

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

 eyservice@gloucestershire.gov.uk 



26 November 2024

Good morning!

Welcome to this week's Business Newsletter.

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

Business Support and Funding Team News

SEND and Workforce Survey 2024

Thank you to those of you who have submitted your SEND and Workforce Survey information.

During the data gathering we have discovered that we are holding incorrect data such as contact names, phone numbers and setting email addresses on our systems for some settings. Can we please remind you that if there are changes to your setting contact details, it is your responsibility to update the information that we hold for you. The best way to update your information is through the Self Update Provider Portal which you can access easily through your Portal account. Please check your data, and correct, if necessary, as soon as possible.

Please note that you must also inform Ofsted of any changes to your setting contact details.

Thank you in anticipation.

SPRING TERM 2025 – CLAIMS FOR EY FUNDED HOURS

As per the published timetable, the Parent Declaration Forms for the Spring term will be available in your Portal accounts by the end of the day on **9 December 2024**.

If you need a blank form before then, you can find them on our web page [here](#).

Please do not forget to share the guidance sheet with your parents when they are completing their Parent Declaration Forms, in particular bringing their attention to the ethnicity category options:

Please select one of the following ethnicity categories and complete the relevant box on the form:

AFRICAN ASIAN	OTHER BLACK AFRICAN
ANY OTHER ASIAN BACKGROUND	OTHER MIXED BACKGROUND
ANY OTHER BLACK BACKGROUND	PAKISTANI
ANY OTHER ETHNIC GROUP	WHITE AND ASIAN
ARAB OTHER	WHITE AND BLACK AFRICAN
BANGLADESHI	WHITE AND BLACK CARIBBEAN
BLACK AFRICAN	WHITE AND INDIAN
BLACK CARIBBEAN	WHITE BRITISH
CHINESE	WHITE EASTERN EUROPEAN
GYPSY/ROMA	WHITE IRISH
INDIAN	WHITE OTHER

The task to claim the funded hours entitlements opens on **16 December 2024** and closes on **10 January 2025**.

Early Years Capital Grant

Thank you to all those settings who attended the Early Years Capital Grant Information Briefings recently to discuss the grant and application process in more detail. There will be another opportunity to apply in January 2025 so please continue to look at the website for information and the templates required to make an application.

[Expanded entitlement | Early Years Service \(gloucestershire.gov.uk\)](#)

For further support for in making a capital grant application please email EYExpansionCapitalFundingApplications@gloucestershire.gov.uk

Are you a provider looking to expand your business portfolio?

We are aware that a number of providers are looking to open additional provision. If this is something you are considering, please do get in touch as we have an oversight of potential business opportunities throughout the county. Please email [EYBusiness Support](#).

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:

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

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

Please see the attached [business plan](#) and [cash flow forecast](#) templates which you can access here ready for these sessions.

These will also be available on our web page soon.

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 \(www.gov.uk\)](https://www.gov.uk/government/organisations/ofsted)

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 clubs, 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 | \(eyalliance.org.uk\)](https://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](https://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](https://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](#)

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

HM Revenue and Customs (HMRC): Provides information, advice and targeted financial support to families and individuals [HM Revenue & Customs - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/hm-revenue-customs)

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

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

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](https://www.acas.org.uk)

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

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

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 - (DATE CORRECTION) 17 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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