



## The FEEE stretched offer – Banking hours

### What are stretched hours?

**Stretched hours** - This is usually utilised for parents who take additional hours over and above their FEEE hours. This process involves spreading any additional costs (and consequently the deduction of the FEEE monies received) over a number of equal payments, usually over a term or 12 month period. This helps parents with their financial planning as they are not faced with higher costs during the holiday periods.

This is an internal process to your own business and does not require any further instruction. A parent/carer cannot insist that a provider offers this, but if you can accommodate a parent/carer's request we would definitely recommend you doing so. If you would like some advice on how to implement / administer a stretched offer please contact us on 0116 305 5788 or email: [Feee@leics.gov.uk](mailto:Feee@leics.gov.uk).

### What are banked hours?

**Banked hours** – children not claiming their full entitlement of 15 hours or the extended entitlement of 30 hours during term time, can bank their funded hours for use in the holiday periods.

For example, if John Doe is claiming 10 hours for the 15 weeks in the autumn term he essentially has 5 hours per week spare (or a total of 75 hours) to bank and claim during holiday time.

### Terms and conditions

Banked hours can only be deferred within an academic year. If a child defers hours in the autumn and spring, they must be used in the summer, otherwise they will no longer be available and will not be funded.

Banked hours from the summer term cannot be deferred into the following academic year i.e. the autumn term.

Banked hours can only be taken in the holiday periods (half terms, Christmas, Easter and summer breaks).

Hours from the autumn term for example **cannot be retrospectively banked** on the spring or summer headcount forms. If you have missed them off the headcount/mid-term adjustment form for the current term, you can send in a letter stating the additional hours required and these will be paid on an ad hoc basis. **FEEE rules and**

**regulations still apply to holiday periods and hours banked for use during this time.** Hence a maximum of 15 hours /30 hours if eligible per week still applies throughout the holiday periods.

### **How do I claim banked hours?**

To claim the banked hours, you need to either add them to the current terms Headcount form e.g. John Doe attends your setting for 10 hours per week for 10 weeks in the summer term, term time ( $10 \times 10 = 100$  hours) but the child will also be attending your setting for 10 hours per week during the holidays. The child will therefore be able to use their spare hours from the term time (5 hours  $\times$  10 weeks = 50 hours) in the holiday period and these will also need to be added to the total figure on the headcount.

Any banked hours missed off the headcount form can be claimed via the mid-term adjustments.

### **Planning for banked hours**

You will need to have good communication with parent/carer(s)

### **When will I receive payment for banked hours?**

Payment for banked hours submitted on headcount will be paid with the final payment amount or if you have submitted any banked hours on the mid-term adjustment it will be paid with these.