

Email from Carolyn Terry to Essex early years and childcare and childcare providers

From: Free Entitlement Funding Queries <FEEEQueries@essex.gov.uk>

Sent: 04 October 2020 22:15

Cc: Free Entitlement Funding Queries <FEEEQueries@essex.gov.uk>

Subject: Urgent - Please Read - Covid-19 Update 4 October 2020

Dear Provider

I hope that it is getting at least a little easier in navigating the guidance, but fully appreciate the challenges you are all continuing to face this term and the impact this could be having on you and your staff's wellbeing. We have been discussing ways we can offer additional support to you and are looking to put a Wellbeing programme of support together, the details of which we will share with you shortly. If you have any ideas on what you would find helpful, please let us know and we will try to incorporate these in too.

In the meantime, we continue to be here to offer whatever support and advice we can, and I have listed below the contact email addresses again for your information, do please get in touch if we can offer any help additional help: -

For settings based in: -

North East Essex (Colchester and Tendring) - eyanortheast@essex.gov.uk and for business management support alan.haylock@essex.gov.uk

Mid Essex (Chelmsford, Maldon and Braintree) - EYAdvisers.Mid@Essex.gov.uk and for business management support alan.haylock@essex.gov.uk

West Essex (Harlow, Epping Forest and Uttlesford) - EYFS.West@essex.gov.uk and for business management support rosemary.newell@essex.gov.uk

South Essex (Basildon, Brentwood, Castlepoint and Rochford) - EYadviser.South@essex.gov.uk and for business management support gemma.eva@essex.gov.uk

County wide

General and FEEE queries FEEEQueries@essex.gov.uk

Childcare brokerage queries Early Years Early.Years@essex.gov.uk

Also included in this email, is information on the following areas: -

- DfE Attendance Survey
- Childcare Sufficiency Survey
- Briefing notes on:
 - Job Support Scheme
 - Guidance for Claiming back SSP
 - Self-Employment Income Support Scheme

- VR Codes
- Additional testing capacity for Education Staff
- Updated FAQs

Attendance Survey – thank you to those of you that have been continuing to complete the weekly attendance survey. We do appreciate this is another pull on your time in a very tight timeframe, but we do need this information from you to respond to the expectations that the DfE have put on local authorities to provide up-to-date accurate information. The DfE have informed us that they intend to continue with this survey until at least the end of November 2020, and so therefore from week commencing 12 October 2020, based on the feedback you have provided us we are going to extend the period of time you have to submit your attendance data

- The survey will open from the Monday morning and close at 4pm each Thursday
- You will be able to select your busiest attendance day for each week and submit this data between these periods – please ensure whichever day you choose you continue to use this for each week going forward so we have a consistent comparison

This week's survey will remain as Thursday

I hope this change will make it easier for you to submit this data each week

Childcare Sufficiency survey – as we outlined during the summer 2020 term, we will shortly be issuing an Autumn 2020 Childcare Sufficiency Survey as a follow on from the summer term to provide us with data so we can analyse the impact Covid-19 is having on the availability of childcare places. We are also planning a survey for parents to help inform us of any emerging changes there may be on how parents are choosing to access childcare and will share details on this too

Briefing notes - please see the attached briefing notes on the following areas: -

- Job Support Scheme
- Guidance for Claiming back SSP
- Self-Employment Income Support Scheme

VR Codes we have been asked whether early years and childcare settings need to create and display a VR code. There is no expectation for settings to display a QR code for the NHS. Please see the following links for more information

Section 3.5 of the DfE's Actions for early years and childcare providers provides some more information, and has the following link

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Should you decide that you do wish to create a VR code you can find more information at the following link <https://www.gov.uk/create-coronavirus-qr-poster>

Additional testing capacity for Education Staff – I have previously shared information on testing capacity for staff which is listed again below, but I wanted to flag that the West Essex CCG has added an additional offer for staff – **please see point C below for the details**

a. For staff in North East Essex and West Essex (option 1 of 2 for staff in West)

- 1) Always try the national testing process first by using the [employer portal](#) or booking as an [individual online](#) or ringing 119
- 2) **Staff members can now order a postal test kit from Commisceo Primary Care Solutions by phoning 01702 742172.**
 - They will be asked to provide personal details including their NHS number. This is needed to link up the processing of results with the national NHS test and trace process. NHS Number can be found on any letter or document received from the NHS, including prescriptions, test results, and hospital referral or appointment letters. If the individual cannot find their NHS Number at home, they can ask their GP practice.
 - A test will then be sent by courier to the individual's home address.
 - They must take the test on the day they receive it and send it first class post to Addenbrookes Hospital laboratory in Cambridge – the address will be provided.
 - It is important that tests are processed within 48 hours.

b. For staff in Mid and South Essex

1. Always try the national testing process first by using the [employer portal](#) or booking as an [individual online](#) or phoning 119
2. **Staff members can book a test for themselves or a symptomatic household member only at a drive-through centre in Mid or South Essex online.**
 - Using this link <https://covid.shiftpartner.com> staff will be taken through to the NHS Mid and South Essex priority worker portal for NHS staff, and as a result of our negotiations, now Mid and South Essex education staff and their household.
 - Staff will need to register their personal details, including NHS number. NHS Number can be found on any letter or document received from the NHS, including prescriptions, test results, and hospital referral or appointment letters. If the individual cannot find their NHS Number at home, they can ask their GP practice. School staff to enter their job title as 'Administrator' and their organisation as 'Essex Education Services' in the drop-down lists.
 - Following the test, results should be emailed within 48 hours

c. For staff in West Essex (option 2 of 2 for staff in West)

1. Always try the national testing process first by using the [employer portal](#) or booking as an [individual online](#) or phoning 119
2. **Staff members can book a test for themselves at the West Essex CCG offices - Spencer Close zone of St. Margaret's Hospital, The Plain, Epping, Essex CM16 6TN.**
 - Eligible key workers should call **01702 742172** to book an appointment. The line is open between 9am to 4pm Monday to Friday (from 18 September).
 - Callers will be asked to give their: Name, DOB, NHS number, mobile number and email address

- Further details are attached.

Please note this additional capacity has been created, following negotiations, specifically **for Early Years, School and FE staff and their families**, not for the wider general public. It is important that capacity is prioritised to enable education settings to remain open safely. We would ask you to use your judgement about any further prioritisation that may be needed to ensure that the options we have secured are put to best use in the interests of education settings staying open.

Updated FAQs – please find attached updated FAQs for your information.

Best wishes

Carolyn

Carolyn Terry

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Please note my normal working days are Monday, Tuesday, Wednesday and Friday

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