

30 Hours School Workshop

16/10/2017



**achieving
for children**

Agenda

30 hour processes

- Online application process for parents
- School processes
- Grace period

Making an informed decision

- Understanding demand for 30 hours
- Delivery models
- Admissions

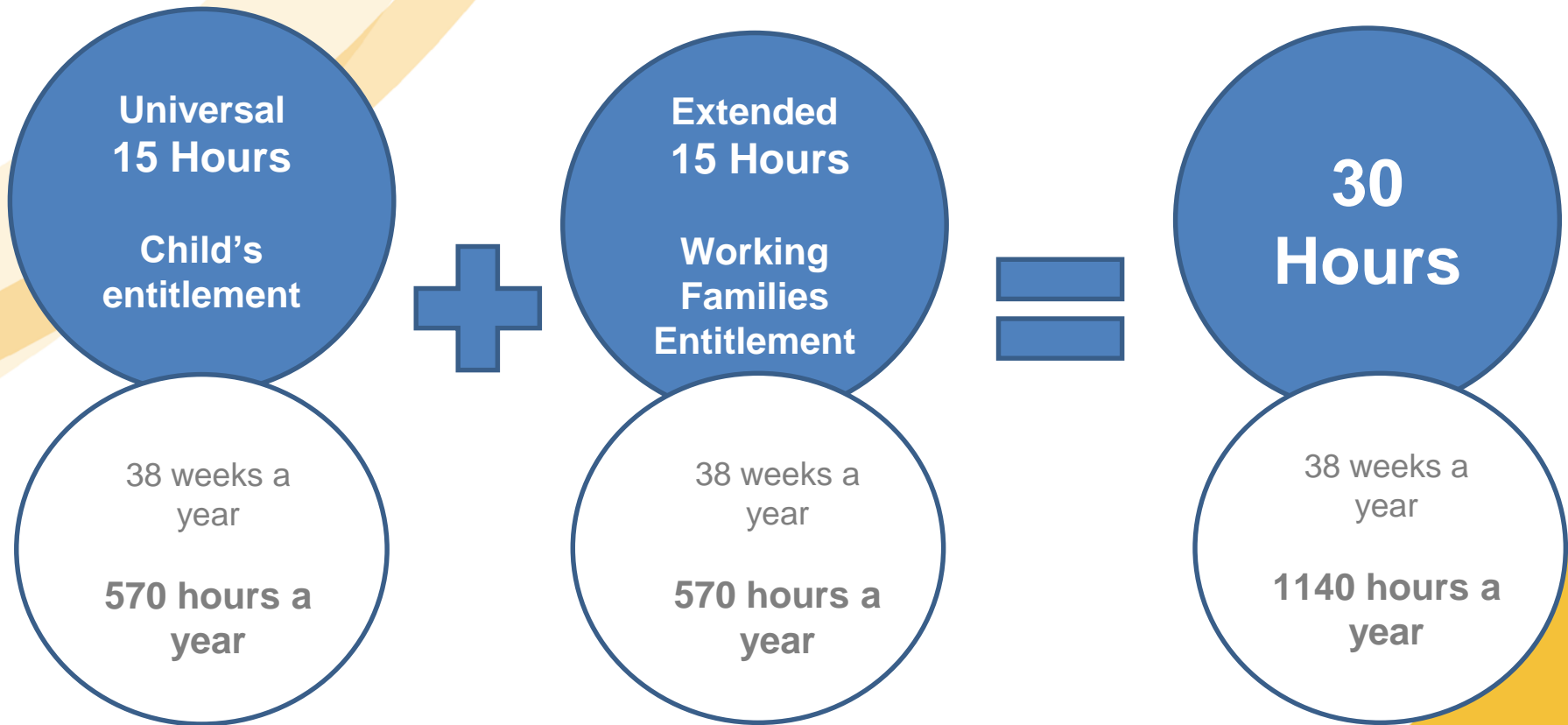
Break



EEF compliance

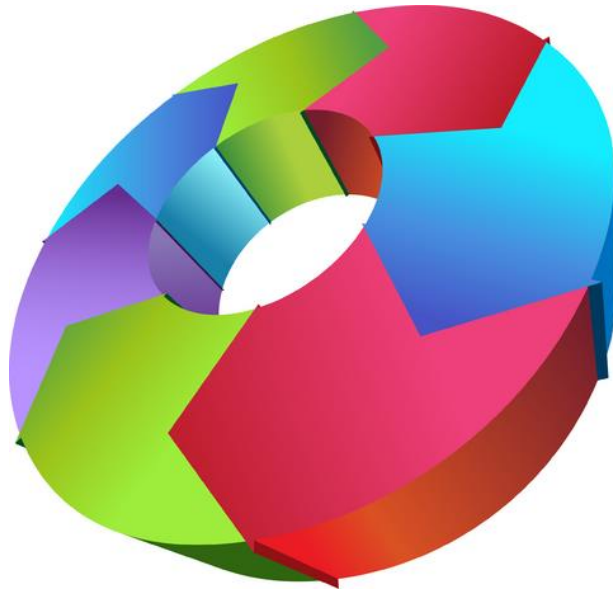
- Charging guidance
- Invoices
- Terms and conditions

30 hours

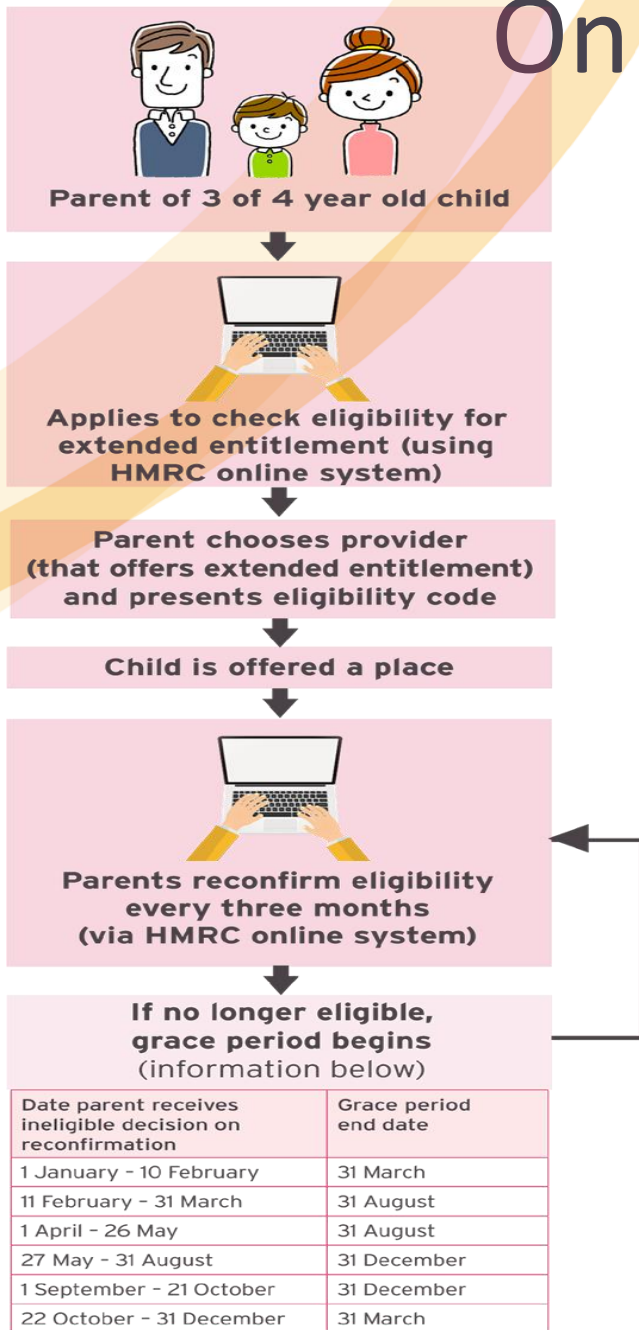


Hours can be 'stretched' to give a reduced hours per week for more weeks per year

30 hour processes



Online Application: Parents



- Parents apply for 30 hours via www.childcarechoices.gov.uk, if eligible they will be given 30 hour code
- Parents will need to reconfirm eligibility every three months via HMRC system
- Parents need to take 30 hour code to school with NI number and proof of child's DOB



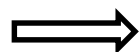
School processes

- Schools will need to ask parents to complete the parent declaration form (to gain consent to check eligibility and claim funding on their behalf)
- Eligibility is checked via the “provider portal”
- Once eligibility has been checked and confirmed schools can confirm and offer the 30 hour place to family
- Funding cannot be paid where an eligibility code has not been confirmed as valid
- Schools will claim funding for extended 15 hours via “provider portal”
- AfC will carry out 6 audits of codes a year to check which have fallen into grace period

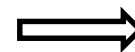
Grace Period

Grace period

Providers use LA Provider Portal to confirms validity of eligibility codes



LA carries out audit checks to review validity of codes, at **6 fixed points in the year**



Provider uses LA Provider Portal to check codes to identify where a parent has fallen out of eligibility

Date Parent receives ineligible decision on reconfirmation:	LA audit date	Grace Period End date
1 January – 10 February	11 February	31 March
11 February – 31 March	1 April	31 August
1 April – 26 May	27 May	31 August
27 May – 31 August	1 September	31 December
1 September – 21 October	22 October	31 December
22 October – 31 December	1 January	31 March

Taking part in 30 hours?

Making an informed decision



Understanding Demand for 30 Hours

Assess the demand for childcare and the impact this will have on your business.

- What are your current and future vacancy levels?
- Knowing your patch
- Parent demand – what are parents asking for?
- Other childcare in your area – what are they doing?
- Any changes in employment in your area – large employers moving in or out?

What are the reasons you would take part in the delivery of the 30 hour offer?

Demand

The table below shows the DfE estimate on the number of eligible 3 and 4 year olds and it also shows the current number of codes have been issued to eligible parents.

LA	DfE estimate	Codes issued to date
Kingston	1470	651
Richmond	1560	613

The DfE estimate was based on take up in **January 2018**. Therefore, we expect to see the demand rise.

Delivery Models – how you can deliver 30 hours

1. Deliver the 30 hours yourself
2. Work in partnership with other local childcare providers to deliver it jointly
3. Do nothing, continue as you are and review at a later date to assess the impact on your provision

Please note, even if you choose not to deliver the 30 hours, you may find yourself offering part of the 30 hour offer.

Flexible funding models

The Government has made some changes to how funding can be offered

- No more than two funded sites accessed in any day
- No limit on number of funded providers
- Up to 10 funded hours a day
- No minimum session length
- Sessions delivered between 6am and 8pm (weekdays and weekends)

Models of Delivery should...

1. Be compliant
2. Be sustainable
3. Meet demand
4. Be realistic
5. Have flexibility

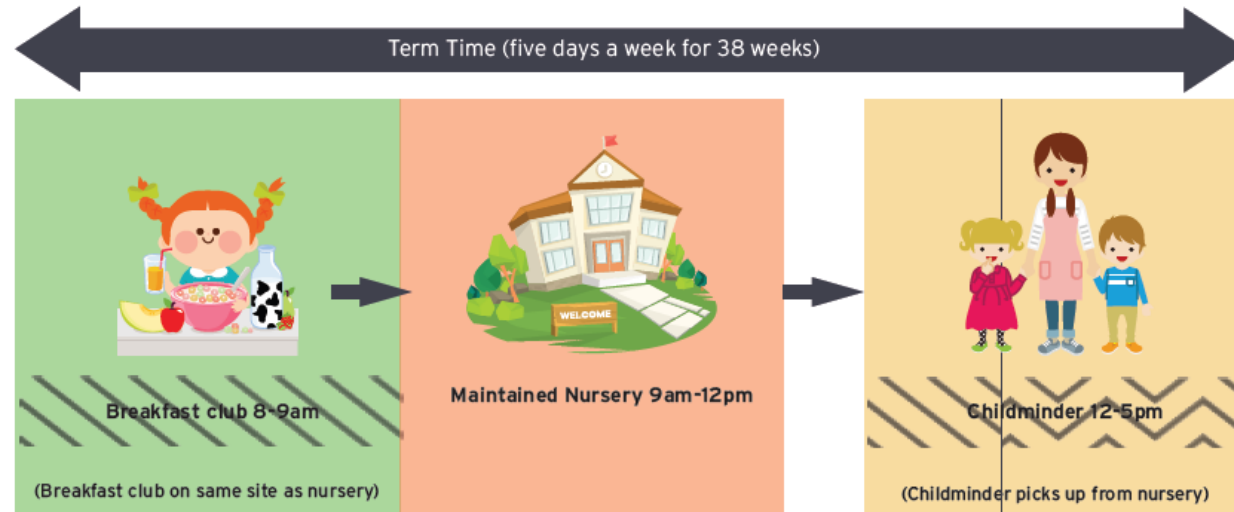
Partnership Delivery Model

Out-of-school provider, maintained school and childminder partnership

Examples of how 30 hours can be shared between different childcare providers 1

(please note: provision can only be shared between two sites over one day)

This model is not based on any specific provider



	7-8am	8-9am	9-10am	10-11am	11am-12pm	12-1pm	1-2pm	2-3pm	3-4pm	4-5pm	5-6pm	6-7pm
Term time												
Holidays												

Universal funding (570 hours a year)			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	3	15	570
Holidays (11 weeks)	0	0	0
Total			570

Extended funding (570 hours a year)			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	3	15	570
Holidays (11 weeks)	0	0	0
Total			570

Chargeable hours			
	Hours per day	Hours per week	Hours per year
Term time (38 weeks)	3	15	570
Holidays (11 weeks)	0	0	0
Total			570

Total funded hours per year (universal + extended funding) = 1,140

Types of self delivery for schools

1. The 30 hour places could be delivered as part of your nursery class, this could help fill vacant places.
2. The extended 15 hour places could be delivered in a separate provision (governor led provision). This can be staffed with a Level 3 at a 1:8 ratio. This means you could support 30 hours without impacting on your nursery places.

Both options could offer a lunch club or an early finish with an option to take up chargeable additional time for access outside of the funded hours (this must not be a condition of offering a place).

Types of self delivery for schools

Before, After School and Holiday Club

1. You have an existing club, it includes early years – you're ready to go
2. You have an existing club, doesn't include early years, but you will extend the offer to include nursery children
3. You don't have an existing club, but want to introduce an early years offer to be able to engage in 30 hours

For options 2 and 3 - What will the offer be, what adaptations are needed, how can you use your facilities, how will you staff, how will it be sustainable?

School Self Delivery

DfE guidance states:

“Children should be able to take up their free hours as part of a continuous provision and providers should avoid artificial breaks in the day wherever possible. For example, the lunch time hour/session should form part of the free provision where the child is attending a morning and afternoon session”.

-Operational Guidance 2017

Paid for childcare					
Am	3 hours	3 hours	3 hours	3 hours	3 hours
Pm	3 hours	3 hours	3 hours	3 hours	3 hours
Paid for childcare					

Self Delivery Model 1

KEY

	funded hours
	chargeable hours / or pick up hours

	Morning Session	Lunch	Afternoon Session
Monday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30
Tuesday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30
Wednesday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30
Thursday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30
Friday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30

Self Delivery Model 2

KEY

	funded hours
	chargeable hours / or pick up hours

	Morning Session	Lunch	Afternoon Session	
Monday	8.45-11.45	11.45-12.30	12.30-2.45	2.45-3.30
Tuesday	8.45-11.45	11.45-12.30	12.30-2.45	2.45-3.30
Wednesday	8.45-11.45	11.45-12.30	12.30-2.45	2.45-3.30
Thursday	8.45-11.45	11.45-12.30	12.30-2.45	2.45-3.30
Friday	8.45-11.45	11.45-12.30	12.30-2.45	2.45-3.30

Self Delivery Model 3

KEY

	funded hours
	chargeable hours / or pick up hours

	Morning Session	Lunch	Afternoon Session
Monday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30
Tuesday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30
Wednesday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30
Thursday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30
Friday	Morning Session 8.45-11.45	Lunch Time 11.45-12.30	Afternoon Session 12.30-3.30

Staffing Ratio's

Maintained nursery class staffing

- there must be at least one member of staff for every 13 children
- at least one member of staff must be a school teacher as defined by section 122 of the Education Act 2002
- at least one other member of staff must hold a full and relevant level 3 qualification

Lunch club staffing

“We expect the teacher (or equivalent) to be working with children for the vast majority of the time. Where they need to be absent for short periods of time, the provider will need to ensure that quality and safety is maintained”.

Out-of-school club staffing

Staffing arrangements outside the standard school day: “a ratio of one member of staff to every eight children can be applied if at least one member of staff holds a full and relevant level 3 qualification, and at least half of all other staff hold a full and relevant level 2 qualification”.

	Breakfast	Morning	Lunch	Afternoon	After School
Term Time	Level 3 1:8	Level 6 1:13	Level 3 1:8	Level 6 1:13	Level 3 1:8
Holiday	Level 3 present 1:8				

Admissions

Chart 1
30 hours admissions and place allocation

52 place nursery	
36	fixed 15 hour places
8	fixed 30 hour places

All places allocated in criteria order regardless of 15 or 30 hour application		
Places Available	15 hour Places (up to 36)	30 Hour Places (up to 8)
1	1	
2	2	
3	3	
4	4	
5		1
6		
7	5	
8	6	
9	7	
10		2
11		
12	8	
13	9	
14		3
15		
16		4
17		
18	10	
19	11	
20	12	
21	13	
22		5
23		
24	14	
25	15	
26	16	
27	17	
28	18	
29		6
30		
31	19	
32		7
33		
34	20	
35	21	
36	22	
37	23	
38	24	
39		8
40		
41	25	
42	26	
43	27	
44	28	
45	29	
46	30	
47	31	
48	32	
49	33	
50	34	
51	35	
52	36	

This parent has applied for a 30 hour place and has been allocated 2 x 15 hour places for their child.

For a school offering a fixed number of 15 and 30 hour places:

If there are more applications (both 15 and 30 hour applications) than there are places available, places should be offered according to the published admissions criteria (as set by Richmond/Kingston).

Chart 2
30 hours admissions and place allocation

52 place nursery	
52	fixed 15 hour places
	parents interested in extended 15 hours & offered
unknown number	unallocated places

Places Available	15 Hour Places with admission criteria applied
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
Priority of places applied to remaining vacancies to offer additional session to children already allocated a 15 hour session (place number from above used)	
44	4
45	10
46	12
47	18
48	22
49	29
50	34
51	vacant
52	vacant

This parent indicated on the application form that they would be eligible and interested in taking up a 30 hour place, if it were to become available.

Due to vacancies, the school was able to offer this parent a 30 hour places for their child.

These places remain empty.
School can:
-Continue to market this place to parents
-Consider filling the place through a later term intake

Admissions

For schools that are only publishing 15 hour places

If schools are only offering 15 hour places and find that they are undersubscribed they may want to consider offering 30 hour places to parents that are interested. To do this, the application form should allow parents to indicate if they would like to take up an extended 15 hours place if it becomes available.

Break





EEF Compliance



(incorporates any type of funding including 2 year old, universal 15 hours and extended 15 hours funding)

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 services”.
Statutory Guidance, 2017.

This means that you **CAN** charge for meals, services and consumables.

Charges - The Guidelines

Can 	Can't 
Charge for meals	Charge for meals as a condition of offering a place
Offer additional hours and services (at own fee)	Charge “top-up” fees
Charge deposits (refundable)	Require a parent to pay a registration fee as a condition of offering a free place
Offer a set number of funded hours	

Providers must be completely transparent about any additional charges (e.g. additional hours or services)

Invoices

- Invoices must be: “***clear, transparent and itemised, allowing parents to see that they have received their child’s free entitlement completely free of charge and understand fee paid for additional hours or services***”. Statutory Guidance, 2017.
- Provider should ensure their invoices and receipts contain their **full details** so that they can be identified as coming from a specific provider

Invoices

Invoices should include the following information:

The word “invoice”

An invoice number

Date of the invoice

Business name, address
and contact details

Clearly itemised what you
are charging for

Number of funded hours
(showing £0.00)

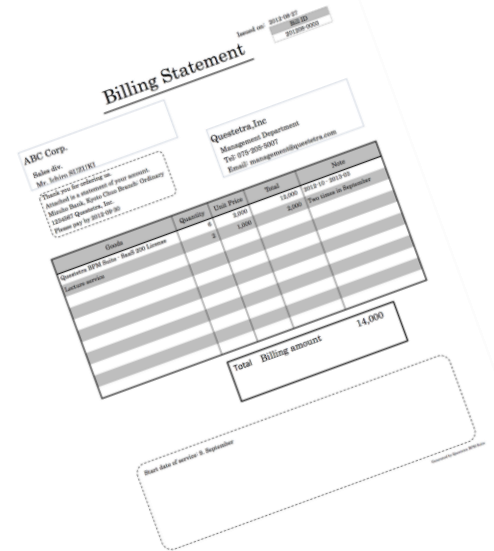
Name of parent being
invoiced and child

Period of time that invoice
relates to

Additional charges (meals,
services)

Total amount to be paid

Number of chargeable
hours (with the cost)





How **not** to be compliant

Invoice for February	ABC Nursery
Child care for Harry Duck	824.00
Less Funding	-564.00
Other	136.00
Total	396.00
Pay asap please	

- How much childcare has Harry received?
- Were his 15 hours a week free to the parent?
 - What else are they paying for?
- How do they know the invoice is correct?

How to be compliant!

ABC Nursery 10 High Street, Toy Town AA1 AA1

Registered Company xxxxx, Registered office 123 Down Lane, Toy Town AC1 AC1

Daisy Duck
36 Main Road
Toy Town
Ab1 Ab1

Customer Ref: DUCKAB1
Invoice Date: 15.01.17
Invoice Period: 01.02.17 to 28.02.17
Invoice number: 00023

Childcare services for Harry Duck -

Detail	Hours/Units	Hour/Unit Rate	Total
Universal Funding	60	£0.00	£0.00
Extended Funding - eligibility code 1234567	60	£0.00	£0.00
Additional childcare	40	£6.50	£260.00
Agreed services - Meals	28	£4.00	£112.00
Agreed services - Monday Dancing Club	4	£6.00	£24.00
		Total	£396.00

Payment due: 31.01.17

Payment method: Bank Transfer, Childcare vouchers, Tax Free Childcare

Payment to: Toy Town Bank, sort code: 000000 Account: 00000000

Please contact the Nursery Manager by return if you have any questions about this invoice

Terms and Conditions

The purpose of terms and conditions:

- Manage the **expectations of your customer** and **minimise risk to your business** by clearly setting out the details of the services you are offering.
- Set out the agreed terms between parties and **what happens if things go wrong** or one party **wishes to terminate the contract**.

One size doesn't fit all - your terms and conditions must match your business!

Terms and conditions guidance is available on the AfC Info Site.

Terms & Conditions

Issues to consider

Deposits and
returning deposits

Fees (for charges
above 30 hours)

Terminating 30
hours offer as a
provider – your
notice period

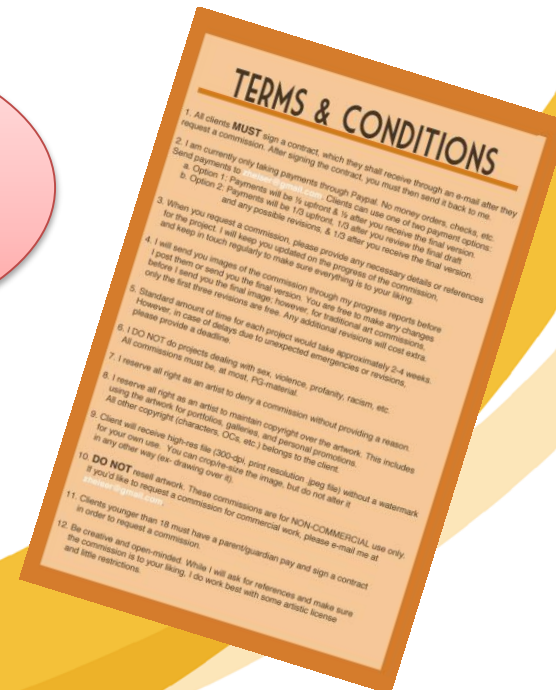
Delivery model

Notice period
(change of hours,
schedule)

Additional
charges (meals,
consumables)

Grace period
(hold or lose
place?)

Child absence
(when not
“reasonable”) –
what are the
charges?



30 Hours Information

The AfC website has a 30 hours provider resource page, which includes:

- PowerPoint slides from previous workshops & briefings
- Business planning tools
- Case studies
- FAQs
- Delivery model exemplars

30 hours and EYFS practice

The introduction of the 30 hours initiative is likely to see providers develop mixed provider partnerships. This is where a partnership of providers share the delivery of the offer between them. The following tools are designed to help providers develop their information sharing practices.

[Information sharing guidance](#) (opens a word document)

[Information sharing tool](#) (opens a word document)

Business Support

Follow this [link](#) to read case studies, published by the Department for Education, on four early years providers that are using new techniques to run a sustainable childcare business.

If you, as a childcare provider, would like to undergo business planning to support you in making an informed decision, on how you will deliver the extended entitlement, you can utilise the following business planning tools:

[Market research planning document](#) (opens a pdf)

[Cashflow tool](#) (opens a pdf)

[Terms and conditions guidance for schools](#) (opens a pdf)

[Terms and conditions guidance for PVI's](#) (opens a pdf)

Frequently asked questions

[Part 1](#) (opens a pdf)

[Part 2](#) (opens a pdf)

[Provider processes diagram](#) (opens a pdf)

Next steps

- Begin planning by utilising tools and resources on our website
- Carry out survey and market research
- Look at best model for you, identify and talk to possible partners
- Book onto next workshop – Wednesday 29 November, 2-4pm or 7-9pm at King Charles Centre. Focus: partnerships and information sharing.
- 30 hours EYFS training in new year – watch out for dates

