

19 August 2025



Gloucestershire  
COUNTY COUNCIL

Early Years  
Business News Tuesday

## Business News Tuesday - 19 August 2025

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### Welcome

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We hope you are all enjoying your summer and have had an opportunity to take a break and enjoy the nice weather we are currently enjoying.

Some of you will be planning and preparing for September and the start of a new academic year. Remember the business and finance teams are here to support you with any questions, queries or help you may need, so please get in touch.

If you have any questions please email [EY Business Support](mailto:EYfunding@gloucestershire.gov.uk), [EYfunding@gloucestershire.gov.uk](mailto:EYfunding@gloucestershire.gov.uk) or [Wraparound Team](#)

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**A warm welcome to our latest team members**

We would like to welcome two new team members to the Early Years and Childcare Business Support team.

Georgina Holder (Georgi) joins us on the 26 August 2025 and will be working closely with our wraparound providers.

Samantha Lawes (Sam) joins us on 2 September 2025 to help with charging enquiries and business support.

They both have extensive knowledge of the Early Years and Childcare sector and are eager to start working with all our provider.

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## **Funding Applications**

Open from 1<sup>st</sup> September 2025 to 30<sup>th</sup> September 2025 with the Grant Panel on 30<sup>th</sup> October 2025.

Please make sure that you do not miss your chance to apply for funding.

Information on how to apply and the link to the application forms can be found here:

[Application form | Gloucestershire County Council](#) - for wraparound project funding

[Expanded entitlement | Early Years Service](#) - for Early Years expansion schemes

If you are a current wraparound provider and need more funding, you can apply for further revenue funding.

If you would like support with your applications or anything connected with business planning for Early Years or wraparound please do not hesitate to contact us.

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## **Early Years Providers in receipt of Early Years Capital funding**

From September we will be planning our contacts and visits for all those who have received capital funding to create/expand their early years provision. Please look out for communications from the team – Roxy, Lisa, Tom, Georgi or Sam.

If you need support before this, please email or call us and we can help you out.

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## **Charging guidance and support**

We are continuing to work with providers looking at policies and procedures, as well as invoicing systems to ensure everyone is compliant with the DfE statutory guidance and our Local Provider Agreement.

Here are links to the DfE documents:

[Early education and childcare - GOV.UK](https://www.gov.uk/government/guidance/early-education-and-childcare)

[07 March Entitlements Statutory Guidance](#)

Please remember that unless otherwise stated, this guidance is effective from April 2025.

By January 2026 at the latest you must:

- publish details about parental charges on your website or if you do not have your own webpages then this needs to be on the Glosfamilies Directory
- have itemised invoices in place for parental charges

NB there are some exceptions to the publication of details if you are a childminder, please check the guidance for further details.

A video is available on the Childcare Works site:

([www.childcareworks.org.uk](https://www.childcareworks.org.uk)<https://childcareworks.org.uk/>). It has been created by a provider, Lucy Lewin, to share how she has looked at her processes for charging to ensure they are compliant. You may find this helpful when reviewing your own policies.

You can find the video at:

## Key dates for the Autumn term funding claims

Working Parents Entitlement codes MUST be valid on 31<sup>st</sup> August to enable you to claim the funded hours in the Autumn term.

Funding pack issued	10 July 2025
Headcount actual task opens	30 July 2025
Term starts	1 September 2025
<b>Week 1</b> of funded period starts w/c	1 September 2025
<b>Headcount actual task closes</b>	<b>05 September 2025</b>
Headcount actual payment 1 <sup>st</sup> instalment released from GCC	19 September 2025
Headcount actual payment breakdown lists issued	22 September 2025
Headcount actual payment 2 <sup>nd</sup> instalment released from GCC	28 September 2025
Headcount actual payment 3 <sup>rd</sup> instalment released from GCC	28 October 2025
Headcount amendment task opens	03 November 2025
<b>Headcount amendment task closes</b>	28 November 2025
Headcount actual payment 4 <sup>th</sup> instalment released from GCC	28 November 2025
<b>Week 14</b> of funded period ends w/e	12 December 2025
Headcount amendment payment released from GCC	12 December 2025
Headcount amendment payment breakdown lists issued	15 December 2025
Term ends	19 December 2025

When adding your funding claims to your task, please remember the following:

FUNDED/UNIVERSAL HOURS CLAIMED PER WEEK =

up to 15 hours for 2 year olds from families in receipt of additional support (FRAS)

or

up to 15 hours for 3 & 4 year olds from non-working families.

EXPANDED/EXTENDED HOURS CLAIMED PER WEEK =  
up to 30 hours for children from 9 months old with a valid Working  
Parents Entitlement code.

### **Funded weeks for academic year 2025/26**

Following confirmation from our Strategic Finance team that we can  
adjust the budget forecasts this year, we can now confirm that the  
number of funded weeks for the academic year 2025/26 will be as  
follows:

Autumn term = 14 funded weeks  
Spring term = 11 funded weeks  
Summer term = 13 funded weeks

This reflects the academic weeks and we hope that the Easter period will  
now not cause any issues effecting funding claims during that term.

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### **Contact details for the team:**

[EYExpansionCapitalFundingApplications@gloucestershire.gov.uk](mailto:EYExpansionCapitalFundingApplications@gloucestershire.gov.uk)

[wraparound2@gloucestershire.gov.uk](mailto:wraparound2@gloucestershire.gov.uk)

[eybusinesssupport@gloucestershire.gov.uk](mailto:eybusinesssupport@gloucestershire.gov.uk)

[Eyfundingsupport@gloucestershire.gov.uk](mailto:Eyfundingsupport@gloucestershire.gov.uk)

Funding Team phone number – 01452 328668

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## **Training**

**Thursday 18 September 2025 & Thursday 2 October 2025**

**9:30am - 2:15pm**

**Gloucester Community Church**

[Inclusion Needs You - 18th September and 2nd October 2025 Tickets.](#)

This practical course is designed to boost your confidence and equip you with the skills to welcome and include disabled children in your Wraparound Care setting – including those with physical, sensory, or cognitive conditions, neurodiversity, SEN, and additional needs.

Delivered across two days by a team of two experienced trainers with lived experience, including disabled and neurodivergent professionals and parent carers, this course offers real insight and practical tips.

All participating settings will receive a fantastic sensory resource kit worth £200, including a blackout tent, sensory toys, and foam mats.

Limited spaces are reserved for providers in the GCC DfE-funded pilot – once these are filled, you can still access general tickets.

**Important Information:**

Each participant must book individually so they receive all the advance information to their inbox. If booking on behalf of your team, please make separate bookings using each attendee's email address so they receive the course information directly.

**Each Inclusion Needs You is a two day course. Please ensure you can attend both days listed before booking a place.**

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**The following training & meetings will be taking place during August - Book now!**

**Total Communication Training in the Early Years** - This training is provided in house at your setting.

You can now book Total Communication in the Early Years through GCC+. To do this you will need to log into your setting's GCC+ account. Go to the **search bar** on the **home page**, and type in Total Communications and **press the search key**.

You will then see the link for the Total Communications for you to book.

***(Please note – if you search in the 'training section' or the 'services' section, you won't find it. It must be searched for in the home page search and the search key pressed). NB - If you just press enter, it***

**won't find it.**

Once you have booked and checked out your training, you will be contacted by an EY Inclusion Advisor to arrange the date and time for the delivery of your course. If you have not heard from us within 2 weeks, please contact the EY Admin Team: [eyservice@gloucestershire.gov.uk](mailto:eyservice@gloucestershire.gov.uk).

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**Please note;** Most training and all events (excluding some meetings) are subject to a charge. Please check the price when you make your booking. If you are in any doubt, please email [eyservice@gloucestershire.gov.uk](mailto:eyservice@gloucestershire.gov.uk)

*Please refer to the cancellation policy for your event, as charges may apply.*

## **CANCELLATION POLICY**

- 2 weeks before the training course is due to take place – 100% refund
  - Less than 2 weeks before the training course is due to take place – 0% refund
  - If GCC cancels a training course, we will issue a refund automatically. If you paid by credit card, the refund will be paid back to the same card. If you paid by invoice, you will receive a credit note.
  - If you need to cancel your place on a training course within two weeks of the course and there are special circumstances, please contact [eyservice@gloucestershire.gov.uk](mailto:eyservice@gloucestershire.gov.uk) and we will consider your request on a case-by-case basis.
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