



Update Sheet (September 2017)

Key messages for Schools and Childcare Providers about the 30 hour entitlement:

On Friday the 1st September, the 30 hours programme rolled out nationally with children across England now able to take up 30 hours places. We would like to thank schools, childcare providers, professionals working with families and colleagues for the preparation work you have all undertaken, including all the support and information given to parents which has enabled families in Doncaster to benefit from this initiative.

As you will be aware, every three months, parents are required to reconfirm that they remain eligible for the 30 hours entitlement and Tax Free Childcare. If a parent's details have not changed, they only need to tick a box in their childcare service account to confirm their details remain the same.

Parents should receive two reminders to reconfirm (4 weeks and 2 weeks before their reconfirmation deadline). However, some local authorities have expressed concerns that some parents may not be receiving these reminders. These concerns are being investigated urgently by Childcare Works and HMRC. However, in the meantime, we would be grateful if you could communicate to parents any information that will support them to understand the process to reconfirm their eligibility.

If a parent misses the reconfirmation deadline, they will receive a message telling them that they are no longer eligible for the 30 hours entitlement and Tax Free Childcare. When a school/childcare provider validates the parent's code it will show that they are in their grace period, which means that the child will be able to continue to access their 30 hours place until the end of the autumn term. To take up a place in January, parents will need to reconfirm their eligibility. They are able to do this through their childcare service account, *even if they have missed their reconfirmation deadline*.

As previously advised, a parent can *reserve* a 30 hours place with a school/childcare provider before their code is validated, but the code must be validated via the Eligibility Checking System before the child can actually take up their funded place.

In addition, nationally, there has been concerns raised by schools/childcare providers where a parent has received an eligibility code, however the child has not yet had their 3rd birthday. Parents are assuming their child will be able to access the 30 hours straight away. Parents can go onto the HMRC site up to 20 weeks before the eligibility date and get a code (because they meet the criteria), however they won't be able to use it until the appropriate date. Please ensure that you check the child's date of birth before agreeing a start date for the beginning of the term.

Finally, I wanted to draw to your attention the fact that the small number of temporary codes that have been issued (beginning with '11') will expire approximately 3 months after they were issued. These parents have been advised by the HMRC Customer Centre that they will need to complete the full online application via the childcare service to continue to access a 30 hours place and should they wish to they can also apply for Tax Free Childcare.

Please continue to signpost parents to:

www.childcarechoices.gov.uk to apply www.doncaster.gov.uk/fis for information

HMRC Customer Interaction Centre, Telephone 0300 123 4097 for queries regarding the application process

Business Planning for the 30 Hours

The Government partner who are supporting the roll out of the 30 hours entitlement, Childcare Works have recently delivered a workshop in Doncaster aimed at childcare providers and schools. The following information has been taken from the workshop.

Offering Places Differently – Schools and Sessional Providers

If you are a school/sessional provider who operates term time only and has traditionally delivered two separate sessions a day for 2, 3 & 4 year olds who are accessing a 15 hour free entitlement place, consideration could be given to the following option for 30 hour children:

| Up to 8.45am | Paid for hours (i.e. Breakfast Club) |
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| am | 3 hours |
| pm | 3 hours |
| 2.45 - 3.30pm | Paid for 45 minutes (child stays to the end of school day) |

This option would see a move from the traditional morning and afternoon sessions to include lunch as part of the 30 hours entitlement. This will provide a six hour day and increase flexibility for working parents. Can you see how hours of delivery don't change – the timings of the day remain the same but paid for hours wrap around the day and a child attends all day.

The times when lunch is being provided should be considered as an opportunity to deliver aspects of early learning around language and communication and should not be viewed as simply 'care' time. For example some sessional providers have a 'lunch club' in between sessions for the children to attend. Please remember that for childcare providers the EYFS applies to every minute a child is in their care.

Lunch for children is provided in many different ways by schools/providers who have made the move to longer days. The early years funding from local authorities does not cover the cost of a lunch. Whatever you do will be based on your individual premises and facilities and what is possible. No family should feel compelled to purchase a lunch for their child as all aspects of the free entitlement should be free of charge at the point of use. So, a choice around what food is to be served, and how, are fundamental and need careful planning.

Staffing ratios and consistency for children will need to be maintained, including staff cover at lunchtimes, so the rota will need redesigning. Additional staff shifts to span the middle of the day may be required to provide additional resource during the lunch period or you may consider staggered lunch breaks for staff. The latter is a method used by full daycare providers which is very successful and established practice.

Practical considerations and day to day organisation

Whatever changes you make there needs to be consideration for the Early Years Foundation Stage (EYFS) and the way the day is organised to ensure quality transitions are implemented. This is because some 30 hour children may be leaving at the end of the 6 hour session or 15 hour children may leave/arrive at the beginning or end of the lunch period. Also some children may choose to bring their own packed lunch and at this age will require as much support as those having a school lunch and need to feel they are not missing out.

You will need to give consideration to:

- Staffing deployment and contracts to support increased flexibility and a different delivery model
- Managing admissions, payments, daily routines, lunch period and transitions to ensure a high quality service delivery

If you want to talk to someone about what delivery models might be suitable for you, please contact me.

Dawn Wood, Senior Sufficiency & Planning Officer

Early Years: Consultation with Providers

The Early Years Service will soon undertake a consultation with all early years providers regarding service delivery, which will include questions relating to the Early Intervention Allowance (EIA) and to Enhanced Provision in Doncaster. The feedback from this consultation will inform the review process and steer us towards potential options for the proposed new model of Enhanced Provision. You will of course, be invited to participate in this consultation and we will keep all early years providers informed of the outcomes and the progression of the review.

Once the options for the new model have been considered and decided upon, full details of the new Enhanced Provision model and application process will be made available to all Providers.

A link to the consultation will be sent out to providers in early October and it will be available online through survey monkey, which is quick and easy to complete.

Stephanie Douglas, Head of Service, Early Years

Sustainability

The School Organisation Service leads on childcare and schools place planning including sufficiency and sustainability of childcare provision across Doncaster.

As part of our sustainability offer we are pleased to offer a Childcare Sustainability Toolkit.

The Toolkit provides a collection of resources, tools and information to support childcare providers and schools who provide childcare in maintaining a sustainable business model. In addition to these resources providers and schools can also access an initial self-evaluation survey to identify key areas for development; following this an optional 1:1 targeted sustainability meeting can be accessed.

The toolkit is available on the Doncaster Council website at <http://www.doncaster.gov.uk/services/schools/childcare-sustainability-toolkit>

The toolkit will continue to be updated and further resources will become available over time.

Please take some time to review the toolkit and if you wish to book a targeted 1:1 sustainability meeting please complete the pre-meeting survey available from the toolkit and we will contact you within 10 working days of receipt to arrange a mutually convenient time to meet.

If you have any questions, please do not hesitate to contact Dawn Wood

Dawn Wood, Senior Sufficiency & Planning Officer

If you have any questions about the content of this sheet or would like further information please contact:

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