Welcome

List of Providers
Keeping you up to date meeting
November 2017
## % of children achieving a GLD

### ALL

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>England</td>
<td>60.4</td>
<td>66.3</td>
<td>69.3</td>
<td>70.7</td>
<td>10.3</td>
</tr>
<tr>
<td>Suffolk</td>
<td>58.9</td>
<td>67.6</td>
<td>70.2</td>
<td>71.1</td>
<td>12.2</td>
</tr>
<tr>
<td>Difference</td>
<td>1.5</td>
<td>1.3</td>
<td>0.9</td>
<td>0.4</td>
<td>0.4</td>
</tr>
</tbody>
</table>
# Average Total Point Score

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL</strong></td>
<td>33.8</td>
<td>34.3</td>
<td>34.5</td>
<td>34.5</td>
<td>0.7</td>
</tr>
<tr>
<td><strong>England</strong></td>
<td>33.2</td>
<td>33.9</td>
<td>34.5</td>
<td>34.4</td>
<td>1.2</td>
</tr>
<tr>
<td><strong>Difference</strong></td>
<td>0.6</td>
<td>0.4</td>
<td>0</td>
<td>0.1</td>
<td></td>
</tr>
</tbody>
</table>
GLD – the disadvantage gap
% of children achieving at least expected in each Early Learning Goal: 2017

- Listening and Attention
- Understanding
- Speaking
- Moving and Handling
- Health and Self care
- Self-confidence and Self...
- Managing feelings and behaviour
- Making relationships
- Reading
- Writing
- Numbers
- People and communities
- Exploring and using media and...
- The World
- Technology
- Being Imaginative

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Quality Assurance

Suffolk County Council

Raising the Bar 2015–2017

Ensuring every child in Suffolk can achieve their full potential

Education & Learning
Ofsted inspection trends
- what we are seeing

Challenge and progress
- Challenging children at the higher levels
- Supporting and motivating them to make rapid progress

Tracking
- Tracking from starting points
- Planning regular and accurate next steps

Outside play
- Encouraging creativity and problem solving
- Developing understanding of and involvement in the natural environment

Health and hygiene
- Promoting healthy practices (including allergies) healthy eating and physical activity
- Preventing spread of infections
Ofsted inspection trends
- what we are seeing

Sharing information with other settings
• Working in partnership
• Sharing good practice

Independence
• Encouraging children’s independence – routines/outside

Supporting children’s home language
• Provide opportunities for children to use their home language e.g. role play
• Develop a positive sense of their own and others’ languages

Developing early literacy
• Text in the environment
• High quality reading areas and resources
• Reading with children

Suffolk County Council
Twos Count Project
– next steps

Twos Count 2018
• Last roll out will begin in January – providers who have not previously been involved will be invited to take part.

www.suffolkcpd.co.uk
• Information and resources developed for the project will be available online
• This will include a list of providers willing to share their practice.

Twos Count 2
• A practitioner led network meeting for those keen to continue their work has been set up to share ideas. We will let you know of dates for the next meeting once agreed.

Twos Count Childminders
• The project has been adapted for childminders. This term meetings have taken place in Lowestoft, Stowmarket and Haverhill.
• A Bury and Ipswich based programme is to be arranged for the Spring term.
Cluster Working

You told us it was helpful to have a member of the team you know coming to visit you.

As a result the team now work predominantly in a cluster area.

This means wherever possible you are likely to receive support from the same members of the team.
Initial Child Protection Conference

When you receive an invitation to attend an ICPC about a child in your care (or one who has been in your care):

- This process is integral to our collective safeguarding and child protection responsibilities.
- We understand it may not always be practical for you to attend in person.
- However, you must always complete and return the **reporting form** with details about the child that came with the invitation.
- The report details the email addresses for the Safeguarding Teams

<table>
<thead>
<tr>
<th>Location</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ipswich</td>
<td><a href="mailto:CYPSafeguardingCo-ordinatorsIpswich@suffolk.gcsx.gov.uk">CYPSafeguardingCo-ordinatorsIpswich@suffolk.gcsx.gov.uk</a></td>
</tr>
<tr>
<td>Bury St Edmunds</td>
<td><a href="mailto:SafeguardingCo-ordinatorsBuryStEdmunds@suffolk.gcsx.gov.uk">SafeguardingCo-ordinatorsBuryStEdmunds@suffolk.gcsx.gov.uk</a></td>
</tr>
<tr>
<td>Lowestoft</td>
<td><a href="mailto:CYPSafeguardingCo-ordinatorsLowestoft@suffolk.gcsx.gov.uk">CYPSafeguardingCo-ordinatorsLowestoft@suffolk.gcsx.gov.uk</a></td>
</tr>
</tbody>
</table>

Every month 6 to 8 conferences happen for a child under five where an early years practitioner’s input would have been integral to the process had they attended or sent information using the pro forma.
Workforce Development

Booking In Setting training

• We recommend only 2 per setting per term
• Have an idea of dates and times before you book and add these to the booking requirements box when you request a place.
• Procedures for booking In Setting training can be found here http://www.suffolklearning.co.uk/early-years/training-and-qualifications/information-advice-and-guidance
Workforce Development

Registers
After training please allow 2 weeks for these to be marked.

Evaluations
• When you receive your evaluation email, you will have 3 weeks in which to complete it and download your certificate.
• If you do not complete this process during this timescale you will be locked out as once the period for completing the evaluation has passed it is not possible to re-open it.
• This is because the evaluation email is automated and triggered when the register for the event is marked.
• You can however print your training record from the My CPD section as evidence that you attended the course.
Workforce Development

Please could you and your staff make ensure that your profile is up to date in the My CPD section on www.suffolkcpd.co.uk with your correct name, telephone number and email address - each member of staff should do this themselves.

Please make sure you and your staff are registered to the correct establishment before booking any training otherwise you cannot be marked as attending and therefore this will not show on your training record.

For course details go to our website: www.suffolkcpd.co.uk

Email : EYC.WFD@suffolk.gov.uk

Like us on Facebook:
Suffolk Early Years and Childcare Training
Infolink - update your details

• Please could you update your childcare provision details and vacancies on your Suffolk Infolink record.
• If you do not have any current vacancies please amend your record to say this and add when you are likely to have vacancies.
• Check and update any other details about your setting such as your local offer or opening hours.
• Please remember to ‘save record’ even if you do not make any changes as this will let us know you have checked your information.
• Please check your record once a term to ensure your details and vacancies are up to date.
Additional Charges

• Government funding is intended to deliver 15 or 30 hours a week of free, high quality, flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities.

• The funding is to support the hours of early years provision. Settings can make additional charges. These should not be called ‘optional’ or ‘top up’ charges. These additional charges would cover items such as meals, outings.

• Providers should have a separate agreement for those parents who choose to pay for additional hours, meals, snacks etc. This must be clear and transparent. A parent signing this agreement indicates that they are happy with the arrangement. If a parent is not happy with a childcare provider’s offer they should be given the Families Information Service telephone number and they will be supported to find alternative provision.

Examples

These are examples of how you may choose to offer the funding in a number of ways. You need to think about what your offer is and how that meets the needs of your families.

• **Option 1** 9.00am to 12 noon daily – no additional charges.

• **Option 2** 8.00am – 1.00pm daily – this option will include a package of additional charges for meals and snacks £6.00

• **Option 3** 8.00am to 6.00pm daily – this option will include a package of additional charges of £12 per day for meals and snacks.
Funding

We guarantee no decrease in your hourly rate for the financial year April 2018 – March 2019.
Autumn Term Funding Tasks

Two funding tasks will be issued in November via the provider portal

• **Additional Task 1 – Extended Entitlement**
  The task will be issued towards the middle of November to claim for extended hours – the columns should be made visible in the portal. We aim to process payment by the end of November.

• **Additional Task 2 - Additional Claims.**
  You will have the opportunity at the end of November to enter claims for children that have not previously claimed in Suffolk. We aim to process these payments by the end of the Autumn term.
Autumn Term Funding

Termly funding statements

• These will be produced once all the universal and extended hours have been processed for payment

• Any payments for the disadvantage allowance will be included on your funding statement
Swings and Roundabouts

From September 2017 ‘Swings and Roundabouts’ was removed.

If a child has joined your setting part way through a term, either

- They have already claimed funding at another Suffolk provider. In this case you may choose to charge for the place for the remainder of the term,

or

- They have not made a claim in Suffolk this term in which case you can make a late additional claim
Written Parental Consent

• Alongside the 30 hours eligibility code you must acquire written consent from, or on behalf of, the parent to be able to receive confirmation and future notifications from SCC of the validity of the parent’s 30 hours eligibility code.

• Consent can be gained from a parent when they complete a PAF or by completing the completing the ‘Written Parental Consent Form for validating 30 hour codes’.

• The form can be found on the 2, 3 & 4 Year old funding page www.suffolkcpd.co.uk
Parent authorisation form (PAF) from the Spring Term 2018

Following feedback received regarding Autumn Term PAF, this has been revised for Spring Term

One PAF form for 3 and 4 year old and eligible 2 year old funding

PAF includes;

• The universal 15 hours funding
• The extended funding entitlement for eligible parents/carers
• 2 year old funding
• Any stretched funding offer
• The disability access fund (DAF)
• Option to re-sign the form where no information has changed for a further 2 terms.

Download PAF from www.suffolkcpd.co.uk 2, 3 & 4 Year old funding page
Extended Entitlement

• Enter eligibility codes for the extended entitlement into the Portal as soon as you receive them from parents/carers.

• A child cannot take up a place until the term after they turn three. HMRC colleagues have stated that their service, “…has been designed to approve applications for 30 hours childcare from two years and 36 weeks old. This gives parents time to book a childcare place before the child turns three.”

• A child cannot take up a place until the term after they have received an eligible code.
30 Hour codes
Parents may receive an eligible code but their child will not be eligible to take their additional hours in that term

<table>
<thead>
<tr>
<th>Summer Code</th>
<th>Autumn Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Code</td>
<td>Summer Term</td>
</tr>
<tr>
<td>Spring Code</td>
<td>Spring Term</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suffolk County Council
# The Grace Period

<table>
<thead>
<tr>
<th>Date Parent receives ineligible decision on reconfirmation</th>
<th>LA audit date:</th>
<th>Grace Period End date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Jan – 10 Feb</td>
<td>11 February</td>
<td>31 March</td>
</tr>
<tr>
<td>11 Feb – 31 March</td>
<td>1 April</td>
<td>31 August</td>
</tr>
<tr>
<td>1 April – 26 May</td>
<td>27 May</td>
<td>31 August</td>
</tr>
<tr>
<td>27 May – 31 August</td>
<td>1 September</td>
<td>31 December</td>
</tr>
<tr>
<td>1 September – 21 October</td>
<td>22 October</td>
<td>31 December</td>
</tr>
<tr>
<td>22 October – 31 December</td>
<td>1 January</td>
<td>31 March</td>
</tr>
</tbody>
</table>
Provider Portal

• Provider Portal maintenance needs to be carried out on the portal each weekend during November. The system will be unavailable during this period.

• EYPP - Once the next task opens you will be able to see which children qualified for EYPP via the economic criteria.
Portal - 30 Hour Checks

Once the parent/carer has rechecked the validity of their code with HMRC, the provider must hit ‘Recheck Now’

<table>
<thead>
<tr>
<th>Child</th>
<th>Eligibility Code</th>
<th>Eligible From</th>
<th>Eligible To</th>
<th>Grace Period End</th>
<th>Eligibility was last checked on</th>
<th>Notes / Further Action Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Smith (13/08/2013)</td>
<td>50011223344</td>
<td>01/07/2017</td>
<td>01/08/2017</td>
<td>01/09/2017</td>
<td>14/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>Jane Smith (14/08/2013)</td>
<td>50087654321</td>
<td>01/08/2017</td>
<td>01/09/2017</td>
<td>31/12/2017</td>
<td>14/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
<tr>
<td>John Smith (14/08/2013)</td>
<td>50012345678</td>
<td>01/09/2017</td>
<td>31/12/2017</td>
<td>31/03/2018</td>
<td>14/08/2017 Eligible Recheck now</td>
<td>Update</td>
</tr>
</tbody>
</table>
Portal – checking historical claims

Click on ‘My tasks’

On this screen, select Historical from drop down menu
Portal – common problem

![Screenshot of a form for Edit - Headcount (Actual) for 2, 3 & 4 year olds]
Over claims for Autumn Term 2017

• Children claiming more than their entitlement, either the universal 15 hours entitlement or 30 hours have been set at 0 on the portal. You will be able to see if this applies when you log into the portal (look for children with 0 hours).

• Where an overclaim has occurred please contact the parent/carer to discuss where they wish to use their funded hours. The parent/carer may need to complete a new PAF form if their hours have changed.

• Once agreement has been reached re-submit the hours or revised hours in the next task for these children.
Future dates
3, 6, 7, 8 February 2018

This event will go live 2 months prior to the meeting please.
One place per childcare provider is bookable via www.suffolkcpd.co.uk
Course codes will start with LOP which will help you to search.
Charity committee run childcare providers will be able to apply for a place for a committee member to attend as well as the manager/supervisor.

If you book a place at LoP meetings and need to swap to another session or if you need to substitute a member of staff please email: EYC.WFD@suffolk.gov.uk giving the details.

If you cannot attend at all after booking your place you will need to cancel your place via www.suffolkcpd.co.uk
# Future dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>3\textsuperscript{rd} February</td>
<td>10am</td>
<td>Kesgrave War Memorial Community Centre</td>
</tr>
<tr>
<td>6\textsuperscript{th} February</td>
<td>10am</td>
<td>Lowestoft, Riverside (Council Building)</td>
</tr>
<tr>
<td>7\textsuperscript{th} February</td>
<td>2pm</td>
<td>Martlesham, Black Tiles Learning Centre</td>
</tr>
<tr>
<td>7\textsuperscript{th} February</td>
<td>6pm</td>
<td>Martlesham, Black Tiles Learning Centre</td>
</tr>
<tr>
<td>8\textsuperscript{th} February</td>
<td>10am</td>
<td>Bury St Edmunds, Ashlar House</td>
</tr>
</tbody>
</table>
Contact us

By email

• General enquiries: childcare.planning@suffolk.gov.uk

• Provider portal enquires: provider.portal@Suffolk.gov.uk

• Early Years WFD enquiries: EYC.WFD@Suffolk.gov.uk

• High Needs Funding enquires: EYCSEN@Suffolk.gov.uk
Have a comment to make? Contact:

qualitymattersineducationandlearning@suffolk.gov.uk

to comment, favourably or otherwise, on any aspect of Suffolk County Council’s school improvement strategy.