We are continually adding new courses to the online shop, please remember to check each week and book on via the link below;

https://online.cheshireeast.gov.uk/EarlyYearsShortCourses/ProviderLogin.aspx

**Booking confirmation** - Once you have all the training items in your basket you will need to checkout. This will generate a confirmation email that will automatically be sent to the registered email address. You will not receive a separate confirmation letter from the Early Years Team.

**Contact:** ☑ Steph Jones 01270 686513
**Email:** childcarewdteam@cheshireeast.gov.uk
### Effective EYFS in Practice (new training course)

This five session training course will cover all aspects of the Early Years Foundation Stage.

The course is suitable for practitioners who are new to childcare or existing practitioners who wish to refresh their knowledge of EYFS.

Timings for the training this term will be afternoon sessions starting on the **17th April 2018** at Holmes Chapel Comprehensive School.

For further details and to book a place:

[https://online.cheshireeast.gov.uk/EarlyYearsShortCourses/ProviderLogin.aspx](https://online.cheshireeast.gov.uk/EarlyYearsShortCourses/ProviderLogin.aspx)

**Contact:**  📞 Steph Jones 01270 686513  
**Email:**  childcarewdteam@cheshireeast.gov.uk

### Are you ready now I’m 2……(new training course)

This training is for lead 2 year old practitioners or those who are new to the role of working with 2 year old in settings and schools in order to provide high quality provision and practice for our youngest children.

Throughout the four sessions we explore what makes this age of children unique and how best to support their learning and development. All sessions must be attended. The course is due to start **17th April 2018**.

For more information and to book a place:

[https://online.cheshireeast.gov.uk/EarlyYearsShortCourses/ProviderLogin.aspx](https://online.cheshireeast.gov.uk/EarlyYearsShortCourses/ProviderLogin.aspx)

**Contact:**  📞 Steph Jones 01270 686513  
**Email:**  childcarewdteam@cheshireeast.gov.uk
### Safeguarding Basic Awareness Training (new training course)

This two hour training course will provide basic information and understanding about safeguarding children. It has been specifically written to address safeguarding in Early Years and Childcare Settings and covers practice and procedures used within Cheshire East.

For more information and to book a place for the 23rd April session:

https://online.cheshireeast.gov.uk/EarlyYearsShortCourses/ProviderLogin.aspx

**Contact:** 📞 Steph Jones 01270 686513  
**Email:** childcarewdteam@cheshireeast.gov.uk

### Your provider information is now live in Cheshire East Live Well!

The details of your service have now transferred over to Cheshire East Live Well from the FIS on line system, and is now fully operational. To ensure your information is accurate and up to date, please check on line as soon as possible.

**Contact:** 📞 Family Information Service 0300 123 5033  
**Email:** FIS.east@cheshireeast.gov.uk

### SENCo Summer Panel meeting dates

Please use the link below for information about Summer Panel meeting dates, applications and deadlines.


**Contact:** 📞 Early Years SEN 01625 374170  
**Email:** earlyyearssenhelpline@cheshireeast.gov.uk
SENCo Information Summer 2018

SENCo surgeries will be taking place during the summer term at Children’s Centres across the authority to support SENCOs with any issues regarding SEN. The surgeries operate an appointment system where Early Years Consultants are available to discuss:

- Early identification and strategies to support children with SEN
- The plan, do, review process and graduated response paperwork
- Applications for SEN funding
- Surgeries are also a good opportunity for new SENCOs to discuss their role and get advice.

The dates, times and locations of the surgeries are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 19th April</td>
<td>2.30pm – 4.30pm</td>
<td>Hurdsfield Children’s Centre</td>
</tr>
<tr>
<td>Thursday 26th April</td>
<td>4.00pm – 6.00pm</td>
<td>Oaktree Children’s Centre</td>
</tr>
<tr>
<td>Thursday 26th April</td>
<td>4.00pm – 6.00pm</td>
<td>Oakenclough Children’s Centre</td>
</tr>
<tr>
<td>Tuesday 1st May</td>
<td>4.00pm – 6.00pm</td>
<td>Sandbach Children’s Centre</td>
</tr>
</tbody>
</table>

If you would like to book an appointment at one of these surgeries please email Nicky Cromwell at the address below.

Please note, individual children cannot be discussed without prior consent from the children’s parents / carers.
We look forward to seeing you.

Contact: ☑️ Early Years SEN 01625 374170
Email: earlyyearssenhelpline@cheshireeast.gov.uk
FREE ENTITLEMENT – Summer term 30 hour codes

Childcare Choices are aware there may be a small number of parents who applied for a 30 hours code by 31 March that may receive their code in April. This may be due to technical problems with the childcare service online application or because HMRC requires additional information before making an eligibility determination.

The Department for Education (DfE) is therefore encouraging local authorities to fund a 30 hours summer term place where a parent has applied by 31 March, but has a code dated between 1 and 23 April. Parents are required to provide evidence that they applied before 31 March in order to access their summer term 30 hours place.

Examples of acceptable evidence:

Temporary codes – Childcare Choices will be offering temporary codes to parents with ongoing technical difficulties from 1 March to 23 April. Parents will receive an email or letter with their temporary code (beginning ‘11’), which will include an ‘application date’ indicating when they applied for a code (this must be before 31 March).

Permanen codes – Parents with a permanent code (beginning ‘500’) dated between 1 – 23 April will need to log into their childcare service account and go through the following steps to provide evidence of when they initially completed their 30 hours application.

1. Parent logs into their childcare service account and select the ‘Secure messages’ section (continue for example).

3 March 2018

Dear Customer name

Your application for a temporary eligibility code received on 1 March 2018 for Jane Smith is 1199999999. This code is temporary and is only valid until 21 June 2018.

You should take your child’s temporary eligibility code to your childcare provider, along with your National Insurance number and your child’s date of birth to get your free childcare place.

Contact: 01270 685888 FEEE Team
Email: fee@cheshireeast.gov.uk
2. The parent will be able to show the date of the message they received from HMRC advising that their application has been received.

3. The parent will need to click on the message. The message will confirm a 30 hours free childcare application has been received and that HMRC is looking at the application.

4. If the date in Step 2 is 31 March or earlier, then a 30 hours place for summer term can be offered.

Contact: ☎ 01270 685888 FEEE Team
Email: feee@cheshireeast.gov.uk
FREE ENTITLEMENT – problems with 30 hours codes

- If parents are getting a ‘not found’ result on their codes, they need to make sure that the NINO/DOB/code used for checks are carefully verified. We have had many instances when the ‘not found’ result has been caused by information being entered incorrectly.

- As part of resolving some technical difficulties a small number of parents may have received a new code from Childcare Choices. Parents can check their active code under the ‘30 hours free childcare’ section in their account to ensure it is the same code recorded on their parental declaration form.

- Childcare Choices has identified an issue where a parent reconfirms their 30 hours code, but only the Tax-Free Childcare element of their account has updated. This means the parent’s childcare account shows that reconfirmation was successful but the validity period has not been updated on the 30 hours code. Please advise parents to contact HMRC (0300 123 4097) if they think they have a code affected by this.

Contact: ☎ 01270 685888 FEEE Team
Email: feee@cheshireeast.gov.uk
There are currently 695 eligibility codes that require reconfirmation before next term. Codes that need reconfirming will have a validity end date before 31 March 2018.

Please check your Provider Portal and remind parents to reconfirm their codes as soon as possible to avoid losing their extended hours during Summer term – the Provider Portal is updated on Friday mornings.

Please also check your Portal for any children in their grace period (identified by a yellow triangle).

Children with a grace period date of 31 March 2018 will not be able to access extended hours (an additional 15 hours) during Summer term. They have entered the grace period as either their family circumstances have changed and they are no longer eligible for extended hours, or their parents have not reconfirmed their 30H code.

Contact: 01270 685888 FEEE Team
Email: fee@cheshireeast.gov.uk