

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	55mins	55mins	0	2hrs 5mins
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	18hrs 10mins	17hrs 55mins	8hrs	44hrs 35mins

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, 40mins 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.

**DRAFT FOR DISCUSSION AND NOT FOR
GENERAL CIRCULATION**

**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	1hr	1hr 30mins	0	2hrs 30mins
Planning	30mins	1hr 30mins	15mins	0	2hrs 15mins
Team Meetings	55mins	55mins	55mins	0	2hr 45mins
Administration	6hrs 45mins	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
Sick Leave	30mins	30mins	30mins	0	1hr 30mins
Time in Hours	16hrs 15mins	18hrs 40mins	18hrs 55mins	7hrs 30mins	61hrs 20mins

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, 15mins a day to put away.
Team Meetings 15mins a week x 38weeks = 9.5 hours a year in formal team/whole school meetings, 40mins 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.

**DRAFT FOR DISCUSSION AND NOT FOR
GENERAL CIRCULATION**

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	55mins	55mins	0	2hrs 5mins
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	18hrs 10mins	17hrs 55mins	8hrs	44hrs 35mins

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.

**DRAFT FOR DISCUSSION AND NOT FOR
GENERAL CIRCULATION****Childminder
6 Places
1:3 Staffing Ratio**

	Childminder
Delivery of NEF	15hrs
Set-up/Put Away	2hrs 30mins
Planning	30mins
Team Meetings	5mins
Administration	30mins
Appraisals/Staff Review	0
Training/Networking	20mins
Meeting with Parents	25mins
Sick Leave	0
Time in Hours	19hrs 20mins

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 3hrs a year for meeting with Childminding Network Co-ordinator
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

5mins