

# Early years provider update email

4 September 2017

## In this issue

### FEEE:

- Updated provider agreements, Autumn term headcount, 2 Year Old FEEE and more

### 30 Hours:

- Autumn Term sign up

### Training courses

- 3i events and 2-for-1 on all business related courses

### Safeguarding

- Keeping children safe online

### Local News

- Committee updates

### National News

- Ofsted myth busting videos

### **Congratulations.....**

to the following providers who achieved an Outstanding Ofsted grade over the last few months

The Hunny Pot Day Nursery, Oadby & Wigston District  
Gemma Walsh, Harborough District

## **FEEE**

### **Provider Agreements**

Your provider agreement for the period covering the 1<sup>st</sup> September 2017 – 31<sup>st</sup> March 2019 has been released via Anycomms+.

Please ensure that you have read this document fully and that it is signed and returned by the legal entity of the business by the **29<sup>th</sup> September 2017** at the latest. You only need to return page 11 of the document and instructions are included as to how you can return this. You can use an electronic signature if you have the facilities, you can return a signed scanned version via Anycomms+ or you can simply pop it in the post.

## Autumn term headcount 2017

This is a reminder that your autumn term headcount form will be available from the 11<sup>th</sup> September 2017 until the 2<sup>nd</sup> October 2017 via Anycomms+. You will receive an email alert and a guidance document nearer the time. Please ensure that you have validated all DERN numbers for children eligible for the 30 hours extended entitlement by the 8<sup>th</sup> September 2017 to ensure you receive your full claim. If we do not have a valid DERN for a child we will not be able to pay for more than the 15 hours.

## DAF payment

If you have any children who are eligible to claim the DAF payment, please can you upload a copy of the PSOU that nominates your setting to receive the funding along with evidence they receive DLA via AnyComms **no later than a week after the close of headcount.**

Any information sent in after this date means that the DAF payment will not be paid until after the following terms head count.

## Website updates

In line with the release of the new provider agreements and the new statutory guidance implementable from the 4<sup>th</sup> September 2017, we have reviewed and updated the information and resources available on the web.

In particular please pay attention to the following amends:

[Updated local guidance document](#)

[Updated PSOU document](#)

[Parent facing web pages](#)

## 2 Year funding

Throughout the autumn term, there will be two different ways that parents can check their eligibility for the 2 year funding online, so if you accept 2 year funding it will be useful to know how parents may be presenting you with evidence of their eligibility.

- My Early Learning: This was the old way of checking and will be closing at the end of December. As the website address is on old promotional material, some parents may still check this way. A letter will confirm their eligibility and their unique reference number. As before, continue to make a note of this number on the PSOU form and then add the details to the headcount (once this is live on Anycomms+). You do not need to upload this information to the provider portal.
- Citizen Portal: Parents apply from our website [www.leicestershire.gov.uk/apply-for-2s](http://www.leicestershire.gov.uk/apply-for-2s). This system is now live and will replace My Early Learning as the only way to check 2 year funding from January. If eligible, parents will receive an eligibility code starting TYF, but will not have a letter to give to providers. They may be able to show you their email confirmation or alternatively they could login to their citizen portal account to evidence their successful application. Again, you do not need to validate this code using the provider portal. [www.leicestershire.gov.uk/apply-for-2s](http://www.leicestershire.gov.uk/apply-for-2s) .

## 2 Year Old Checks

This is a quick reminder to all providers that where you are supporting 2 year old funded places to an out of county looked after child (i.e. not a Leicestershire child), you can claim for that child on your headcount form. Those with parental responsibility for the child will need to complete a non-economic check via the citizen portal. They may be required to upload evidence of their looked after status and should ensure they have this available electronically at the point of application. Parents / carers can access the citizen portal at [www.leicestershire.gov.uk/apply-for-2s](http://www.leicestershire.gov.uk/apply-for-2s) .

Funding is then paid following headcount submission and by the final payment date.

## 30 Hours

### 30 hours Autumn Term sign up

Checking for parents for the Autumn term closed on 31<sup>st</sup> August.

To sign up for the Spring term we would advise providers to ask parents to start checking eligibility from October onwards

To enable parents to do this they must have a government gateway account. Please make parents aware they are running the risk of not receiving the extended offer if they leave their application to the last minute. Parents can access the online checker by visiting [childcarechoices.gov.uk](http://childcarechoices.gov.uk).

Please ensure your parents are aware that the local authority is unable to overturn any negative eligibility outcomes. You should also ensure that you have the parents DERN number, a record of their national insurance numbers and their child's date of birth at the time of negotiating any extended entitlement take up.

Parents are required to check their eligibility for the 30 hours funding every 3 months. Parents can access more information about the funding and their entitlement by visiting the [web](#).

### Eligibility codes

The local authority has a responsibility to validate the child's eligibility code. During this interim period, until the provider portal is up and running, we are asking providers for the following information:

You will need to upload via anycomms+ in a word (or word-compatible) document.

- Setting name
- Contact telephone number
- DERN
- Parent's national insurance number or national asylum seekers number
- Child's date of birth

You can send the information in bulk (several on a single document) or upload an individual document for each check. We will then check the validity of the code and let you know the outcome.

Please can we request that you start to upload this information to us as soon as possible to ensure that we can validate all DERN numbers prior to the submission of headcount data.

**Please can you make sure that the information provided is correct as any errors in the numbers you provide will mean that the validity check will fail.**

When parents come to you with their eligibility code please make sure you reference the table below which clearly states when a child is eligible based on their birthday and when a check has been completed. If a parent does not complete a check prior to the dates stated below they will have to wait until the following term to take up their extended entitlement, but may still access the universal 15 hours. Children who are in reception class **cannot** receive any funding even if they have a valid DERN number.

<i>Born between:</i>	<i>30 hours eligibility check competed by</i>	<i>Eligible for a free place from:</i>
1st April and 31st August.	31st August	The start of the autumn term after their 3rd birthday
1st September and 31st December.	31st December	The start of the spring term after their 3rd birthday
1st January and 31st March.	31st March	The start of the summer term after their 3rd birthday

## Training

### **New term special offer: - 2 for 1 on all business related courses – BOOK NOW**

For a limited time only you can now book two people for the price of one on our business related workshops. These include, Blended / Partnership working, Planning your business for 30 hours, Leading a committee run setting and Modelling your childcare business.

This is an excellent opportunity to work with another colleague or committee member in developing your setting through sound business practice.

When booking a workshop please just book in the normal way for a single person booking, but add the additional person details in the 'Please indicate any individual support needs or special requirements' box on page 3.

### **3i Events - BOOK NOW**

These are drop-in events with specific times dedicated to workshops and bring together all aspects of early years into one place. (Business, workforce, teaching and learning and safeguarding). Please book on to a timeslot 4pm / 5pm / 6pm to ensure that you are able to access a relevant workshop.

Workshop 1 (4pm and 5pm bookings): **1:8 or 1:13 Quality over quantity?** This workshop for settings will explore the impact of differing staff to child ratios on the quality of practice in your setting.

Workshop 2 (6pm booking): **How FEEE can complement your childminding business.** This workshop, exclusively for childminders, will explore the benefits of offering FEEE in a variety of ways. It will also support you to manage the payment schedule so that it works for your business.

More details can be found on the [attached leaflet](#)

**The following courses have limited spaces so please book asap to confirm your spot. For details about any of the courses below please see the [training booklet](#) in this link.**

*Please note an error was made in the training eblast sent on the 17<sup>th</sup> August. The wrong dates and reference numbers for the Music and Movement training course were given. If you booked these courses, please check your confirmation email which have the correct details. Apologies for the error.*

<b>Start Date/Time</b>	<b>Title</b>	<b>Reference</b>	<b>Training Venue</b>	
09/09/2017 09:30	Quality of Teaching and Learning	4001	John Storer House, Loughborough	<b><u>BOOK NOW</u></b>
12/09/2017 09:30	Advanced Child Development and the EYFS	4000	Melton Carnegie Museum	<b><u>BOOK NOW</u></b>
12/09/2017 09:30	Essential Safeguarding Awareness: Refresher	4003	Marlene Reid Centre, Coalville	<b><u>BOOK NOW</u></b>
12/09/2017 18:30	Pathways to childminding registration	4022	George Ward Community Centre, Barwell	<b><u>BOOK NOW</u></b>
16/09/2017 09:00	Safeguarding Children: Childminder Designated Safeguarding Lead	4012	The King's Centre, Wigston	<b><u>BOOK NOW</u></b>
20/09/2017 09:30	Blended / Partnership working for day nurseries and pre-schools	4037	Syston Community Centre	<b><u>BOOK NOW</u></b>

23/09/2017 09:30	Music and Movement in the Early Years	4028	Ulverscroft Activity Centre (The Manor)	<b><u>BOOK NOW</u></b>
30/09/2017 09:30	Safeguarding Children: Designated Safeguarding Lead	4009	The King's Centre, Wigston	<b><u>BOOK NOW</u></b>
05/10/2017 09:30	Coaching and Mentoring to Enhance and Develop Team Performance	4030	Leicester Racecourse, Oadby	<b><u>BOOK NOW</u></b>

## Safeguarding

Don't forget to book on to your [Competency Recall workshop](#). This will be the last one for some time!

'Saferinternet' have produced [information](#) in how to keep your children safe online.

Child friendly resources on children's rights:

Children's Rights Alliance for England (CRAE) has published a [pamphlet](#), in child friendly language, summarising the UN Committee on the Rights of the Child's verdict on how well the UK is respecting children's rights.

The Department for Education (DfE) has [published findings](#) from a small scale study to develop understanding of how local authorities in England are responding to radicalisation.

## Local News

### Committees

Autumn Term is when a number of Committee Run Settings will have changes to the Trustees or Committee Members as the old members will have resigned or will be looking to resign as their children have left the Preschool to start the new Academic Year in the Reception class. Therefore it is important that the Setting follows all Ofsted processes for the new committee, which include obtaining DBS checks for the new Committee Members, completing the EY3 forms and ensuring the Ofsted are aware of these changes.

Failure to meet the Ofsted requirement could mean that your Ofsted Outcome at Inspection is downgraded to an Inadequate.

For further information regarding all aspects of running a committee based setting visit our site: <https://resources.leicestershire.gov.uk/education-and-children/early-learning-and-childcare/setting-up-and-running-a-childcare-business/committee-roles-and-responsibilities>

Please ensure that your new committee members are aware of their Roles and Responsibilities, they can do this by attending the Leading a Committee Run Setting Training Course on 7<sup>th</sup> October at the DBS Offices, Glenfield, Leicester. This is a half day course will give and oversight of what a Committee does and includes:

- The legal obligations of Committee Members
- Leader and Chair's role and relationship
- Supervision and appraisal of the leader
- Ofsted issues with committee run settings
- Planning the implementation of 30 hrs free childcare and setting business plan targets.

Book onto the course here: <http://www.leicestershiretradedservices.org.uk/Article/25254>

## Healthwatch Leicestershire - calling all Mums and Mums to be

Healthwatch Leicestershire is calling for expectant mothers, and mothers with children under 3 years of age, to complete a survey and share their views and experiences of using health services. The survey can be found

online at: <https://www.surveymonkey.co.uk/r/68KLPN5> or on the [Healthwatch Leicestershire](#) website under 'Have your say'.

## National News

Ofsted [Videos: mythbusting in early years](#) - A new set of nine short films to bust myths about early years inspections.

**New resources for SEND** are now available. These Innovative and relevant [early years SEND resources](#) by Nasen, support the busy professional to work effectively at a strategic level and practically, day-to-day, in the classroom.

**Don't forget to catch up on e-blasts sent over the last few months  
if your provision has been closed for the summer !**

**Latest news including the Fortnightly Provider E-Blasts can be found at  
<https://resources.leicestershire.gov.uk/elc-news>**