

January 2018

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Preparing for summer term codes

To make sure that the summer headcount runs smoothly please ensure the following:

- Remind parents to reconfirm their eligibility when they are reaching the end of the validity period of their code (e.g. the end date is coming up soon)
- Ask parents, who are looking to take up the extended 15 hours from the summer term, to apply as early as possible during this term. This will help avoid any delays that might occur with the HMRC system.
- When offering an extended hours place you **must** validate the code first, via the portal, to ensure that it is a valid code (it is important to take notice of the start date, end date and grace period end date).

Looking to offer funding?

If you are looking to offer funding for the first time please contact the early years team on early.years@achievingforchildren.org.uk stating that you would like to offer funded places. You will be asked to:

- complete and sign the [“conditions for inclusion onto the Directory of Providers”](#) agreement form
- request a [user account](#) for your setting to access the Provider Portal (which is how funding is claimed)

If you already offer funded places but would like to start offering extended 15 hour funding, please email early.years@achievingforchildren.org.uk confirming that you would like to offer this funding. Following this confirmation, we will activate the “30 hours” section on the portal which will allow your setting to claim for the funding at the next headcount.

30 Hours FAQs

Please refer back to our 2-part FAQ documents, which are available on the [AfC Info website](#). Updates have been made to the documents to reflect any recent developments/changes.

The FAQs include details on:

- Charging
- What happens when parents fall into the grace period
- What to do when a parents give you an eligibility code
- How to claim for the entitlement

Upcoming events:

There are two training events for 30 hours coming up soon. These are completely free of charge. Please see below for further details:

Introduction to 30 hours: *This is an opportunity for providers and schools to find out more about the 30 hours, e.g. how it works, what it entails, what parents need to do, what your options are as a provider and more. This introduction can help your setting make a decision on whether or not 30 hours is something you want to offer.*

- Twickenham Training Centre: Monday 19 February, [2-4pm](#) or [7-9pm](#)
- King Charles Centre: Monday 26 February, [2-4pm](#) or [7-9pm](#)

30 Hour Workshop Funding Models and Compliance: *This workshop will explore the different models in which funding can be offered and how to be compliant. This is applicable to all types of funding (2 year old and universal 15 hours and 30 hours).*

- King Charles Centre: Wednesday 7 March, [2-4pm](#) or [7-9pm](#)

To book your place please click on the time that you prefer, which will link you to the CPD online booking page.