

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

✉ eyservice@gloucestershire.gov.uk ✉



5 November 2024

Good morning!

Welcome to this week's Business Newsletter.

SEND SURVEY

We have given 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 are therefore required to complete a SEND Data Survey during week commencing 4 November 2024. The survey 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 5pm on Monday 11 November 2024 to enable us to prepare the DfE return.

Included in this survey is a request for additional workforce data to support our work with recruitment into the EY sector.

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.

Please download the survey spreadsheet form [here](#).

NB - when you open the spreadsheet you may need to click on Enable Editing at the top. Simply click into the blue boxes to add your data.

Completed forms should be returned to [EY Business Support](#).

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

Business Support and Funding Team News

'Do Something BIG' campaign – advertising vacancies on Find A Job – message from DfE

The Department for Education's [Do Something BIG](#) recruitment campaign is continuing to highlight the huge difference early years educators make to young children and how rewarding working in the sector can be. On average, **we are seeing over 46,000 visits to the campaign website each week**, which directs potential applicants to use DWP's [Find a Job](#) vacancy platform to search for early years roles in their area.

Listing early years vacancies on Find a Job - which is free to use - is a cost-effective way of ensuring they are seen by a large pool of candidates and will help connect more job seekers with the opportunities they're looking for.

See [DWP Find a Job Instructions](#).

Providers should use the term 'early years' in their job advert titles and select 'Education and childcare jobs' as the job category.

New training opportunities

We still have a few places on our new business training for early years settings. Topics are as follows:

Developing Your Early Years Business in a Climate of Change - this session will enable day care leaders to explore effective business planning with a focus on business resilience and adaptability in an ever-changing business environment.

Developing and Upskilling Your Team to Promote Staff Engagement and Retention - this session will enable day care leaders to explore opportunities and benefits of upskilling staff to promote staff engagement and retention.

Business Development for Aspiring Leaders - this course is designed for Early Years Practitioners who are interested in stepping up to a more responsible role.

These events are being offered face to face and online. For booking links, please see training panel below.

Early Years Entitlements - Update

EARLY YEARS FUNDING CLAIMS FOR THE AUTUMN TERM

The amendment task for your funding claims opens on 4 November and closes on 29 November with the payment due to leave Gloucestershire County Council on 13 December.

Please remember the following points when adding your claims:

- Validate a child's eligibility code ***BEFORE*** adding the claim to the headcount task.
- Eligibility codes must be valid on 31 August 2024 to allow you to claim funded hours in the Autumn term
- There are 14 funded weeks in the Autumn term.
- If a child is leaving your setting please enter their leaving date and adjust the weeks claimed accordingly.
- If a child has joined your setting during the term, enter their appropriate start date and adjust the weeks claimed accordingly.
- Please double check the quality of the data entered on your task, before submitting it, to avoid errors.
- Further support for using the Provider Portal can be found in the user guide on our website: [Nursery Education Funding \(NEF\) | Early Years Service](#)

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.

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

Early Years Capital Grant

January 2025 Grant submission

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

Please use the session link below:

[Join the meeting now](#) Meeting ID: 319 115 470 459 Passcode: zoK3wg

Friday 8 November - 11.00am- 12.00noon - Online

Please use the session link below:

[Join the meeting now](#) Meeting ID: 371 270 760 174 Passcode: Q5a6sV

School Based Nursery Programme update

Earlier this month the DfE announced its intention to make £15m available to support primary schools in setting up new or expanding existing school-based nursery (SBN) provision.

Applications, which must be made by 19 December 2024, are made directly to the DfE. Individual schools can bid for up to £150k of capital funding.

As can be seen from the DfE guidance documents, schools must outline how their proposals meet local demand and are required to confirm and evidence that the Local Authority supports their application.

The DfE is hosting a webinar on Wednesday 6 November 2024 (11.00am – 12.00) for schools interested in applying for funding through the SBN capital grant.

For further information about this programme, full details and guidance documents including details of how to register an interest, are available and can be accessed here: [School-Based Nursery Capital Grant - GOV.UK](#)

We will continue to monitor local demand for childcare places and will be working closely with colleagues to provide regular updates as things develop. We will also have a dedicated email address for schools/interested parties to use for information. This is now available here: [SBN Grant mailbox](#).

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.

A reminder to those still wanting to apply for Wraparound 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

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](#).

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.

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 is your local Early Years and Play membership organisation. They offer support, advice and training which is open to everyone. They also have tools available for purchase such as sample policies based on their 'on the ground' knowledge from managing 5 early years settings around Gloucestershire. Find out more here: [PATA \(UK\) - Home](#) or look at their webshop here: [PATA \(UK\) - Shop](#) and training here: [PATA \(UK\) - Current Training Courses](#)

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 | \(eyalliance.org.uk\)](http://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](http://www.ndna.org.uk)

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](http://www.pacey.org.uk)

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](http://www.childcarechoices.gov.uk)

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

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

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

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



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