Welcome to the Early Years and Childcare 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.

The Northamptonshire EY Website is available for information on funding, the early years foundation stage (EYFS) and teaching resources and training.

[Early years and childcare]

To find us on Facebook follow: [Northamptonshire Early Years Improvement Team Facebook]
High Needs Funding

The High Needs Funding team will be sending by 17th May, funding summaries to all settings that received high needs funding payments during the 2018/19 financial year.

This will provide:
- Details of all payments made, by child, for 2018/19.
- Indicative funding for 2019/20 on the basis of current information.

Summaries will be forwarded via Egress Secure email, as the information is at child level. We hope it will help you to check the information is correct, and for forward planning.

We do now include on your monthly high needs remittance advice ‘child ‘student ID’. This is an 8 digit number in the description column eg 12345678April19EYSHighNeedsFunding. Information on the Portal includes child’s name and student ID, so we hope this should enable monthly matching of high needs payments, to individual children.

Please come back to the team should you have any queries regarding the funding summaries - ideally in the first instance by reply to the email to keep it in the secure system, with full details.

highneedsfunding@childrenfirstnorthamptonshire.co.uk

Early Years Inspection Framework

Ofsted has published the outcome of the consultation on its new education inspection framework, which will take effect from September 2019.
This applies to maintained schools and academies, non-association independent schools, further education and skills providers and early years settings.
You can find the related documents here

EY Drop in sessions

New for June 2019 - Early Years Drop In Surgeries

Dear Provider,

We have arranged some ‘drop-in’ surgery sessions across the County with our Information Outreach Officers to assist with any enquiries that you may have in relation to the administration of your Early Years funding claims. This may include funding/headcount/portal questions, etc. We hope to run these on a regular basis to provide face to face support, advice and guidance.

The first sessions have been booked as follows:-

**There is no need to book, please just turn up on the day.**

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 1</td>
<td>Daventry Children’s Centre West Staverton Road Daventry Family Centre Daventry Northants NN11 4EY</td>
<td>Wednesday 5th June 2019</td>
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<td>-----------</td>
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<td>------------------------</td>
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<tr>
<td>Session 2</td>
<td>Northamptonshire County Council One Angel Square Angel Street Northampton NN1 1ED</td>
<td>Thursday 6th June 2019</td>
</tr>
<tr>
<td>Session 3</td>
<td>Montagu Street Children’s Centre Montagu Street Kettering Northamptonshire NN16 8RX</td>
<td>Thursday 13th June 2019</td>
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**Team Member Leaving**

Karen Borley, one of our Early Years Consultants, has now left the Early Years Improvement Team after many years working within the Early Years Team.

We wish Karen our best wishes for the future and thank her for her work within the whole Early Years Sector.

**NHS Clinical Commissioning Group**

May 2019

Please be aware that the Department of Education’s ‘Statutory Framework for the Early Years Foundation Stage’ states that it is not necessary for medication to be prescribed in order for it to be administered in a school or nursery. This is pertinent because NHS England is recommending that medicines which are available “over the counter” (OTC) i.e. from a pharmacy or supermarket, should not be *routinely* prescribed. As such it is important that schools and nurseries ensure their policies on administering medication allow for OTC medication to be administered since it is unlikely that these will now be prescribed. Examples might include paracetamol.

The school or nursery’s policy on administering medicines should highlight the following:
- The medication container should have the child’s name on it. For an OTC medicine this can be hand-written.
- The medication is in date.
- A consent form should also be completed that clearly details the dose and time of administration.
- The parent/carer should confirm that medicine has been previously administered without adverse effect.
- The use of OTC medicines should normally be limited to 24-48 hours (except for seasonal conditions such as hay fever). If symptoms persist then it may be appropriate for the parents/carer to seek medical advice.

**Voluntary management committees**

All members of the committee are part of the registered body and are required to register and
have their suitability checked with Ofsted. If this requirement is not met, it will impact on an inspection result. Please check that this requirement is followed, and contact the EY Improvement Team if any further advice is needed.

Notification to Ofsted of changes to your committee.
All new committee members must complete an EY2 form [Ofsted Online] and an enhanced DBS check. Ofsted must be notified about any changes to names and addresses and any start or leave dates for committee members. An Ey3A form can be completed by the nominated individual and emailed to enquiries@ofsted.gov.uk. Or alternatively, you can inform Ofsted by calling 0300 123 1231.

Repeat Key Articles

Early Help Triage Clinics

**FAO:** Early Help Co-ordinators  
**From:** Children First Northamptonshire (CFN)

Early Help Coordinators organise early help triage clinics to offer 20-30 minute appointment slots for discussion around families with EHAs where you feel ‘stuck’ and seek information, advice, and guidance. There will also be a Senior Practitioner attending from the 0-19 Targeted Support Team.

Please find below links for forthcoming triage events at Thorplands Children's Centre. Alternative dates and venues will be published in future bulletins.

Dependant on the number of responses, these may need to be fast paced. If you feel you would prefer a longer discussion then we would suggest you contact a duty early help coordinator via earlyhelp@childrenfirstnorthamptonshire.co.uk.

Please follow the links below to secure your appointment.

6th June at Thorplands Children's Centre  
[https://www.eventbrite.co.uk/e/6th-of-june-early-help-clinic-tickets-55507366026](https://www.eventbrite.co.uk/e/6th-of-june-early-help-clinic-tickets-55507366026)

20th September at Thorplands Children's Centre  
[https://www.eventbrite.co.uk/e/20th-september-early-help-clinic-tickets-55507880565](https://www.eventbrite.co.uk/e/20th-september-early-help-clinic-tickets-55507880565)

28th November at Thorplands Children's Centre  
[https://www.eventbrite.co.uk/e/28th-november-early-help-clinic-tickets-55509893586](https://www.eventbrite.co.uk/e/28th-november-early-help-clinic-tickets-55509893586)

Current Training Opportunities
Senco/Inclusion Co-ordinator training – Early Years

This course is for SENCo/Inclusion co-ordinators new to post in Early years settings including maintained nursery units and nursery schools. It aims to enable SENCo/Inclusion co-ordinator to understand their roles and responsibilities and the statutory duties of the SENCo/Inclusion co-ordinator in an early years setting. It is an expectation that practitioners attend all sessions and will receive a certificate of attendance at the end.

This course is pitched at a level three qualification due to the previous knowledge, skills and understanding that participants will need.

There is an expectation that the SENCo/Inclusion co-ordinator will complete a gap task and short assignment involving working with a member of staff within the setting between the initial two day training and the follow up session. Participants will be required to document and feedback on how they collaborated with a member of staff to support the best outcomes for a child with an additional need or at risk of delay.

It is recommend that delegates have a level 3 qualification that is full and relevant to Early Years in order to access the course.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Venue</th>
<th>Dates</th>
<th>Time</th>
<th>Cost</th>
<th>Link to Course Description/booking</th>
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Early Years Provider Forum Events

There are 6 EY Provider Events planned and arranged over the next few months. These are scheduled in Northampton and Kettering at different times of the day so as to be accessible for the EY Sector. Please be aware that the content of the following meetings will be the same in Kettering as in Northampton, so EY Providers will only need to book on once for Session 1 in either Northampton or Kettering. This will also apply for the Session 2 meetings and the Session 3 meetings:

**Session 1 – includes EYWFD122a or EYWFD122b Courses**

**Agenda for these 2 meetings to include:**

- Review of funding allocation process - lessons learnt
- Payment process
  - update from task and finish group
  - implementing funding block deprivation payments
  - update on payment of monies owed to providers
- Discussion regarding payment schedules including implementing change from monthly to funding block payment for some providers, including consultation with all sectors
- Opportunities for future joint working and key priorities for the provider group
- Key Local and National EY Updates

**Session 2 - includes EYWFD122c or EYWFD122d – Session 2 Kettering or Northampton**

**Session 3 – includes EYWFD122e or EYWFD122f – Session 3 Kettering or Northampton**
**Supporting EY Providers with using the EY Funding Portal**

The first training sessions covered the basic use of the EY Portal for new providers and a refresher session for current providers took place recently.

The bitesized session covered:

- Logging In and Passwords
- Receiving Portal Messages
- Entering the Headcount and personal details for children
- Submitting the Headcount
- Time to ask FAQs

Places are currently limited, and we are only able to allocate one place per setting to allow for as many different settings as possible to attend. These sessions will also support development of some detailed screenshots of the Portal workings and FAQ which will be available for all providers.

To register your interest, please email earlyyearsimprovement@childrenfirstnorthamptonshire.co.uk and confirmation will be sent to you, if spaces are still available.
<table>
<thead>
<tr>
<th>Location</th>
<th>Date and time</th>
<th>How to book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Annex One Angel Square Northamptonshire County Council Northampton NN1 1ED</td>
<td>Monday 10 June 2.30 to 4.30pm</td>
<td>Book via Eventbrite</td>
</tr>
<tr>
<td>East Northamptonshire Council Cedar Drive Thrapston NN14 4LZ</td>
<td>Tuesday 11 June 9.30 to 11.30am</td>
<td>Book via Eventbrite</td>
</tr>
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The **Northamptonshire Early Education Partnership** offers professional development opportunities for all **Practitioners and Teachers, NQT’s, Managers, Owners and HLTA’s** working across the EYFS in **Schools** and **Early Years** settings.

**Network Gatherings – “Learning through outdoor play”**

These sessions are £10 per person to attend and suitable for all professionals that work with young children, in any capacity. To book please email; delegates name, setting and session preference to booking@nnsp.co.uk

These network meetings will be practical based in which you can see real examples of learning experiences that promote all aspects of learning, including Literacy. We also ask that you bring something to use in your setting you are proud of to share as part of a professional discussion. The will also be a focus on outdoor literacy (bring your coat)

**Wednesday 5th June – 6.00-7.30pm Croyland Nursery School, Wellingborough.**

If you book two training sessions found on the NNSP website, you can attend the network meeting for **FREE**.

**The new NIMP (Northamptonshire Inclusion and Mentoring Partnership)**

No membership fees – simple ‘pay as you go’ cluster meetings and focussed SEND training.

2019 NIMP Cluster meetings.

<table>
<thead>
<tr>
<th>Summer</th>
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<tbody>
<tr>
<td><strong>Northampton</strong></td>
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<tr>
<td>20/05/2019</td>
</tr>
<tr>
<td><em>Role of the Senco supporting the key person</em></td>
</tr>
<tr>
<td>Trainer: Abigail Pearson.</td>
</tr>
<tr>
<td>Venue: Headlands Primary school</td>
</tr>
<tr>
<td><strong>Daventry and the South</strong></td>
</tr>
<tr>
<td>w/c 10/6/2019 tbc</td>
</tr>
<tr>
<td><em>Attachment</em></td>
</tr>
<tr>
<td>Trainer: Ellie Collar</td>
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<tr>
<td>Venue: Holborne House Day Nursery</td>
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</table>
National Portage Workshop

We are pleased to be able to offer another National Portage Workshop starting in June. This course will run over 2 full days and a half day, with a follow up half day in Sep. All sessions must be attended to achieve accreditation. Delegates can attend the course for their own professional development or as part of the Portage Stamp of Approval. The National Portage Association (NPA) Stamp of Approval Scheme is an award given to early year’s settings who have demonstrated they deliver inclusive early years education based upon Portage Principles. See [www.portage.org.uk](http://www.portage.org.uk) for further information on the Portage Stamp of Approval.

Places will be offered both from within Northamptonshire (subsidised at a cost of £50 per delegate) and nationally. Places are limited for this course so early booking is recommended. To book, please follow the link below. NB please make sure you book onto Portage Workshop 1 to get the subsidised price.

Dates for the course:

Friday 28th June 2019 from 9.00am - 4.30 pm
Friday 5th July 2019 from 9.00am - 4.30 pm
Thursday 11th July 2019 from 9.00am - 12.30 pm
Friday 6th September 2019 from 9.00am - 12.30 pm


Northamptonshire Educational Psychology Service

We would like to thank Frances Smart for all her amazing work she has done for the Northamptonshire Baby Room Project. We hope she has a fun filled retirement after nearly 50 years working at the County Council in her various roles.

For any future manual or course requests please contact Charlotte Ireland at: NorthantsBabyRoom@northamptonshire.gov.uk

The Northamptonshire Baby Room Project© – Practitioner’s Courses 2019-2020

<table>
<thead>
<tr>
<th>4th June 2019</th>
<th>2nd July 2019</th>
<th>23rd July 2019</th>
<th>Camrose Centre Tenby Road, Northampton NN5 7DF</th>
<th>10.00 - 13.00</th>
<th>Course 1</th>
<th>£150</th>
<th>£130 if booked by 23rd April 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th October 2019</td>
<td>5th November 2019</td>
<td>3rd December 2019</td>
<td>Camrose Tenby Road, Northampton NN5 7DF</td>
<td>10.00 - 13.00</td>
<td>Course 2</td>
<td>£150</td>
<td>£130 if booked by 1st September 2019</td>
</tr>
<tr>
<td>14th January 2020</td>
<td>11th February 2020</td>
<td>Camrose Tenby Road,</td>
<td>10.00</td>
<td>Course 3</td>
<td>£150</td>
<td>£130 if booked by</td>
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If a place is cancelled within one month of course start a £50 cancellation fee will apply. The practitioner course: three half day sessions, each a month apart fostering reflective practice. Babies’ brain development; Babies’ Emotional Development; and Babies’ Playing and Laughing. Each session combines: Quizzes, DVDs, Group discussion, A baby’s journey, Making easy resources. It is highly desirable that two people from each setting attend.

**Booking contact:** Charlotte Ireland, Administrator NorthantsBabyRoom@northamptonshire.gov.uk
Veronica Lawrence, Specialist Senior Educational Psychologist - Early Years vlawrence@childrenfirstnorthamptonshire.co.uk

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### Communication Channels

**Facebook Page Link**

To find us on Facebook follow: Northamptonshire Early Years Improvement Team Facebook

**How to sign up to receive the EY Bulletin**

If you wish to receive the Early Years Bulletin please complete this online form. The contact details you provide on this form will only be used to send you the Early Years Bulletin and updates.

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### Contacting NCC 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@childrenfirstnorthamptonshire.co.uk

You can also e-mail this address if you need urgent advice from a Setting Improvement Contact within this team as staff will allocate your enquiry as soon as possible.

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

EarlyYearsWorkForce@childrenfirstnorthamptonshire.co.uk
For all questions about Free Childcare and Education for 2 Year olds and Free Entitlement for 3 and 4 year olds and 30 Hours…

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 and 30 Hours Childcare

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

earlyyears@childrenfirstnorthamptonshire.co.uk

### The Multi-Agency Safeguarding Hub (MASH)

For advice, or for open cases where the child already has an allocated social worker contact: 0300 126 1000

#### Designated Officer (DO) referral process

All referrals regarding allegations should be sent to MASH in the first instance unless it is a consultation and then it can be sent directly to the DO inbox. LADOReferral@northamptonshire.gov.uk

Settings can telephone the DO to discuss an allegation before putting in a referral.

The DO will be available for telephone consultations from 9-10a.m., an Administrator will take messages at other times. Please refer to the tea break guide on the NSCB website.

Designated Officer Administrator - 01604 364031  
Designated Officer Andy Smith - 01604 367862  
Designated Officer Christine York - 01604 362633

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