**Essex Early Years and Childcare**

**Lease Opportunity:**

**Hogarth Primary School - Nursery Provision**

**Location: Riseway, Brentwood, Essex, CM15 8BG**

**This form should be completed in full and submitted with all supporting documents to** finance@hogarth.essex.sch.uk **by 17.00 on 28th June 2024.**

**Section 1: Your Details**

* 1. **Organisation Name**

The name of the organisation, group or body making the application as it appears on your constitution or governing document

**Name of the service**

if this is different from 1.1 above

* 1. **Address**

Address of your organisation

**Registered address -** if you are a limited company with a registered office address

* 1. **Email address**

for all communication related to this application

* 1. **Name**

of person who will be responsible for managing the lease

**1.5 Telephone number**

**Section 2: Your organisation**

**2.1 Details of your Ofsted registration (if applicable):**

**Ofsted Registration Number**

Date of last visit

Grade

**2.2 Legal Status**

[ ]  Community Interest Company (CIC) Company Reg No.

[ ]  Limited Company Companies House Reg No.

[ ]  Registered Charity Charities Commission Reg No.

[ ]  School DfE Number

[ ]  Partnership

[ ]  Other – please explain:

**2.3 Please indicate the type(s) of childcare that you provide**

|  |
| --- |
| **[ ]** Day Nursery |
| **[ ]** Pre-School/Sessional  |
| **[ ]** After School Club**[ ]** Breakfast Club |
| **[ ]** Holiday Provision**[ ]** Other (please detail provision)       |

**Section 3: The Project**

**3.1 Outcomes** (the scoring criteria is shown at the end of this document)

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| **Evaluation questions and criteria** |
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| **1.The Offer** |
| How will you develop a service that meets the requirements laid out in the service specification? Attach a copy of your * **Funded Early Education Entitlement (FEEE) policy**
* **Fees information for parents – explaining how FEEE funding and fees are operated**
* **an example invoice showing FEEE and non-FEEE (charged) hours**
 |
| **Criteria:*** Numbers of childcare places to be registered
* Number of Funded Early Education Entitlement (FEEE) places to be offered
* Breakdown of ages and services to be offered including Wraparound if applicable
* FEEE for 2, 3 and 4 year olds – how is this going to be offered, flexibility, free at point of access and meeting contract requirements
* r 30 hour extended funding offer (EFE)
* Staff ratios
* Implementation of the Early Years Foundation Stage
* Ofsted registration and adherence to framework
* Achieve and maintain a good or outstanding Ofsted grading

*Maximum 4,000 character limit* |
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| **2. Mobilisation** |
| **Provide a copy of your** **mobilisation plan** that details how this project will be mobilised and the timescales for full delivery and provide information against the criteria below. |
| **Criteria**:* Local research
* Company structure
* Staff recruitment/Transfer of undertakings (protection of employment) (TUPE) where applicable
* Marketing
* Building preparation and installation of equipment and resources if necessary

Maximum 4,000 character limit |
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| **3. Previous Experience** |
| Provide details of previous experience of Early Years and Childcare service delivery, including knowledge of the Ofsted regulation and inspection framework.  |
| **Criteria:*** Previous experience delivering a high-quality Early Years provision or details of how this expertise will be secured
* Qualifications and training
* Previous Ofsted outcomes where available
* Examples of childcare service delivery

Maximum 4,000 character limit |
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| **4. Core Values** |
| Please tell us about the core values of your organisation, how you promote inclusive practice and how you would make your service accessible for children and families in the community. |
| **Criteria:*** Inclusion
* Children and Families Act 2014
* SEND Code of Practice 0-25 years (2015)
* Equality Act 2010
* Diversity
* Parental engagement
* Participation
* Partnership working
* Early Years Pupil Premium
* Free Early Education Entitlement

Maximum 4,000 character limit |
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| **5. Safeguarding** |
| **Please attach a copy of your organisations safeguarding policy** and explain how you would ensure that the children in your care are protected from harm. |
| **Criteria:*** SET procedures
* Essex Safeguarding Children Board (ESCB)
* Policies and procedures
* Continuous Professional Development (training)
* Whistle blowing
* Safer recruitment/DBS
* Information handling/ data protection

Maximum 4,000 character limit |
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| **6. Workforce**  |
| **Please provide a proposed staffing structure** and detail how you would recruit , TUPE staff (if applicable), induct and provide ongoing support to your workforce to enable them to provide a high-quality provision for local children and their families. |
| **Criteria:*** safer recruitment
* staff qualifications
* inclusion and diversity
* induction policies
* ongoing staff training and commitment to CPD
* ongoing staff supervision

Maximum 4,000 character limit |
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| **7. Partnership** |
| How will you work with partners within the local community to ensure that the services delivered are meeting **local** need and that opportunities are maximised for partnership working within the local community. |
| **Criteria:*** Partnership working
* Partners Parish Council, schools, parents, Essex Child and Family Wellbeing Service (Family Hubs), local community groups and EYCC settings
* Communication strategies
* Sharing of information and best practice
* Networking
* Use of premises for community activities

*Maximum 4,000 character limit* |
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| **8. Sustainability** |
| You must attach a Business Plan and Cashflow Forecasts covering the first 3 years of operation |
|  |

**APPLICATION CHECKLIST**

**Please ensure you include all the documents listed below. Incomplete applications may be returned and/or refused.**

[ ]  Fully completed application form

[ ]  FEEE policy

[ ]  Fees information for parents

[ ]  An example invoice that includes FEEE funded hours

[ ]  Mobilisation plan

**[ ]** Safeguarding Policy and List of related policies

**[ ]** Proposed staffing structure

**[ ]** A Business Plan

**[ ]** 3 years Cash Flow Forecast

**Declaration**

**I/We understand and agree to the following:**

1. The information given in this application and in any other documentation that supports this application is true to the best of my knowledge.
2. I/We will comply with any relevant legislation affecting the way we carry out our service.
3. I/We have kept a copy of this application for our records.

*I confirm that I/we have the authority to make this application. I/we understand that you may ask for additional information at any stage of the application process.*

**Signature of main contact (This must be the person named in section 1)**

**Signed**

**Name**

**Date**

**Data Protection**

Essex County Council will process your personal information included in this document in accordance with the Data Protection Act 1998. The Council will not disclose such information to any unauthorised person or body and will only use such information for the purposes of administering your application. The information will be retained only for as long as necessary to do so and then securely destroyed. The council may also use this data in connection with the prevention or detection of fraud or other crime.