

Early Years and Childcare Service
Information for Suffolk's List of Provider (LoP) Members
Registered users of the Provider Portal (PVI & Schools)

Please pass this information to relevant colleagues in your provision.

Early Years Broadcast 21 – 08 June 2021

Suffolk List of Providers (LoP) Members – Briefing FAQs

Questions asked via the feedback survey have been answered on this FAQ document which can be accessed at the link below. Some providers may receive a call from a team member to address their specific query.

www.suffolklearning.co.uk/early-years/list-of-providers/lop-updates/lop-update-meeting-presentations

The slides from the LoP briefings in May are also available at the link above.

Early Years Physical Activity Funding

We have been made aware of some funding for a children's physical activity session which may be of interest to you. For more information, please see the link below:

<https://www.earlyyearssportsfund.co.uk>

Community Action Suffolk - New virtual course - Developing Business Partnerships - Wednesday 30 June 11:00-13:00

Business partnerships have many opportunities for small charities and community groups such as school friends groups and early years providers, but it can be difficult to know how to build those relationships with businesses. This course has been designed to help you to understand the opportunities for engaging and working with the private sector.

Open to all providers to attend with a subsidised cost of £10 for Voluntary Community Social Enterprise (VCSE) groups. See the link below for costs for non VCSE groups.

You can book your place here:

<https://crm.communityactionsuffolk.org.uk/civcrm/event/info?reset=1&id=1704>

Reminder - 2021 Safeguarding Self-Assessment (SSA) - Early Years

For Private, Voluntary, and Independent (PVI) Childcare Providers on Suffolk's List of Providers (LoP), it is a requirement of being on the LoP that a SSA is returned each year.

Please complete this short survey (link below) to share the key safeguarding challenges you have faced as an education setting in meeting your safeguarding duties as set out in the government's statutory guidance.

[Safeguarding Self-Assessment – Early Years](#) - Please complete this survey by **Friday 18 June 2021**

****Maintained Schools and Academy Schools please note**** - you do not need to complete this Early Years Survey as you will have completed the school's version.

Provider Portal & Early Education Funding (EEF)

Please remember to email provider.portal@suffolk.gov.uk with any queries regarding the Provider Portal or Early Education funding, EYPP and Deprivation funding.

SEEGS to LOP number – reference change

We are changing the Suffolk Early Education Grant Scheme (SEEGS) reference, this terminology is out of date. We will start using the term **LoP number** (List of Provider) in reference to the number we allocate to you as a funded provider. Your number will not change, just the way we refer to it.

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Headcount Task Summer 2021 – Payments

Payments made for 28 May 2021, the remittance advice will state the payment REF: **EEF-EYPP-DEPRIVATION** which is your Early Education Funding payment which incorporates the EYPP payment and Deprivation Payment.

The merged EYPP and IDACI eligible children report for Summer Term 2021 has been run and is now available within the Provider Portal for the registered portal user to access. Please remember you can download this report for your records.

Additional Headcount Task - Summer 2021

This task was sent out on Monday 07 June 2021 deadline for completing this task will be Sunday 04 July 2021.

****Reminder**** you must complete and submit the additional headcount task if you didn't complete the first headcount task. If you do not submit a claim, we will be reclaiming the entire advance amount.

Overclaims

An overclaim is where 2 providers or more have claimed hours for a child which exceed the maximum allowed. Any overclaims will need to be addressed on the additional task.

The children affected by an overclaim have had their funded hours set at zero to allow the rest of the payments to be processed. Your registered portal user has been emailed the details of the overclaim.

To rectify an overclaim

Please follow the instructions from the overclaim email:

- Discuss with the parent and the other provider/s to clarify the hours to be claimed by each setting.
- Your registered portal user will need to **re-add** the hours to your additional headcount task. You will be paid for these hours towards the end of term.

***Important* Please ensure you claim on the additional task for an identified overclaim, there will not be another opportunity to rectify this at a later date.**

A minus balance

This is a situation whereby your actual claim has not covered the amount you were paid in your advance payment, therefore leaving a minus balance. If you are in a situation where there is a minus balance, then you will not receive a payment this time. If you have children to add to the additional task or an overclaim to sort out this may be resolved by the end of term. If you are still in a minus balance situation at the end of term you will receive an invoice to repay the outstanding amount.

Provider Portal - reminder for users

- Registered portal users **MUST NOT** share their login details. To do so is classed as a data breach.
- Registered portal user absence- if your registered portal user has left your provision or will be absent during the task period, you must let us know **as soon as possible**. Please email: provider.portal@suffolk.gov.uk. Failure to let us know will affect our ability to process your claim.
- A £100 administration charge will be applied where a data breach is identified (effective from 01 April 2021).

Please pass this information to relevant colleagues in your provision.

Early Years SEND Funding (EYCSEN@suffolk.gov.uk)

Inclusion Funding Summer Term 2021 - changes to application process

As discussed at the recent LoP briefings, we are moving to an online survey style submission for Summer 2021 and if this goes well, we will continue with this style of application.

The guidance notes have been updated and now includes the questions that you will be asked within the survey application so you can be prepared.

The submission period as usual will be the 2 weeks following a half term, therefore the survey will be open for 2 weeks from **Monday 07 June until Friday 18 June 2021**, the survey will close at this point. Late submissions will not be accepted.

Please see the link below to access the guidance and the link to the Inclusion Fund application survey. **Please note:** the survey will open on 07 June you will not be able to submit before then.

<https://www.suffolklearning.co.uk/early-years/inclusion/disability-access-fund-daf>

Education, Health, and Care Plan (EHCP) - Annual Review webinar

14 June 2021 – 18:00 – 19:30

Explores: the purpose of an annual review; the different stages and timeframes and how parents and pupils are involved; the different kinds of review and what decisions can be made at the end. The webinar was coproduced with parents and carers, but practitioners are welcome to join too. The presentation will be approximately an hour with an extra 30 minutes at the end for questions. **Anyone who registers will be sent a video of a pre-recording of the webinar afterwards**, to watch at their own pace, along with additional resources:

https://www.suffolksendiass.co.uk/uploads/Annual_Reviews_webinar_June_21.pdf

Relaxed coffee morning 23 June 2021 10.00 -11.00 (repeated at 18:30-19:30) – Games to help your child develop their understanding and use of words

The latest in a series of relaxed 'coffee mornings' where members of the Specialist Education Service for pupils with Speech, Language and Communication Needs will explore some simple games anyone can play at home to help their child's speaking and listening. These sessions are offered in the morning and repeated in the evening.

Please share details with any families of children with speech and language difficulties:

https://www.suffolksendiass.co.uk/uploads/SLCN_CM_Five.pdf

Early Years and Childcare Workforce Development (EYC.WFD@suffolk.gov.uk)

For our latest training newsletter please go to:

<https://www.suffolklearning.co.uk/early-years/training-and-qualifications/training-newsletter>

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Early Years COVID information and updates (EYC19@suffolk.gov.uk)

<https://www.suffolklearning.co.uk/early-years/covid-19>

Alerts from Department for Education (DfE)

Please subscribe to receive alerts directly from DfE, the link is below:

<https://www.gov.uk/help/update-email-notifications>

Test and Trace Support Payment

Parents and carers of children who have been advised to self-isolate by their education setting or by NHS Test and Trace are now able to apply for a Test and Trace Support Payment or discretionary payment of £500, if they meet the eligibility criteria.

More information is at the link: [Test and Trace Support payments for parents](#)

COVID Reporting -Test and Trace Procedure – Flowchart

Report positive cases as soon as possible - do not delay.

You can find the most recently updated flowchart information at the link below:

<https://www.suffolklearning.co.uk/early-years/covid-19>

Suffolk Corona Watch – you may find this website useful to monitor where cases are increasing in local communities <https://www.healthysuffolk.org.uk/jsna/coronawatch>

Link to the NHS Website for self-isolation guidance is below: [How long to self-isolate - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](#)

How to alert Ofsted

Please see the link below for guidance on reporting any serious childcare incidents which may occur and for reporting any Coronavirus cases and closures.

www.gov.uk/guidance/report-a-serious-childcare-incident

Wellbeing Support for Leaders & Managers:

Call 01473260163 or email leadershipwellbeingsupport@suffolk.gov.uk

Other useful links:

Funding for charities, community organisations and social enterprises

<https://www.suffolk.gov.uk/community-and-safety/communities/community-funding/funding-for-charities-community-organisations-and-social-enterprises/>

Local Welfare Assistance Scheme: gateway partners

<https://www.suffolk.gov.uk/coronavirus-covid-19/suffolk-advice-and-support-service/gateway-partners/>

Suffolk Advice and Support Service

<https://www.suffolk.gov.uk/coronavirus-covid-19/suffolk-advice-and-support-service/>

Suffolk Family Information Service

<https://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/suffolk-family-information-service/>