

11th June 2020

Dear Parents and Carers

CLAIMING 30 HOURS CHILDCARE IN THE AUTUMN TERM SEPTEMBER 2020

All parents/carers who are working, have a 3 or 4 year old and want to claim funded extended hours (30 hours free funding), you **MUST** make sure that you have applied to HMRC no later than **31 August 2020**. All parents/carers with a code, make sure your details are up to date. You must do this every three months. Visit [www.gov.uk/childcareaccount](http://www.gov.uk/childcareaccount) for more information.

You do not need to do anything now for the universal hours (15 hours free funding). I will apply for this on your behalf in September, once the *Parent Declaration Form* has been completed.

Please don't hesitate to contact me, should you have any queries.

With kind regards

**Olivia Duckney**

Administrative Assistant