hours 40mins a year.
Meeting with Parents Parents evening for 3hrs, once a term - 540mins/38weeks = 14.2mins a week - rounded-up to 15mins
Sick Leave 30mins a week x 38 weeks = approximately 3 days cover per year, per staff member.

Voluntary Setting
16 Places
1:8 Staffing Ratio

	1 Leader	Nursery Nurse	Nursery Nurse	Total Time
Delivery of NEF	11hrs 40mins	14hrs 10mins	14hrs 10mins	40hrs
Set-up/Put Away				
Set-up/Put Away	30mins	35mins	35mins	1hr 40mins
Planning/Pupil Assessment	1hr 30mins	15mins	15mins	2hrs
Team Meetings	35mins	35mins	35mins	1hr 45mins
Administration	45mins	10mins	10mins	1hr 5mins
Appraisals/Staff Review	10mins	5mins	5mins	20mins
Training/Networking	20mins	10mins	10mins	40mins
Meeting with Parents	30mins	15mins	15mins	1hr
Sick Leave	30mins	30mins	30mins	1hr 30mins
Time in Hours	16hrs 30mins	16hrs 45mins	16hrs 45mins	50hrs

Included within Delivery of NEF: Supporting children with additional needs
Pupil assessment
Meeting with parents on a daily basis

Set-up/Put Away 9mins a day to set-up, 9mins a day to put away.
Team Meetings 15mins a week x 38weeks = 9.5 hours a year in formal team/whole school meetings, 20mins per week in nursery meetings.
Appraisals/Staff Review 2 hours a year - 120mins/38weeks = 3.2mins a week - rounded-up to 5mins.
Training/Networking 20mins a week x 38weeks = 12 hours 40mins a year.
Meeting with Parents Leader 6mins greeting = 30mins. Parents evening for 3hrs, once a term - 540mins/38weeks = 14.2mins a week - rounded-up to 15mins
Sick Leave 30mins a week x 38 weeks = approximately 3 days cover per year, per staff member.

Private Nursery
16 Places
1:8 Staffing Ratio

	1 Nursery Manager	1 Room Leader	Nursery Nurse	Nursery Nurse	Total Time
Delivery of NEF	0	12hrs	13hrs 45mins	13hrs 45mins	39hrs 30mins
Set-up/Put Away	0	20mins	20mins	20mins	1hr
Planning	30mins	1hr 30mins	15mins	15mins	2hrs 30mins
Team Meetings	15mins	35mins	35mins	35mins	2hrs
Administration	1hr 30mins	15mins	10mins	10mins	2hrs 5mins
Appraisals/Staff Review	5mins	15mins	5mins	5mins	30mins
Training/Networking	5mins	15mins	10mins	10mins	40mins
Meeting with Parents	30mins	15mins	15mins	15mins	1hr 15mins
Sick Leave	0	30mins	30mins	30mins	1hr 30mins
Time in Hours	2hrs 55mins	15hrs 55mins	16hrs 5mins	16hrs 5mins	51hrs

Included within Delivery of NEF: Supporting children with additional needs
Pupil assessment
Meeting with parents on a daily basis

Set-up/Put Away 6mins a day to set-up, 6mins a day to put away.
Team Meetings 15mins a week x 38weeks = 9.5 hours a year in formal team/whole school meetings, 20mins per week in nursery meetings.
Appraisals/Staff Review 2 hours a year - 120mins/38weeks = 3.2mins a week - rounded-up to 5mins.
Training/Networking 15mins a week x 38weeks = 9 hours 30mins a year.
Meeting with Parents Manager - 6mins greeting = 30mins. Parents evening for 3hrs, once a term - 540mins/38weeks = 14.2mins a week - rounded-up to 15mins
Sick Leave 30mins a week x 38 weeks = approximately 3 days cover per year, per staff member.