

If you have queries about any of the above, please email

 eyservice@gloucestershire.gov.uk 



22 October 2024

Good morning!

Welcome to this week's Business Newsletter.

We are giving you advanced notice that DfE require all local authorities that fund Early Years provision to provide data regarding the number of children with SEND accessing Early Years Entitlement Funding.

All settings will therefore be required to complete a Early Years SEND data questionnaire during week commencing 4 November 2024. The questionnaire does not have to be completed on that specific date, but will need to capture the total number of children with SEND accessing Early Years Funding Entitlement as at 4 November 2024. All data **must** be received by GCC by Monday 11 November 2024 to enable us to prepare the DfE return.

We understand that this is a short time-frame but would really appreciate your support with this DfE requirement, particularly as submitting this data to DfE will ultimately demonstrate the true picture of support requirements within Gloucestershire.

If you have any questions, please email [EY Business Support](#).

Business Support and Funding Team News

Childcare Sufficiency Duty Report 2023-2024

The report is now ready and has been uploaded to the [Early Years website](#). Please download a copy [here](#).

This is a comprehensive document that outlines useful information regarding the current situation on childcare places across the County.

Early Years Capital Grant - January 2025

Thank you to those of you who have recently applied for this grant, the results are to be shared with applicants soon.

For those settings who are considering applying for the grant in January please book onto one of the following briefing sessions. We will be able to share with you the application process, grant eligibility, templates that need to be completed and support available in making an application.

Wednesday 6 November - 4.30pm-5.30pm - Online - Book [here](#).

Wednesday 6 November - 6.00pm-7.00pm - Online - Book [here](#).

Friday 8 November - 11.00am- 12.00pm - Online - Book [here](#).

Creating a Contingency Fund

As the Early Years landscape continues to evolve and we see an increase in the number of families accessing the Extended Early years Entitlements, the business support team continue to advise settings on all business-related matters and have been reviewing our training programme to support providers with these changes.

As part of that review we have been looking at how we can support providers to plan for increases in business running costs including how to build a contingency fund (good practice is to build 3 months running costs as a contingency fund) for unexpected costs. If this is something that you feel would be beneficial to you, please do book onto our training opportunities in the training panel below.

Early Years Entitlements - Update

The amendment task for your funding claims for the Autumn term will open on 4 November and closes on 29 November.

If you are adding new starters or leavers to this task, please ensure that you amend the dates and weeks accordingly. Sections 17 and 18 of the Portal User Guide covers how to make these entries.

Incorrect information submitted via the funding tasks creates data conflicts for the funding team to resolve. Due to the increase in funding claims for the autumn term, those conflicts were over 9,500 records in September, more than double those submitted in the summer term. Please ensure that your tasks are accurate before submitting them. Double check names are spelt correctly and are in the right fields, forename and surname. Has the child's gender changed when you have scrolled through the fields on the child's record? Have you claimed the correct number of weeks? 14 is the maximum number of funded weeks for the autumn term. Does the child have a valid Working Parents Entitlement code for the autumn term? Has the child now started school, even on a phased introduction?

Your support with your data quality would be greatly appreciated and helps the funding team achieve the published payment dates without any delays.

Business Support

We can all see the speed at which the political landscape is changing, so it's important to understand that the advice given by the business support team reflects what is happening at that current time.

We strongly recommend settings keep their business plan up to date to consider possible changes which would be picked up in their PEST and SWOT analysis and account for it in future cash flow forecasts, for example change in minimum wage, change in budget announcements, change of lease arrangements etc. that could have a major impact on their business model.

All providers should have a copy of their Premises lease/licence available. Is yours available? You need to ensure that you fully understand your responsibilities in terms of premises maintenance, insurance and utilities costs, any specific terms regarding operating hours, break clauses, notice periods etc and that you ensure you are compliant with the terms and conditions within this legal document. It is important to consider future inflationary rent increases when completing financial planning for the future.

Any grant applications will require a copy of your lease/licence to be submitted with your application.

Childcare Places - Sufficiency

The Early Years Service has a statutory duty to ensure parents can access a childcare place for their child. As part of our requirement to carry out supply and demand mapping for childcare places across all localities it would be helpful if you could notify the business

support team if you are receiving calls from parents requesting childcare places that you are unable to accommodate.

It would be useful for us to have details of the age range of the child and the days and hours requested. Please can you share this information by sending it to [EY Business Support](#).

This will help us to identify areas of sufficiency need and will enable us to focus on support for expansion in areas where there is insufficient childcare provision.

When speaking with parents please direct them to the Glos Families directory to find alternative childcare provision in the area. [Glofamilies Directory](#)

New changes for Childminders

From 1 November 2024, the Department for Education (DfE) will be introducing new flexibilities for childminders in England, including:

- The creation of a new category of childminder, 'childminder without domestic premises' that works entirely from non-domestic premises. A new title, 'childminder with domestic premises' for those working within a home.
- More flexibility for childminders with domestic premises and providers of childcare on domestic premises (COPD) to spend more time operating on a non-domestic premises such as a church hall. (This is an expansion of the current rule that allows this for 50% of the time).
- Increasing the total number of people that can work together under a childminder's registration from 3 to 4 (including the childminder) and CODPs from 4 or more, to 5 or more people

Some useful links for more information:

[New changes for childminders coming soon – Ofsted: early years \(blog.gov.uk\)](#)

[EYFS statutory framework for childminders \(publishing.service.gov.uk\)](#)

School - based Nurseries

The first round of funding launches for up to 300 school-based nurseries this week as part of the government's plan to increase early education capacity.

Members of the early years' service are attending national events in the coming weeks regarding school- based nurseries and will share more information as it becomes available.

[School-based nurseries plan kicks off with £15 million funding - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/school-based-nurseries-plan-kicks-off-with-15-million-funding)

Business Team Network Meetings

Thank you to those of you who attended the meeting last week, we look forward to welcoming more of you to these meetings over the coming months. Please let us know of any specific areas you would like to discuss, send any suggestions to the [EY business inbox](#).

Please look out for the focus for the next meeting, our September meeting will focus on the EY capital grant funding process.

The dates and booking links are as follows:

26 November 2024 - 7pm to 8pm - book [here](#). **The focus will be: Business Planning for SEND.**

10 December 2024 - 7pm to 8pm - book [here](#).

As these are online meetings and bookings will close the day before. We will send out the links on the morning of each event.

Wraparound news from the team – Anita, Roxy and Lisa

Congratulations!

to the successful applicants from the Grant Panel on 11 October 2024 who were:

Progressive Sports at Tibberton Community Primary School and Early Years Progressive Sports at Hartpury C of E Primary Academy

Eastcombe Primary School

Redmarley C of E Primary Academy, and Bromesberrow St Marys

Uley Primary School

All My Friends Brockworth at Brockworth Primary Academy

Bromesberrow St Mary C of E Primary School

All my Friends Heron at Heron Primary School

Slimbridge Primary School

Cranham C of E Primary School

Kiki's Kidz at Hunts Grove Primary Academy

Northway Preschool Northway Infant school and Carrantbrook Junior

We look forward to working with you all over the coming months to support you in providing high quality wraparound care.

A reminder to those still wanting to apply for funding!

Final planned application window for wraparound

Application round 3: Opens 2 Jan 2025 to 31 Jan 2025 with the Grant Panel 14 Feb 2025

There is no further application windows planned due to changes in the wraparound programme. So please make sure that you do not miss your chance to apply for funding.

If you need support in getting applications in to us, please contact the team on wraparound2@gloucestershire.gov.uk

As before we are offering online support for providers wanting to apply for funding in this round. Dates and booking links are as follows:

Tuesday 19 November 2024 9.30am to 10.30am - [Book here](#).

Thursday 21 November 2024 2pm to 3pm - [Book here](#).

Thursday 9 January 2025 9.30am to 10.30am - [Book here](#).

Monday 13 January 2025 2pm to 3pm - [Book here](#).

Training courses from the Business Support, Funding and Wraparound Teams

We have developed a range of refreshed courses for the new year as follows:

In person training

Provider Portal - Claiming the funded entitlements and using the Self Update Portal - 25 October 2024 - 10am to 12noon - Shire Hall - Book [here](#).

Developing Your Early Years Business in a Climate of Change - 11 November 2024 - 2pm to 4pm - Book [here](#).

Developing and Upskilling Your Team to Promote Staff Engagement and Retention - 18 November 2024 - 2pm to 4pm - Shire Hall - Book [here](#).

TITLE CHANGE: Business Development for Aspiring Leaders (previously Personal Development for Aspiring Early Years Leaders) - 3 December 2024 - 10.00am to 12noon - Shire Hall - Book [here](#).

Please note - most training is subject to a charge. Please check the price when you make your booking. If you are in any doubt, please email [EY Administrators](#).

The standard GCC Cancellation Policy will apply:

- 100% refund 10 days or more before the course starts.
- 50% refund between 9 and 5 days before the course starts.
- 0% refund between 4 and 2 days before the course starts.
- 0% refund between 1 day or fewer before the course starts.

Online training

Committee Roles and Responsibilities and their Role in Supporting Provision - 12 November 2024 - 4pm to 6pm - Online - Book [here](#).

Wraparound Application Business Plan Training - 19 November 2024 - 9.30am to 10.30am - Online - Book [here](#).

Wraparound Application Business Plan Training - 21 November 2024 - 2pm to 3pm - Online - Book [here](#).

Developing and Upskilling Your Team to Promote Staff Engagement and Retention - 22 November 2024 - 2pm to 4pm - Online - Book [here](#).

Developing Your Early Years Business in a Climate of Change - 26 November 2024 - 4pm to 6pm - Book [here](#).

Business Network Teams Meeting - 26 November 2024 - 7pm to 8pm - book [here](#). **The focus will be: Business Planning for SEND.**

TITLE CHANGE: Business Development for Aspiring Leaders (previously Personal Development for Aspiring Early Years Leaders) - 5 December 2024 - 3pm to 5pm - Book [here](#).

Business Network Teams Meeting - 10 December 2024 - 7pm to 8pm - Book [here](#).

Wraparound Application Business Plan Training - 9 January 2025 - 9.30am to 10.30am - Online - Book [here](#).

Wraparound Application Business Plan Training - 13 January 2025 - 2pm to 3pm - Online - Book [here](#).

Where the course is online delegates will receive the links to the training on the morning of the event.

Please note - most training is subject to a charge. Please check the price when you make your booking. If you are in any doubt, please email [EY Administrators](#).

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Useful Contacts

Gloucestershire Early Years: [Early Years and Childcare | Early Years Service \(gloucestershire.gov.uk\)](#)

Childcare Works: Useful tools for settings regarding business: [HUB for Providers - childcareworks.org.uk](#)

Office for Standards in Education (Ofsted): Ofsted inspects and regulates services that care for children and young people [Ofsted - GOV.UK \(www.gov.uk\)](#)

PATA: PATA now has support tools available to purchase for non-members as well as members, including sample policies tailored specifically for Gloucestershire. [PATA \(UK\) - Home \(pataglos.org.uk\)](#) These and other resources are available at [\(PATA \(UK\) - Shop \(pataglos.org.uk\)\)](#) We'll be adding more policies and other bundles of documents over the next few months.

Out of School Alliance: Provides information and support to individuals and organisations setting up and running out of school clubs, including breakfast cubs, after school clubs, holiday clubs and playschemes. [Out of School Alliance | The web site of Out of School Alliance](#)

The Early Years Alliance: This charity is the largest early year's membership organisation that offers information and advice to the early years sector [Early Years Alliance | \(eyalliance.org.uk\)](#)

National Day Nurseries Association (NDNA): A charity and membership association for the nursery sector and people working in early years [National Day Nurseries Association - NDNA](#)

Professional Association for Childcare Professionals (PACEY): A charity providing membership support that represents childminders and childcare professionals [Professional Association for Childcare and Early Years | PACEY](#)

Childcare Choices: A website that provides information to parents and the early years and childcare sector on support available to pay for childcare [Homepage | Childcare Choices](#)

GOV.UK: A sector information website where parents and the early years sector can find details of government services [Welcome to GOV.UK \(www.gov.uk\)](#)

HM Revenue and Customs (HMRC): Provides information, advice and targeted financial support to families and individuals [HM Revenue & Customs - GOV.UK \(www.gov.uk\)](#)

Charity Commission: The commission registers and regulates charities in England and Wales [The Charity Commission - GOV.UK \(www.gov.uk\)](#)

Companies House: Companies house incorporates companies and makes company information available to the public [Companies House - GOV.UK \(www.gov.uk\)](#)

Advisory, Conciliation and Arbitration Service (ACAS): Provides free and impartial information to employers and employees on all aspects of work-based relationships and employment law [Acas | Making working life better for everyone in Britain](#)



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