



**Northamptonshire County Council
Early Years Bulletin
Issue 7 Autumn Term
20th October 2017**

Welcome to the Early Years Bulletin.

All information should be accessible through direct links, ensuring easy access and up to date information. Please circulate this EY Bulletin to **all** staff and Committee members so that all EY providers are aware of new updates and key information, both locally and nationally.

Please don't forget to access the Northamptonshire EY Website for information on funding, the early years foundation stage (EYFS) and teaching resources and training.

[Early years and childcare](#)

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Learning, Skills and Education
Children, Families and Education directorate
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**Northamptonshire
County Council**

Weekly News, Alerts and Updates for all EY Providers

Once again the time seems to fly by...and it is nearly the October school break. We hope that any of you who are having a break enjoy it and that the weather is great!

It has been brilliant to see so many quality opportunities for Outdoor learning taking place on our visits, with the abundance of natural resources around at this time of year. A special thanks goes to all the EY practitioners who shared all their inspiring ideas to promote Mathematics in the EYFS, at the EY Business and CPD events this week in Kettering and Northampton. We would also like to thank the Team Managers from the new 0–19 Early Help service at the children's centres, who gave a comprehensive overview of developing services.

Thank you for all of the positive comments around the new format of these meetings, and we will be repeating the format in Term 3 with a different focus. The Powerpoint from these evenings will be on the NCC EYFS website next week under the Leadership and management section, so if you didn't manage to attend the evenings, you are able to view what was discussed so that you are up to date with key information.

EY Funding Events and Inclusion Meetings are able to be accessed by all EY Providers – PVI / Schools / Childminders / Out of School Provisions.
Further details are in the main body of this Bulletin.

The EY Bulletin will not be released next week as it is half term, but if there are any key vital messages for you these will be sent directly.

EY Funding information

Items are usually marked **(repeat / updated / new)** for ease of access.

Thank you (repeat)

The new system rollout hasn't gone as smoothly as we would have hoped. The system encountered quite a few technical errors when generating the payment for September and these issues were completely unforeseen. It's been a challenging time over the last few weeks and we would like to thank you all for your continued help and support.

EYPP (repeat)

We have had to complete the EYPP checks manually for each child for September but the new system has been upgraded to now fully check the EYPP children for you. There will be a 'P' next to the child's name in the Portal. In order for the system to be able to check eligibility for you, you will need to provide the parent/carer details in the parent/carer details tab on the Portal. If you click 'decline to provide' this won't provide the information for the check to be made and we won't be able to pay the funding to you.

LAC children (Children in care) will still need to be checked in the back office as the economic criteria programmed into the EYPP checker doesn't include LAC (Children in care) children. If you have a child who you need to have funding confirmed for, if you email in to us at earlyyears@northamptonshire.gov.uk we can check this for you.

Accuracy of information you submit on your Headcount Returns (repeat)

We use the information you supply in your Headcount return to make payments to you. This includes the eligibility criteria funding such as EYPP, Deprivation and the 30 hours. When the information comes into us, we have to match this information in the system (including addresses and postcodes) before we can make any payments to you. In September there were quite a few incorrect details submitted which resulted in some payments not being correct and some children not remaining populated for you in the

October return. Please could you make sure that the information you submit is as accurate as it can be. This will ensure that we hold the correct information to make payments to you.

Payments (repeat)

The new system requires a monthly submission for it to generate your payment. As payments are now completed automatically in the system, we no longer have spreadsheets of information to use for payment. If you don't make a submission for a month, the system won't know to pay you. Please can you make sure you submit every month to ensure we pay you every month. If you have no children to add and no children have moved away from your setting, there is no need to alter anything you can just click 'submit'.

Advanced Funding (new)

The advanced funding you have already received will be deducted from this month's payment. We will be taking 50% of the advanced payment already received in the October payment and 50% from the November payment. We had received feedback that a 50/50 split would be better for settings and we have taken that on board.

Remittance advice information (update)

When we made the payments at the end of September/beginning of October you will have received a basic remittance advice slip. These are automatically generated by the NCC Finance team and are not issued from the Early Years Funding Team. For you to see a breakdown of what we have paid you, child by child, you will need to download the report from the Provider Portal. Once this has been generated in the back office, you will receive a message from the system advising you that it is there. Unfortunately this report will only include information from the portal and will not include information about any manual children we have added for you.

30 hours 11 digit DERN numbers. (repeat)

HMRC had extended the deadline for DERN numbers from 31st August to include children who had received eligible codes between 1st and 14th September. We have already asked for information of children who have these start dates as we will have to pay these children outside of the new system. Northamptonshire County Council increased the deadline to include the 15th of September to make a full week. If settings have parents/carers who received an eligible 11 digit DERN number after the 15th September, in order to claim for this child in the Autumn block, you will need to see evidence from the parent/carer that the eligibility check process was started on or before 31st August. Parents/carers, when they started the eligibility process, would have received an email from the team at HMRC. It is this email that is to be used as the evidence (as well as any subsequent emails from HMRC detailing information of the eligibility process being checked). Unfortunately, if the parent does not have this email, they will be unable to obtain this from HMRC and should not call the HMRC helpline asking for this evidence as it will not be provided.

DERN Numbers – HMRC Double DERN numbers (new)

At a funding event last week we have been advised that some parents have been given another 500 DERN number on reconfirmation. This is an error in the HMRC system and we should continue to use the original number that was given to the parent. If you have any difficulties in the numbers, the parent can reconfirm these with HMRC directly.

30 Hours Reconfirmation notifications.(new)

The system used at HMRC that issues the reconfirmation emails to parents has now been re-activated after the system issues the HMRC team encountered. Parents will now be receiving the reconfirmation emails from HMRC.

Start and end dates for the 30 hours (new)

We are about to enter the period of time where parents will need to reconfirm the 30 hours eligibility for the next block (some parents may have had to reconfirm before now if they completed the eligibility check back in April/May). Parents who are reconfirming eligibility need to do so as close to the end date of their eligibility as possible.

By delaying the reconfirmation of eligibility, this does not increase the amount of time in the eligibility period. For example: If a parent has an end date of a 2nd November and a grace period end of 31st December 2017, the next eligibility range will be the day after the last end date, i.e. 3rd November and not the date that the reconfirmation was made.

Please can you ask any parents needing to reconfirm their eligibility that they complete this as close to the end date as possible. HMRC are likely to be very busy towards the end of this year and we want make sure that we have as many parents reconfirmed before the Christmas break. This will also help childcare providers as you won't be waiting for eligibility checks to be made as the end date of this for the Spring block will be the 31st December.

Universal Free Entitlement. (repeat)

The universal Free Entitlement for 3 and 4 year olds does not require an 11 digit reference number to be obtained from HMRC. You can claim for the universal hours alongside your 2 year old funding and the 30 hours extended entitlement in the new system.

2 year funding children eligibility (repeat)

Eligible reference numbers that have been obtained using the online eligibility checker do not change. A parent has 6 weeks to find and secure a funded place, they don't have to have started a funded place within this 6 weeks.

If you take a 2 year eligible funded child, with an eligible AF reference number and they don't start until the next funding block due to their age (the checker can be used when a child 1 year 9 months and therefore wouldn't be eligible until the funding block following their 2nd birthday) You can accept the child and the reference number now and offer the place to start the funding block following a 2nd birthday using the same AF reference number .

- A parent doesn't need to complete the check again
- the AF reference number doesn't expire once a place has been secured
- a parent doesn't need to check their eligibility each funding block
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Checking 2 year funding AF reference numbers and claiming funding (repeat)

Before a 2 year funded place can be offered, the reference number will need to be checked using the [online eligibility checking tool](#). The system requires accurate information to be input to match the child. You will need to supply the system with the correct AF reference number, the correct surname and spelling of the surname and the child's date of birth. INT reference numbers for Discretionary funding do not need to be checked

In the new Headcount Provider Portal, there is nowhere to submit the child's AF reference or INT reference number (INT reference numbers are granted in the Early Years Funding Team for discretionary places) You will need to add in the details of the child into the system and we will match the child with their eligible check in the Early Years Funding Team back office.

The Disability Access Fund (DAF) (updated)

From April 2017, the government has introduced a new funding stream for early year's providers called the Disability Access Fund (DAF) which is designed to support children with disabilities or special educational needs (SEN). The DAF aids access to early years places by, for example, supporting childcare providers in making reasonable adjustments to their settings (be that for the child in question or for the benefit of all children who attend the setting).

Childcare providers who have Free Entitlement children who are eligible for the DAF will be entitled to

receive a single, one off payment of £615 per year.

Children do not have to take up the full 570 hours of Free Entitlement they are entitled to in order to receive the DAF.

To claim DAF for a child, please email evidence of the child's DLA to

earlyyears@northamptonshire.gov.uk we will be paying the DAF alongside the funding payments at the end of each month. Unfortunately the DAF will not appear on your remittance as the payments for DAF will be completed manually by the Early Years funding team and not the new system. The DAF will be a part of the new system early 2018.

Keeping your details up to date (updated)

With the implementation of the new system it has brought to light that there are a lot of email addresses that are incorrect. This has meant that some childcare providers didn't receive the Early Years Bulletins, the usernames, the passwords or the link to the new system and subsequently have had difficulties logging into the new system and receiving the email link to gain access.

As email is our primary way of communicating with you all, it is imperative that the details we hold for you are correct. If you think the email address we hold for you may not be correct, please email into us at earlyyears@northamptonshire.gov.uk and we can update this for you.

Usernames and Passwords for the new Provider Portal (new)

The new Provider Portal is a small part of a much larger NCC database. The new system has far more security measures in place for this reason. Usernames and passwords have been issued to specific team members in settings based on the information that was held in the old system, www.eyccdc.co.uk these should be the correct person who completes the funding and not transferred to someone informally.

It will take 3 working days for the NCC IT team to action any requests for changes... forward planning is a must!

Updating information on the Families Service Directory

As part of the new Headcount system, we also have a new self service Provider Portal which will allow you to update the details we hold for you regarding the services you offer, opening hours, costs etc. This will be coming into place early 2018 alongside the new website to search for childcare providers, groups, clubs and organisations.

Funding Network events – October / November 2017

We will be running the next Funding Network events on the 31st October at One Angel Square and the 2nd November at Kettering Conference Centre.

The events will have a broader remit around funding and will focus more on the funding for the next year than the last events we have held that were more around the 30 hours and the new system.

Places are limited to two colleagues from settings across all four of the events. This is to ensure that the messages being delivered get to as many colleagues across the sector as possible.

To book onto the events, please use the links below:

31st October at One Angel Square

Event 1 - 16.00-18.00: <https://www.eventbrite.co.uk/e/early-years-workshop-northampton-tickets-37644338229>

Event 2 – 18.30 – 20.30: <https://www.eventbrite.co.uk/e/early-years-workshop-northampton-tickets-37644415460>

2nd November at Kettering Conference Centre

Event 1 - 16.00-18.00: <https://www.eventbrite.co.uk/e/early-years-workshop-kettering-tickets-37756074435>

Event 2 – 18.30 – 20.30: <https://www.eventbrite.co.uk/e/early-years-workshop-kettering-tickets-37756137624>

Current Training Opportunities

EY Improvement Team Training

Safeguarding refresher training – (1/2day) for practitioners who have completed safeguarding training in the past.

Please note attendance charges are detailed on the website.

Course Code	Title	Time	Date	Venue	Link to Course description
EYWFD39	Safeguarding Refresher	09.30-12.30pm	14 th Nov 17	Nene White Water	NCC Website

BOOKINGS ARE OPEN:

Please complete the details below and e-mail to: earlyyearsimprovement@northamptonshire.gov.uk
You will receive confirmation of your booking. Please see our revised [terms and conditions](#)

Course Code	
Course Venue	
Course Date	
Setting Name	
Setting Address	
Setting e-mail and telephone no.	
Name of Delegate	
Training ID Number	
Any additional relevant information	

Inclusion Network Meetings

The Early years inclusion network meetings are for SENCOs and/or Inclusion coordinators within EY / PVI settings. **Childminders are also able to attend these sessions, and new sessions have been booked in the evenings to increase the choice of times to attend.** This is an opportunity for updates regarding new initiatives, services to support and access and the national and local agenda with regards to SEND and inclusion. It will be a forum for colleagues from settings in the local area to network, discuss best practice and support each other. Places are limited to **one per setting** at a choice of one of these venues and times.

Session	Date	Time	Venue
EYWFD47a	21 st November	1 till 3pm	Kettering Conference Centre
EYWFD47b	21 st November	7 till 9pm	Kettering Conference Centre
EYWFD48a	22 nd November	1 till 3pm	Angel Square
EYWFD48b	22 nd November	7 till 9pm	Angel Square
EYWFD49a	23 rd November	1 till 3pm	Daventry Leisure Centre

BOOKINGS ARE OPEN:

Please complete the details below and e-mail to: earlyyearsimprovement@northamptonshire.gov.uk
 You will receive confirmation of your booking. Please see our revised [terms and conditions](#)

Course Code	
Course Venue	
Course Date	
Setting Name	
Setting Address	
Setting e-mail and telephone no.	
Name of Delegate	
Training ID Number	
Any additional relevant information	

Inclusion

National Portage Training

Portage is a national charity which supports children with additional needs 0-5 years

- Supporting the development of play, communication, relationships and learning
- Works together with families in a strong partnership
- Plays a part in minimising barriers for children with SEND

This course is for anyone who would like to either volunteer as part of the Northampton team or for staff in Early Year's settings who are using the Portage principles in practice and are looking to achieve the Portage Stamp of Approval (further information can be found at www.portage.org.uk).

If you would like to be a volunteer, you must first discuss this **before** applying for a place with either:

Jacqui Joseph jjoseph@northamptonshire.gov.uk

Tracy Borg tborg@northamptonshire.gov.uk

Pauline Kirby Pakirby@northamptonshire.gov.uk

Linda Blakey lblakey@northamptonshire.gov.uk

N.B. Priority will be given to settings who already have one member of staff trained.

Dates for the course:

2nd Nov 9-4pm

X3 twilights : 9th, 16th, 23rd Nov 6-9pm **N.B All sessions must be attended.**

Venue:

Abington Bowling club NN3 3AA (map on Eventbrite)

Cost per delegate: £50

Training for existing or prospective members of a Childcare Setting Management Committee

Northamptonshire County Council plans to offer three further one day training courses this Autumn designed to cover all that an existing or potential committee member needs to know in order to manage a childcare setting effectively. If you're an existing member of a childcare setting management committee or if you are thinking of taking on a role in your local setting then this training is for you.

The one day course will cover:

- The Roles and Responsibilities of Committees and their members
- Legal requirements
- Employment issues
- Making a success of the Annual General Meeting
- Being successful: getting the main things right
- Safeguarding

These further courses are listed below. If you would like to attend one of these sessions then please follow the appropriate link to reserve a place. All of the courses below are on a Saturday and all will run from 9am until 1pm. Refreshments will be provided on each day.

4 November Holiday Inn Express, Rockingham Road, Kettering, NN14 1UD
<https://www.eventbrite.co.uk/e/roles-and-responsibilities-of-voluntary-management-committees-tickets-37188517858>

25 November Holiday Inn Express, near junction 15 of the M1 just south of Northampton. Post code NN4 5EZ.
<https://www.eventbrite.co.uk/e/roles-and-responsibilities-of-voluntary-management-committees-tickets-37059117819>

Thank you. If there are any queries please do get in touch.

Richard Ellis Business Support Officer

Tel: 01604 367159 rellis@northamptonshire.gov.uk

Business Training for Setting staff and Committee members

The next 3 day "G is for Grow" course will be held on 8, 15 and 22 November at the Holiday Inn, Bedford Road, Northampton. This 3 day course covers most areas of running a successful childcare business including business planning, budgeting, pricing, marketing, legal issues, planning for 30 hours and much more.

Places are allocated on a first come, first served basis so early booking is advised in order to secure your place. The course is provided for the highly subsidised cost of £46 plus VAT which covers all 3 days of training as well as refreshments and lunch on each day.

For more details of the course and if you would like to reserve a place please select the link below and fill in the details as requested.

<https://www.eventbrite.co.uk/e/g-is-for-grow-8th-15th-and-22nd-november-2017-tickets-37059274287>

If there are any queries with regard to this training then please let me know as soon as possible.

Richard Ellis Business Support Officer
Tel: 01604 367159 Email: rellis@northamptonshire.gov.uk



The **Northamptonshire Early Education Partnership** offers professional development opportunities for all **Practitioners and Teachers** working across the EYFS in **Schools** and **Early Years** settings.

We have limited spaces available on the following sessions.

Parklands Nursery, Tuesday, October 31st 2017 4:00pm – 6:00pm

Its more than just fun! The importance of Play and Child Development

Play allows children to use their creativity while developing their imagination, dexterity, and physical, cognitive, and emotional strength. Play is important to healthy brain development. It is through play that children at a very early age engage and interact in the world around them.

Our brand new Learning and development guide is available now, either on the website www.nnsp.co.uk or request a hard copy from kim.carne@nnsp.co.uk.

Northamptonshire Inclusion Mentoring Partnership (NIMP)

Annual AGM of the Northamptonshire Inclusion and Mentoring Partnership (NIMP) - (rebooked)

Wednesday 1st November 7:00 pm

Nene Valley Nursery, Northampton.

All NIMP members are welcome.

Please book by emailing info@nimp.org.uk

Have you renewed your membership of the NIMP?

From September 2017 annual membership is £30 which enables two people from your setting to come along to any of our meetings and events, to gain skills from qualified trainers and network between other SENCO's in your area. You will also have access to the skilled and qualified SENCO's in the NIMP who

can offer advice and support all year round.
Please contact info@nimp.org.uk or visit our website www.nimp.org.uk for more information and a membership form.

NIMP Cluster Meetings: The following cluster meetings have been organised.

Kettering and Corby

Date: Tuesday 14th November, 2017

Venue: Little Stanion Primary School.

Time: 7:00pm – 8:30 pm

Topic: Christmas Signing.

Come and join Bernie Martin and learn to sing and sign Christmas rhymes and songs. Mince pies will be provided!!!

Please let us know if you can make it as soon as possible – email Gemma on

ketteringnimp@hotmail.com

Contacting NCC Early Years Teams

The e-mail addresses below will take you directly to the teams identified, so if you have a specific request e.g. training or a Funding enquiry, if you use the e-mail identified, you will connect straight to that team.

Early Years Improvement Team

earlyyearsimprovement@northamptonshire.gov.uk

Early Years Workforce Development Team (for enquiries about training and qualifications)

EarlyYearsWorkForce@northamptonshire.gov.uk

For all questions about Free Childcare and Education for 2 Year olds and Free Entitlement for 3 and 4 year olds...

...Please click on the direct links below for the following information and documents.

Claiming Funding for [Free childcare and education for 2 year olds](#) and [Free entitlement for 3 and 4 year olds](#), including information on:

- Eligibility
- Funding Rates
- Headcount day information
- Parental contract
- Funding information sheet
- Provider calendar

If your questions cannot be answered from the website, please contact:

earlyyears@northamptonshire.gov.uk

If you have any issues opening a link in this bulletin, this EY Bulletin is also on the website.