

# NORTHUMBERLAND

## Northumberland Early Years Service Level Agreement

for registered early years providers,  
including Children's Centres and  
Childminders in the Private, Voluntary and  
Independent (PVI) sector.

2016-2017



Welcome to Northumberland Early Years' Service Level Agreement (SLA) for the **Private, Voluntary and Independent (PVI) sector**. This SLA is delivered by Northumberland Education and Skills Early Years team supported by wider colleagues and professionals.

As you can see, the Early Years' Service remains committed to ongoing quality improvement and supporting the continuous professional development needs of our early years workforce. We have worked hard to provide a comprehensive, exciting and innovative Early Years Professional Development Programme this year, supported by us securing a bid for additional grant funding for training attached to the 30hrs extended entitlement Pilot. In addition, as we live in a digital era, we have positioned ourselves at the forefront of this culture shift and opened up the Learning Together Platform to the PVI sector of which the benefits are endless.

You will also see we have retained the cost of the SLA this year which we appreciate will support the financial management of settings as you prepare for and deliver the 30hr extended entitlement September 2017. We have, for the first time, introduced an additional charge to allow larger nursery chains using cross border staff to access our programme. In addition, we have introduced **a cap of four practitioners per setting at any one time** on all courses to ensure fair access to all settings. The joining process remains unchanged and providers can join at any point within the year, however we would encourage, where financially practicable, joining by Friday September 30<sup>th</sup> to maximize the benefits of subscription. Membership is renewable on a yearly basis.

To further improve the quality and impact of the training for learners, course facilitators and most of all the children you work with, we have revised our learning agreement. Over the next few months we may, wherever possible, introduce additional courses to our programme, including e-learning opportunities through the Learning Together Platform for SLA members to support the preparation and roll out of the 30hrs extended entitlement.

## **The Practice**

The Early Years' SLA has been specifically designed to provide a wide range of high quality tailored and professional support services to assist the important strategic role settings play in achieving positive outcomes for young children.

### **Our aims are to:**

- maintain and develop an effective partnership with early years and childcare settings
- support settings in meeting their statutory requirements of the Early Years Foundation Stage
- enhance operational efficiency, leadership excellence and professional practice
- support settings to prepare for inspection, manage expectations, clarify responsibilities and address actions and priorities following inspection

- assist settings in strengthening their reflection, self-evaluation and systematic monitoring process to improve quality of provision, raise standards of achievement and best outcomes for children
- provide up to date knowledge of current issues and early years policy development
- support early intervention and the development of high quality inclusive environment
- support and model effective practice
- facilitate effective locality networking with schools, settings, children's centres and other agencies
- promote and facilitate business sustainability

Most importantly, by establishing a unified and collaborative approach, we can together secure the highest quality provision, raise standards of achievement and promote best outcomes for children in Northumberland.

## **The Service**

**In 2016-2017 our core package of 'essential' Early Years support services includes:**

### **1. Support and challenge from your Early Years Team**

A specialist locality team will be assigned to each subscribing setting. They will visit and work with you offering additional support and challenge; objectively assess and evaluate the quality of provision, build leadership capacity and support you in achieving identified priorities for the forthcoming year

### **2. Access to a comprehensive training and Professional Development Programme**

The programme includes:

- A. EYFS Learning and Development Core Training**
- B. CPD section**
- C. EYFS Safeguarding and Welfare Requirements**

### **3. Telephone/email support and advice**

This service provides advice and guidance as necessary at no extra cost

### **4. Reduced ad hoc costs for SLA members**

SLA members benefit from a reduced ad hoc rate per additional course

## Additional Services

In addition, providers can extend and tailor their level of support by selecting additional services from the following list.

1	<b>Additional support time</b> - to support with specific in house issues or development need. Priced by the day to include a visit, preparation and follow up time. <ul style="list-style-type: none"> <li>• Additional support could include;</li> <li>• Preparation for Ofsted inspection</li> <li>• Post Ofsted support</li> <li>• Support in self-evaluation and improvement planning</li> <li>• Additional moderation</li> <li>• Leading improvement in teaching and Learning</li> <li>• Supporting those newly qualified to Early Years</li> <li>• Building partnerships with other providers to support transition</li> <li>• Support in working with other agencies including health and social care</li> </ul>
2	<b>Other childcare development, including 2 year old provision</b> - a tailored service to explore options and walk you through the setting up and expansion process of existing provision.

**Each of the additional services is priced individually, details below**

### Pricing Structure

This SLA covers the period from the **1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017**. The pricing structure has been maintained this year and is set according to the individual setting size and type. Childminders with one assistant or more are regarded as a small group setting for the purpose of the SLA. Although there is no deadline for subscribing, places remain limited on all courses and therefore we **encourage settings to select the services they require for the year ahead and, where practicable, subscribe early before Friday 30<sup>th</sup> of September 2016**.

Setting Type	Registered Number of childcare Places	Cost
Small group setting, including childminders with one or more assistants	up to 29	£180
Medium group setting	30 - 65	£220
Large group setting	66+	£300
Large nursery chains using cross border staff		An additional charge of £200
Sole childminder and nannies		£100

### Additional Early Years Consultant Time

SLA Member	Cost	Non SLA Member	Cost
Full Day (6hrs)	£350	Full Day (6hrs)	£400
Half Day (3hrs)	£200	Half Day (3hrs)	£225
Quarter Day (1.5hrs)	£125	Quarter Day (1.5hrs)	£150

### Additional Early Years Development Worker/Inclusion Coordinator Time

SLA Member	Cost	Non SLA Member	Cost
Full Day ( 6hrs)	£210	Full Day (6hrs)	£285
Half Day (3hrs)	£105	Half Day (3hrs)	£155
Quarter Day (1.5hrs)	£52.50	Quarter Day (1.5hrs)	£77.50
Other childcare development on site			<b>Call to discuss</b>

### SLA Code of Conduct and Learning Agreement

To enhance our service delivery and the quality of learning experience for all participants we have introduced a Code of Conduct and Learning Agreement which applies to all practitioners attending any of our courses, workshops and networks delivered through our Early Years Professional Development Programme.

#### The Practitioners

We expect all participants prior to attending to have had their training and professional development requests agreed by their line manager or the person responsible for authorising training.

Practitioners signed up to a course will be expected to turn up ready to learn at the stated start time advertised in our programme. **For example if a course starts at 9.15am practitioners should aim to be there for 9.00am.** This will ensure the course runs promptly on time and creates a better whole group learning experience without any unnecessary and avoidable interruptions.

Although notification has improved for nonattendance we still have a number of practitioners who did not follow the cancellation policy and were therefore charged, this not only has a cost implication for all concerned but impacts on the learning opportunities and experience of others. Because of this we need to retain our half day charge of **£15** for nonattendance in accordance with our cancellation policy below.

By signing up to our SLA practitioners will be expected to complete the training in full before a certificate can be issued. In most instances, course certificates will only be issued on request.

Practitioners are responsible for the quality of their own learning process. We understand everyone is unique and has their own individual learning styles, personalities, experiences and viewpoints, which can enhance the learning experience of all involved. However, in order to maximise a climate of positive participation and open respectful dialogue, the following ground rules apply to all courses.

- Come fully prepared, ready to learn and participate fully
- Listen actively and attentively to the viewpoints of other participants
- Give other participants space and time and respect their contributions
- Use appropriate language free of bias
- Switch off mobile phones during the session, unless otherwise agreed by the course facilitator
- Maintain confidentiality of the group
- Ask for clarity if you don't understand
- Critique ideas only, not the course facilitators or participants direct
- Work towards a shared and collaborative understanding

### **The Facilitator**

Facilitators will be prepared and ready to deliver the course promptly at the starting time stated in the programme. They will ensure ground rules are set before starting and will respond to different learning styles and support specific needs wherever possible. If at any time there are breaches to our Code of Conduct and Learning Agreement through unnecessary disruption which impacts on the learning experience of others, then the course facilitator will use their discretion to either remove the practitioner/s causing the disrupting. In these instances practitioners removed from any training will not receive a course certificate.

At the end of every course an evaluation form will be offered. We hope you can complete on the day as this helps us to continually review and improve the training experience and programme as a whole. We would welcome evaluation by post directly to Lesley Kelly at the address set out on the application form below, if that is preferred. As part of our quality improvement process we encourage practitioners to be as open and honest as possible when providing feedback.

### **Accessibility**

We will ensure an accessible environment and any special needs will be incorporated. If you do have any specific needs or learning requirements please email **[earlyyearstraining@northumberland.gov.uk](mailto:earlyyearstraining@northumberland.gov.uk)** and mark it for the attention of Lesley Kelly in advance of the course commencing so that she can inform the course facilitator.

## Course Confirmation

Upon receipt of your course booking you should expect to receive an email of confirmation. This email will be sent directly to the person who initially booked the training. For example, if the settings manager applied on behalf of the staff team, then the settings manager will receive the email of confirmation and any subsequent correspondence related to the course. It is therefore important to ensure you notify [earlyyearstraining@northumberland.gov.uk](mailto:earlyyearstraining@northumberland.gov.uk), marked for the attention of Lesley Kelly of any changes to your correspondence email address.

## Cancellation Policy (all courses)

Anyone knowing they are not able to attend **MUST** inform Lesley Kelly **48 hours in advanced of the course commencing**; this will enable us to offer the place to those on the waiting list. This **MUST be done by email** to [earlyyearstraining@northumberland.gov.uk](mailto:earlyyearstraining@northumberland.gov.uk). A confirmation email will be sent in acknowledgement of your notification of cancellation. Please retain a copy of any cancellation e-mail in case of any queries.

We understand that there are sometimes unforeseen circumstances or unavoidable delays due to traffic for example; however we will provide the venue phone number to enable you to inform the course facilitator directly if you are going to be late.

Participants who have been allocated a place and failed to attend and who have **NOT** followed the cancellation policy will be charged an administration fee of £15. Charges will apply in all cases where a practitioner has failed to follow the cancellation policy, including any sickness.

***In exceptional circumstances, Northumberland County Council reserve the right to cancel or rearrange any course where deemed necessary. In all circumstances we will aim to avoid this where possible, however where deemed necessary to cancel or rearrange we will endeavour to give you as much notice as practicable.***

## Charges for Non-SLA members:

Providers who wish to continue their professional development but who do not want to subscribe to the Early Years SLA can still continue to purchase ad hoc courses and support through our Early Years Professional Development Programme of which the following rates will apply.

- £35 per ½ day course
- £250 per half day Consultant visit

## **Subscribing to the Early Years' Service Level Agreement**

To subscribe, please complete the attached application forms and return by way of post together with payment by cheque, made payable to Northumberland County Council.

**Please mark your envelope for the attention of Lesley Kelly, Early Years and Schools, Block 5, Floor 1, County Hall, Morpeth, NE61 2EF.**

Alternatively, if you wish to pay by debit card please contact **Lesley Kelly** directly on **(01670) 622739**.

## **Queries**

Any queries or issues regarding this Early Years SLA should be directed to **Theresa Iley**. Theresa can be contacted **on (01670) 622743** or alternatively by email **[theresa.iley@northumberland.gov.uk](mailto:theresa.iley@northumberland.gov.uk)**.





Northumberland County Council

## Early Years SLA

### APPLICATION FORM

Setting Name: .....

Setting Address: .....

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Setting Type: .....

Email Address: .....

SLA costs: .....

Cross Border Setting Arrangements: YES/NO

Total SLA Cost:

I enclose payment by cheque made payable to Northumberland County Council  
for the sum of £.....

Signed: .....

Position in Setting: .....

Date: .....

Please return to: Lesley Kelly  
Early Years and Schools  
Block 5, Floor 1  
County Hall  
Morpeth  
NE61 2EF



Northumberland County Council

## Early Years SLA

### APPLICATION FORM FOR PROSPECTIVE PROVIDERS APPLYING FOR OFSTED REGISTRATION

Setting Name: .....

Setting Address: .....

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Setting Type: .....

Email Address: .....

SLA Costs: .....

Additional Cross Border Setting Arrangements: Yes/NO

Total SLA Cost:

I enclose payment by cheque made payable to Northumberland County Council

for the sum of £.....

**Please note:** should you decide to withdraw prior to or be refused registration by Ofsted,  
all monies paid are non-refundable.

Signed: .....

Position in Setting: .....

Date: .....

Please return to: Lesley Kelly  
Early Years and Schools  
Block 5, Floor 1  
County Hall  
Morpeth  
NE61 2EF