

## March 2019 Early Years Bulletin

Welcome to the March 2019 Bulletin

### **Invoices – information from Julia Hanks**

#### **FOA of settings claiming SEN Inclusion Funding (SIF)**

**Due to the end of the financial year, please could you submit any invoices up to and including March by Wednesday 20/03/19 as these must be paid by 31/03/2019. Thank you to all who have submitted these already. All will be paid in March although an exact date cannot be given.**

**If you have any queries please contact Julia Hanks on 01634 331194 or via [julia.hanks@medway.gov.uk](mailto:julia.hanks@medway.gov.uk) if you are using a secure email account.**

### **Renewal of funding**

These should have been received by the SEN Team by now. Please remember that funding will now only be agreed from the date that the child is discussed at a Funding Panel. The panel is due to meet on the following dates for the rest of the academic year: 23/04, 21/05, 18/06, 16/07

### **Cluster Meetings**

Thank you to everyone who was able to make this round of Cluster Meetings – they were well attended and we had some really good discussions sharing ideas and information relating to the work we all do supporting children with SEND. Lots of you brought photos along to share areas that were working well in your settings and also some where you welcomed suggestions from colleagues on how to improve things. These will hopefully all be collated and then sent out separately so if you didn't make the meeting at least you can see some of the ideas that you may like to use.

The next round of Cluster Meetings should hopefully take place in term 5 and will discuss transition to school. It is also hoped that a senior member of the Children's Services will come along to talk about the new pathways of support that the Children's Services are offering and there will be an opportunity for you to ask questions. As soon as dates and venues are confirmed your SEND Practitioner will be in touch to give you as much advance warning as possible.

### **Referring to MCH**

We are aware that there are still issues with submitting referral forms to the Children's Services Team via their online form. If you have tried to submit several times and are unsuccessful then please contact Snapdragons on 03001235005 and explain your situation to them and ask for advice on what to do next.

### **Training sessions for Term 4 – Term 6 2019**

Training sessions are filling up fast – please book a space if you want to send a member of your team.

- 21/03/19 – Using Resources to support children with SEN 9.30 – 2.30 at Gun Wharf Rm 1
- 03/04/19 – Target Setting Workshop 9.30 – 12.30 at Gun Wharf Rm 8
- 09/05/19 – Preparing for an EHC 9.30 – 12.30 at Gun Wharf Rm 8
- 22/05/19 – Supporting Children with Challenging Behaviour 9.30 – 12.30 at Gun Wharf Rm 8
- 06/06/19 – Small Steps to Learning – 9.30 – 12.30 at Gun Wharf Rm 8
- 18/06/19 – Small Steps to Learning – 9.30 – 12.30 at Gun Wharf Rm 8
- 20/06/19 – Sensory Practical Workshop – 9.30 – 12.30 Twydall Training room
- 26/06/19 – Using Resources to support children with SEN – 9.30 – 2.30 at Gun Wharf Rm 8
- 27/06/19 - Supporting Children with Challenging Behaviour 9.30 – 12.30 at Gun Wharf Rm 8
- 02/07/19 - When is EAL SEN 9.30 – 12.30 at Gun Wharf Rm 8
- 04/07/19 – Role of SENCo 9.30 – 2.30 at Gun Wharf Rm 8

If you would like to book a place then please email [eyhighneeds@medway.gov.uk](mailto:eyhighneeds@medway.gov.uk) with your details. You will receive an email from the Early Years Team confirming your place. Remember it doesn't always have to be the SENCo who attends each training session. If you have any questions please speak to Tina Arterton.

### **Disability Access Funding (DAF)**

Please remember to check with your parents to see if they are in receipt of Disability Living Allowance (DLA). If they are then on elearningatlast you will find the forms to allow you to claim the DAF - additional funding to support children. If you apply before April 2019 you will receive £615 for the child and then if you apply after April 2019 you will receive a further £615 to provide additional support. Remember this funding is only for children in Nursery and is ring fenced for Early Years. If you are unsure please speak with your Early Years SEND Practitioner or speak to Tina Arterton EY Lead SEND Teacher.

### **Contacting the Early Years SEND Team**

If you have left a message or sent an email to the team about a specific issue please could you allow 3-5 working days before you chase us up. As you are aware we are a small team and often we are now out of the office running groups with families, holding SENCo Surgeries etc so there will be a delay in getting back to you. If after this time you still are waiting for a reply then please email again and copy in Tina Arterton Early Years SEND Lead Teacher.

### **Contact details for the Early Years SEND Team**

With the above in mind please find below a reminder of the contact details for each SEND Practitioner. If you contact them first rather than contact the office that would really help us and ensure that you get a prompt response.

Cindy Hitch (Full time all year round)	07740590024
Katie Ward (Term time – Tues, Wed & Thurs)	07920198905
Marina McGowan (Term time – Tues, Wed, Thurs & Fri)	07917638871
Amber Whitefield (Full time all year round)	07740457990
Dawn Adams (Mon, Tues, Wed – every other Thurs all year round)	07825071405

You can also email the team – generic email address [firstname.surname@medway.gov.uk](mailto:firstname.surname@medway.gov.uk). Please remember if you do email us to include your setting name as we are not always sure if the name is not included in your email address!

### **Use of Egress**

We have received notification that the Council are no longer using Egress to send emails and have moved over to AIP (Azure Information Protection). We will still be able to read your emails if they are sent via Egress. Therefore to send secure emails to you we will use AIP. Please see information below telling you how then to open emails from us.

### **Will you need a Microsoft account to open it?**

No. Microsoft have tried to make this easy. Please use the following steps:

1. For Medway staff, you are treated as a trusted partner when the email has been sent by another Medway employee. Select the link and the email will open in the Outlook Cloud application.
2. If the address of you as the recipient has a Microsoft, Google, Hotmail address then you can use your account details to open the email.
3. Alternatively, you the recipient can request a one-time password from the Early Years Team which

will allow you to then open emails from us.

**So yes you should be able to access emails without having an account and no this shouldn't cost you anything. Let's see how this goes!**