

# West Berkshire Early Years Service

Training & support packages for Schools  
and Early Years Providers - 2019/20





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# The Team

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All our Local Authority advisers are highly qualified, experienced individuals who provide up to date and relevant advice for your particular setting. Multi skilled, they bring with them many years of experience from their own professional careers. Our team will provide a sympathetic, yet relevant ear to any situation that your setting may find itself in.

Our advisers have attended a three day training course of Inspection Skills Pathway Training for Early Years, which has given a greater insight into the Ofsted inspection process, an in-depth knowledge of the documents used by inspectors, and a development of their own evaluative skills, which will be advantageous to your own setting in pre Ofsted visits, should you wish to make use of this invaluable practice.

# Foreword

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It is a pleasure to write the foreword to this prospectus and underscore the importance we attach to Early Years provision, which is the foundation for all that follows.

West Berkshire's Early Years Service sits within the Education Service and is highly regarded by schools, providers and inspectors. The team we have is dedicated, knowledgeable, experienced, skilled, reflective and well led. It is made up of colleagues from a variety of backgrounds and prides itself on being up-to-date with current requirements, developments and practice.

This prospectus outlines the support we offer within a changing landscape, with child development at its heart, but overarched by growing levels of scrutiny and accountability. We want all early years settings to be the best they can be and are determined that our provision will be second to none to achieve that. Our aim is to build on best practice and help all providers meet the various challenges they now face.

I hope you enjoy reading this prospectus and identifying how we can support your needs.

**Ian Pearson**

*Head of Education*

*West Berkshire Council*

# Introduction

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The aim of the West Berkshire Early Years Prospectus is to offer providers with a high quality service to support their continued improvement.

We are offering a range of opportunities that build on the work previously provided by the West Berkshire Early Years Service, but adapted and extended to help providers meet existing and future challenges. This will be achieved through a balance of core services provided free of charge and a range of additional training and visits that you may tailor to the needs of your setting. The subscription opportunities within this brochure aim to:

- provide value for money
- ensure that settings have access to high quality support to suit their needs that will help them lead improvement and increase their capacity to sustain that improvement
- build on the successful partnership working that already exists between the settings and the Local Authority.
- provide access to best practice, advice and guidance from a range of other sources including other settings, other Local Authorities and external providers

*“The benefit of the subscription package to our setting is in knowing that support is available if needed, rather like an insurance policy. Small rural settings such as ours can feel quite isolated and perhaps the full benefits are not appreciated fully until something goes wrong!”*



*“Your adviser has been a massive support, giving us lots of advice, training and encouragement, helping us through the difficult time our setting has been through. Your adviser has supported us through visits, training and advice, this is everything our setting has needed to move onwards and upwards, which Ofsted recognised”*

# Subscription packages

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## 1. Full Subscription

The subscription package ensures that Early Years Providers, Schools and Maintained Nurseries can use the advice and help from our highly qualified advisers. Information accessed from these advisers will always be up to date and the latest recommendations will be available. The subscription will include the following elements and will be payable on a yearly basis on 1 April each year:

1. Three half day visits to your setting by one of our highly qualified advisers. These visits may be tailored to individual setting needs or could include the following:-
  - Advice on specific areas to improve in your setting
  - Pre or Post Ofsted visits
  - Advice and support regarding 2 year olds
  - In house quality bespoke training delivered at your setting (or venue of your choice) by one of our highly qualified advisers.
  - Support for the role and responsibilities of the manager
  - Sessions for parents
2. Ofsted support – For Private, Voluntary and Independent Providers only. Subscribed providers may request an adviser to attend their Ofsted inspection and at the feedback session. Please call your adviser as soon **as you are notified of your inspection**, when we will do our utmost to attend.

Trainings can be held during the day or in the evening (core evening hours 6-9pm) and will usually last between 2-3 hours.

There will be a limited availability for Saturday trainings if required. **Please book your dates as soon as possible if Saturday trainings are of interest to your setting. An extra charge of £60 for Saturday sessions applies.**

*“As a manager in a preschool setting, I find the support and advice we receive from our Early Years Advisors invaluable – having a face to face session gives me the opportunity to ask for advice and reassurance that I am leading a team of staff effectively. I also value our tailored training sessions – I can ask for specific areas to be covered in order to prompt positive change in our personal practice.”*



If you are looking for a specific training for a member of your staff, please contact us, as there may be an opportunity to join another setting's bespoke training, if convenient.

For 2018/19 our advisors could offer training to support all areas of EYFS. You may wish to consider any of the following:

Using interactions to support learning

- Rhyme challenge
- Observation assessment and planning
- Outdoor learning
- Supporting children's creativity
- Exploring mathematics (inside and outdoors) and mathematical graphics
- Physical development
- Loose parts
- Supporting transitions into school
- School Readiness
- Supporting children with additional needs
- Irresistible learning environments
- Positive interactions
- Meeting the needs of 2 year olds
- Early reading/writing
- Sustained shared thinking
- Supervision for staff at your setting
- Keep calm and cuddle up – supporting the youngest children
- Parent sessions (for example, for school readiness or literacy)
- The role of the SENCO in supporting the wider team
- Characteristics of effective learning

However, if these sessions do not meet your needs, please contact our Early Years Team at [earlyyears@westberks.gov.uk](mailto:earlyyears@westberks.gov.uk) or **01635 503500** to discuss your requirements.

**Please note that phonics training does not fall into this.**

## 2. Cluster Subscription

This subscription is available for schools and providers who would like to subscribe together so that they can combine training sessions and work collaboratively on specific knowledge areas, for example the transition from pre-school into school.

Clusters can be made up of solely schools or schools and other providers.

You can organise your own clusters and subscribe as such. Alternatively, if you wish to create a cluster but have no provider in mind, we can try to find suitable partners for you.

The Cluster Subscription will include:

1. Ofsted support for private, voluntary and independent providers only - subscribed settings may request an adviser to attend their Ofsted Inspection and at the feedback session. Please call your adviser as soon as you are notified of your inspection, when we will do our utmost to attend.
2. Two joint half day trainings by one of our highly qualified advisors, tailored to meet your cluster's requirements.
3. One individual half day visit per cluster member tailored to meet your individual requirements. See page 7 for a list of areas you may want to consider.

### Costs

1. Full Subscription
  - £520 per year per provider.
  - For committee run providers and those with charitable status a discount of 25% will apply. The cost will be £390
2. Cluster Subscription
  - £312 per Provider within the Cluster group

### What can I save?

Offer	Cost without Subscription	Cost with Early Years Subscription	Saving
Full Subscription Package	n/a	£520	
Discounted price for committee run providers or charities	n/a	£390	
Three visits/training	£936	<b>FREE</b> (Included in subscription cost above)	<b>£416</b>
Three setting visits (Committee run providers or charities)	£936	<b>FREE</b> (Included in subscription cost above)	<b>£546</b>
ECAT	£260	<b>FREE</b> (one meeting per term)	<b>£260</b>
SENCO Training	£50 per morning and £40 per afternoon	<b>FREE</b>	<b>Up to £90</b>
Ofsted visit attendance (subject to availability)	£312 for 3 hours and £520 for 6 hours	<b>FREE</b>	<b>Up to £520</b>
Bespoke Training	£312	<b>FREE</b> if used as a subscription visit (See above)	<b>£312.00</b>

# West Berkshire ECAT (Every Child a Talker)

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ECAT focuses on encouraging the communication skills of young children through work with pre-school settings by:

- identifying and supporting children who may be 'at risk of delay'
- developing the knowledge and skills of all of the practitioners who work within the setting
- helping parents to understand the stages of development of speech and language skills and how they can encourage their child's development.



For more details concerning the content of the ECAT scheme, please contact Louise Griffiths at [lgriffiths@victoriapark.w-berks.sch.uk](mailto:lgriffiths@victoriapark.w-berks.sch.uk)

Providers that have not purchased the full Early Years Subscription package can purchase an ECAT only package for £260 (entitling providers to one meeting per term).

For settings that have subscribed to the full subscription, Cluster subscription or ECAT only package, ELLPs (Early Language Lead Practitioner) may attend one network meeting or training session of their choice per term free of charge. This is on the condition that all termly monitoring is completed and returned to the LA each term. Other network meetings can also be attended at a price of £62.40 per meeting. If three meetings per term are attended, a discount of 50% will be applied to the third meeting.

*"The support you have given me has been extremely valuable and helpful. It has helped me to improve and move the preschool forward. You always answer my emails promptly and give me plenty of time to talk things through with you. I am very thankful for your support"*



*"The information you have provided me regarding Ofsted has been very useful and I have shared this with my staff for further development. You have been helpful and supportive, and have been prompt in replying to any phone calls and questions"*

## Phonics Training

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Phonics training is one of our most popular courses, with our advisers booked well in advance. We are always looking for settings with the capacity to hold up to 20 candidates. If your setting can facilitate this and you are willing to host a training session, up to five of your own candidates can attend **free of charge**. (Please note: you will be expected to provide basic refreshments)

## New SENCO Training

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Our SENCO training will provide your SENCO with the knowledge to coordinate SEN arrangements in your setting. If you have a new SENCO that needs training and are willing to host a training session at your setting, please contact us. This will give your setting the flexibility of choosing when your SENCO/s is/are trained without having to wait for a training session. This training will then be opened to all settings to send their new SENCOs to, providing a valuable opportunity for networking and support.

SENCO training is free of charge to settings that subscribe to the full Early Years Subscription.

SENCO update workshops are held at least once a year and will be notified accordingly.

Please contact our Early Years Team on **01635 503500** or

Email: [earlyyearsservice@westberks.gov.uk](mailto:earlyyearsservice@westberks.gov.uk)

## New to Early Years Foundation Stage

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This course is recommended for those working in a pre-school, nursery or school and new to early years and the EYFS. This training is open to **all**; including Teachers, TAs, Nursery Practitioners, and Apprentices

Come and join a network of other colleagues and explore the following themes:

- The principles of the EYFS and statutory requirements
- How to provide a high quality environment using both inside and outside
- How interaction impact on children's learning and the role of the adult
- How to observe plan and assess children to ensure that you meet their individual needs

**Please note that this course will be run as three days over the academic year. To complete the course, participants must have attended all three days. There is no limit to the number of practitioners attending from each provider.**

**Dates:** 1 day per term

Autumn term - The EYFS Statutory Framework; including providing positive learning environment

Spring term - How to observe, plan for and assess young children's learning

Summer Term - The role of the adult and their impact on young children's learning and development

**Cost £210 per person (for the three days)**

Early booking is recommended as minimum  
& maximum delegate levels are operating for this course

To reserve a place please call **01635 503500** or email [earlyyearsservice@westberks.gov.uk](mailto:earlyyearsservice@westberks.gov.uk)

## Pay as you go

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Some providers may prefer the flexibility of paying as you go for visits from our advisers. These can be used as and when you require a visit or training. The cost of pay as you go visits are £312 for 3 hours, and £520 for 6 hours.

These rates are also used if you are a subscribed setting but wish to organise a further visit or training with us on top of your subscription allowance. We are quite happy to arrange this for you, so please feel free to call the Early Years Team on **01635 503500** or Email: [earlyyearsservice@westberks.gov.uk](mailto:earlyyearsservice@westberks.gov.uk).

# Bespoke Training

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Our Early Years Improvement Advisers have a reputation for providing relevant and informative bespoke training to providers within West Berkshire. They are happy to arrange training to suit individual needs.

*“Being relatively new to Early Years, I am buzzing with enthusiasm after this course of all the things I want to do; almost don’t know where to start! You were both fantastically knowledgeable and excellently engaging presenters. Thanks so much!”*

## “Outdoor Learning”

Are you making the most of your outside spaces? Are your children accessing the outside as much as they do inside? Our training will give you many varied ideas and activities to make your outside your new “room”. How to reflect examples of outdoor learning in your observations and assessments of children and how to find ways to promote the importance and value of the outdoor environment to all those involved in your setting, for example the senior management team, other professionals, staff and parents



## “Keep Calm and Cuddle up”

Our Keep calm and cuddle up training will help early years providers create an optimum learning environment for every child under 3 and understand the need for a different approach when working with under 3’s. It will also provide guidance on the two-year old development check.

### **Training will look at:**

- The ethos and philosophy for working with all babies and young children, including attachment issues
- theories of child development - including an overview of stages of development with milestones and characteristics
- Practical suggestions and ideas for meeting the needs of different aged children with varied developmental needs
- The 2 year-old check, including tips for talking with parents and guardians.

## “Loose Parts”

“In early childhood education settings, loose parts mean alluring, beautiful, found objects and materials that children can move, manipulate, control, and change while they play....Loose parts possess infinite play possibilities. They offer multiple rather than single outcomes: no specific set of directions accompanies them; no single result is inevitable. Unlike a jigsaw puzzle, whose pieces are meant to be fitted together in a specific way to make a single picture, loose parts can be joined in many ways.” (Community Playthings)

## *Did you know there is a theory about “loose parts play”?*

### **Through this training your practitioners will:**

- develop an understanding of what loose parts play involves and how loose parts play supports children’s schematic patterns of behaviour
- gain an understanding of children’s brain development in relation to creativity
- explore examples of how to support children’s creativity using loose parts in the environment
- experience practical opportunities with a range of loose parts

## “Characteristics Of Effective Learning”

*“In play the child operates at their highest level beyond his average age, above his daily behaviour; in play it is as though he were a head taller than himself.”*

*(Lev Vygotsky)*

As Early Years practitioners we are constantly focusing on the key ways children learn. Children learn an astonishing amount in their early years, using an inborn drive and learning power as they encounter others and the world around them. Research also proves that these characteristics are a central factor which supports them to be successful lifelong learners. Our training will provide you with opportunities to explore how children develop these learning characteristics and how as adults we can support them and promote the importance of Playing and Exploring, Active Learning and Creating and Thinking Critically.

If you feel that you would benefit from our bespoke training package, please contact our Early Years Team on **01635 503500** or email: [earlyyears@westberks.gov.uk](mailto:earlyyears@westberks.gov.uk)

**1 x half day visit or evening meeting (max 3 hours) from one adviser - £312 per session**

**1 x full day visit (max 6 hours) from one adviser - £520 per day**

## Subscription Information for Providers

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### Frequently Asked Questions

The support outlined in this subscription booklet will help your setting identify the support you need to meet your setting’s priorities. It is not definitive and can be tailored to meet the individual needs of your setting.

#### *How will subscriptions be managed?*

Subscriptions will become renewable from April each year. **To opt into the subscription**, you will need to complete an Early Years Subscription Agreement and return it to the Early Years Business Manager by the deadline. Your subscription is not confirmed and will not be invoiced until you return the agreement.

#### *How do I book subscription visits?*

In the first instance you will need to contact the Early Years Business Manager, who will discuss your needs and formulate a timetable and plan for your visits and bespoke training at convenient times for your setting. Visits are generally 3 hours and can be booked in the morning (9.30 – 12.30) or the afternoon (1.30 – 4.30). Training can be booked in the same timeslots during the day as a

visit or taken as a twilight or evening session, and usually lasts 2-3 hours. If you are a small setting and wish to combine bespoke trainings with other providers, please have all the information to hand before you make contact.

### *Can I request support throughout the year?*

Your subscription allowance will be allotted on first contact with our Business Manager. We recommend that your 3 subscription visits are booked evenly throughout the year on a 1 visit per term basis. It will be possible to negotiate additional support on a “pay as you go” basis if required.

### *If I don't use all of my subscription allowance, can I carry it over to the next year?*

No, the subscription year runs from April to March. Only in exceptional circumstances can the remaining time be carried forward.

### *What if I have to cancel support?*

If a provider has to cancel or rearrange support we will do our utmost to accommodate this request. If we have at least four weeks' notice provided. If there is an unavoidable event (For example, Ofsted), then we will endeavour to work around this with you. Please note: if an adviser attends a visit that has been agreed by your setting but is unable to complete that visit for any reason other than adviser's discretion, we will still deduct this from your subscription allowance.

### *What if my setting falls into Ofsted category “Requires Improvement” or less?*

If your setting should be judged as “Requires Improvement” or less by Ofsted, the Local Authority will support your setting with an assessed action plan to address any issues flagged by Ofsted. This will happen regardless of your subscription status and is a legal obligation for the Local Authority. If your setting finds itself in this situation, please contact our Business Manager on **01635 503135** or email **[ann.miemczyk@westberks.gov.uk](mailto:ann.miemczyk@westberks.gov.uk)** as soon as you are aware for further discussions.

## Safeguarding Training

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The Early Years Service does not provide safeguarding training. Courses are held at Shaw House on a regular basis and are advertised at **[www.westberkseducation.co.uk/training](http://www.westberkseducation.co.uk/training)**. Our training team are hoping to introduce evening sessions to increase accessibility for professionals.

For more information or to book a place, please call our training team at **[training@westberks.gov.uk](mailto:training@westberks.gov.uk)** or call **01635 519781 / 519067**. Early Years only training is offered three times per year for Universal Safeguarding and Designated Safeguarding Leads. Providers and schools can also access LSCB training.

## First Aid training

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West Berkshire Council does not recommend first aid training providers. Below are recognised first aid trainings. Please use the following contacts should you wish to book on to these courses. If you are organising first aid training and would like to advertise available places to other settings to reduce costs, we are quite happy to do this for you.

ABC Medical  
08452 300999  
[www.abcmedicalservices.co.uk/](http://www.abcmedicalservices.co.uk/)

Aid Training & Operations Ltd  
01985 878173  
[www.aid-training.co.uk/training-courses/first-aid-courses](http://www.aid-training.co.uk/training-courses/first-aid-courses)

British Red Cross  
0844 871 8000  
[www.redcrossfirstaidtraining.co.uk/](http://www.redcrossfirstaidtraining.co.uk/)

St John's Ambulance First Aid Training  
0844 770 4800  
[www.sja.org.uk/sja/training-courses/courses-for-the-workplace/first-aid-courses.aspx](http://www.sja.org.uk/sja/training-courses/courses-for-the-workplace/first-aid-courses.aspx)

## SLA Online – news and updates

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The Early Years Service use an online education portal for publishing information and resources for providers. Please use the link below to access news items and updates:

[www.westberkseducation.co.uk/Services/Details/2131](http://www.westberkseducation.co.uk/Services/Details/2131)

## Useful contacts

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### Early Years Service

01635 503500  
[earlyyearsservice@westberks.gov.uk](mailto:earlyyearsservice@westberks.gov.uk)

### Advisers

Kirstie Hanson  
EYFS Improvement Adviser  
07826 891 268  
[kirstie.hanson@westberks.gov.uk](mailto:kirstie.hanson@westberks.gov.uk)

Sarah Whatmore  
EYFS Improvement Adviser (LAC)  
07825 282 152  
[sarah.whatmore@westberks.gov.uk](mailto:sarah.whatmore@westberks.gov.uk)

Please bear in mind that our advisers work part time, so please leave a message on their answerphone and they will call you back as soon as they are back in work. Alternatively you can email them, or if your query needs attention urgently, please call Ann Miemczyk, Business Manager 01635 503692 who will be able to allocate your call accordingly.

Space for your notes

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If you require this information in an alternative format or translation, please call 01635 503692 and ask for Ann Miemczyk, Early Years Business Manager

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