



**Early Years**  
Northumberland



**Northumberland Early Years  
Service Level Agreement (SLA)  
2017-2018**

**for Early Years Group Settings, Out of School Clubs  
and Childminders in the Private, Voluntary and  
Independent (PVI) Sector**

Welcome to Northumberland Early Years' Service Level Agreement (SLA) 2017 - 2018 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 will see we have worked even harder this year to provide a very different yet tailored and extensive Professional Development Programme and through some remaining Early Innovation budget, linked to the Pilot, we have managed to retain the cost of the Early Years SLA once again. We trust this will be well received as you adjust and prepare for the national roll out of the 30hr free education entitlement September 2017.

The cost of the SLA entitles each subscribing member to have unlimited access to our course programme, however we have retained a **cap of four practitioners per setting at any one time** on all courses to ensure fair access to all settings, especially those most popular or in high demand to meet statutory requirements.

The joining process remains unchanged too and providers can join at any point within the year, however we would strongly encourage, where financially practicable, to join by Friday September 29<sup>th</sup> to maximize the benefits of subscription. As always, membership is renewable on a yearly basis. The cancellation policy also remains unchanged so please make yourself familiar with our policy and charges.

However, we have made some changes to the SLA. Whilst an unavoidable increase has been applied to the ad hoc rate for non SLA members, we have made some beneficial changes for both SLA and non SLA members alike by introducing a new simplified electronic booking system. This automated system will improve the efficiency and effectiveness of our administrative process and quality service delivery.

Moving forward, we may introduce additional courses throughout the year to support your CPD and quality improvement of which will be advertised separately through our usual communication channels, such as email, our e-magazine and early years facebook. In addition, as technology continues to advance and to support changes to a more paperless system we will be moving to an electronic end of course evaluation form, which we hope to phase in over this new SLA period.

## **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 2017-2018 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 and CPD delivered through Quality First Teaching**
- B. EYFS Safeguarding and Welfare Requirements**

### 3. Telephone/email support and advice

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

### 4. No additional ad hoc costs for SLA members

SLA members benefit from full access to the Early Years Professional Development Programme as part of their subscription cost meaning there is no additional ad hoc course costs

## Additional Services

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

1	<p><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.</p> <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</li><li>• Support around the 2yr check, extended free entitlement and transition arrangements</li><li>• Support in working with other agencies including health and social care</li></ul>
2	<p><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.</p>

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

## Pricing Structure

This SLA covers the period from the **1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018**. 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 per setting at anyone time on all courses as highlighted above. We

therefore encourage settings to select the services they require for the year ahead and, where practicable, subscribe early before Friday 29<sup>th</sup> of September 2017.

Category	Setting Type	Registered Number of childcare Places	Cost
1	Small group setting, including childminders with one or more assistants	up to 29	£180
2	Medium group setting	30 - 65	£220
3	Large group setting	66+	£300
4	Large nursery chains using cross border staff		An additional charge of £200
5	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 a Code of Conduct and Learning Agreement in place 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 had not followed the cancellation policy again this year and were somewhat surprised when charged. This not only has a cost implication for all concerned but impacts on the learning opportunities and experience of others. It is therefore important to retain our charge of **£15** for non attendance 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 which form part of your CPD will only be issued on request. However, we aim to issue certificates for Child Protection on the day. Paediatric First Aid certificates will be issued on the 2nd day by the course facilitator. Certificates for Fire Awareness will be issued by the Fire Community Safety Academy shortly after the course.

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 and respect

## **The Facilitator**

Facilitators will be prepared and ready to deliver the course promptly at the start time stated in our 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 disruption. 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. However, as part of our continuous improvement we aim to introduce a more efficient system to gather feedback electronically so our current system may be subject to change in the very near future. We will accept postal evaluations in exceptional circumstances, however as part of our quality improvement process we do encourage all practitioners to complete on the day and to be as open and honest as possible when providing feedback.

## **Accessibility**

We will ensure an accessible environment and any additional 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 Booking**

As we move towards a paperless system and to improve the efficiency of administration we have introduced a new electronic booking system. Booking is simple, all you need to do is click on the link [Apply for your chosen course by clicking this link \(Click Here\)](#) at the bottom of each corresponding course page, which will take you direct to the course booking form. The form will ask you to complete your relevant details and then select from the drop down list your chosen course and preferred date then click submit.

On submission you will receive an automated response stating that your form has been recorded and whether you would like to apply for another course by clicking on the submit another response link. You will not receive an email at this stage. It is 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. We recommend each participant has their own email address, rather than the person who has applied on their behalf, inserted on the booking form where possible to avoid any delays in receiving final course confirmation. To ensure the correct name is entered on

the course register and issued on certificates it is essential that you contact Lesley Kelly as soon as possible if any changes have been made.

### **Course Confirmation**

As the automated response records your interest in a particular course only, you should expect to receive a formal letter of confirmation from Lesley Kelly in due course confirming your place. It is this formal letter of confirmation which confirms your place and not the automated response confirming successful submission at the time of your course booking.

### **Cancellation Policy (all courses)**

Anyone knowing they are not able to attend **MUST** inform Lesley Kelly **48 hours in advance 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 your copy of this cancellation e-mail in case of any queries.

We understand that there are sometimes unforeseen circumstances or unavoidable delays due to traffic for example. Please make a note of the course facilitator and venue details in advance, these are sited at the rear of the Early Years Professional Development Programme for ease of reference. This will enable you to inform the venue/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 at all possible. Where it is 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.

- £40 per ½ day course
- £260 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: .....

.....

Setting Type and Category:.....

Email Address: .....

SLA cost: .....

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