**Extended free entitlement mixed model partnership**

**Guidelines for completing the action planning template**

## Section 1 - overview

* Summarise the partners and any history you have of working together
* Summarise what you know about the needs of local parents and demand for early education – what are the key issues in relation to deprivation and other demographic factors in the partnership area?
* Outline the part each partner will play, including a lead partner if one is identified
* Outline the strengths each partner brings, and the added value of the partnership approach
* Summarise how the partnership will deliver a sustainable offer of 1,140 hours a year for working parents, offering one or more of flexible, extended and stretched hours
* What are your key delivery outcomes
* Summarise your main priorities to establish a working partnership or to take forward your partnership
* Outline your principles, aims and objectives.

1. Section 2 - delivering the extended free entitlement (EFE)

## Partnership management and leadership

* Describe the partnership management / leadership arrangements:
* Who will be leading planning on behalf of the partnership, including convening and facilitating the meeting(s)?
* Communication within the partnership, and between partners
* Any partnership protocols
* Describe the Governance structure – ensure clarity on accountability
* Assess the capacity to deliver and how any shortfalls will be addressed. If there are transitional arrangements to be managed, describe how this will be done.

## Getting the legalities right

* Consider what kind of partnership this will be: options include operating using a memorandum of understanding; a service level agreement; a more formal separately constituted organisation; a social enterprise
* Contractual issues for current staff, including caretakers, cleaners, and catering
* Meeting EYFS staffing and space requirements
* If planning on providing for two year olds, meeting all the requirements for that age group, including possible registration
* If setting up new provision, consideration of TUPE, contractual and leasing arrangements, and possible registration.

## Description of the provision

* Opening times
* Flexibility of offer
* Curriculum planning across the day and week
* If decisions not yet made, agree responsibilities and time scales
* Who provides space and on what basis?

## Getting the environment right

* Sleeping arrangements, quiet spaces for three and four year olds who are in full days
* For two year olds, physical and learning environment for that developmental stage
* Getting the balance right between places for children of parents who can pay for additional hours and those who cannot
* Ensuring that the environment and delivery is inclusive for children with SEND
* Safeguarding
* Health and safety assessment.

## Managing delivery

* Management structures and processes
* Staffing levels and qualifications; recruitment process; planning for staff absence
* Admissions criteria and managing admissions
* Quality assurance
* Management of a child’s progress.

## Financial planning to support delivery

* Identifying set-up costs
* Getting an annual revenue budget agreed including occupancy planning; calculating a breakeven point; charges, including decisions to subsidise places
* Other potential sources of funding or sponsorship
* Capital programme – is capital investment needed? Has this been properly costed? Who is providing financial support - is a grant application needed? Time scales for getting funding in place and carrying out work. Do any existing services need relocating?
* Any shared income management issues, such as whether a new bank account is needed.

## Communication and marketing

* Agreeing key messages
* Marketing – assess the need for your marketing strategy and put arrangements in place to deliver if necessary
* Communication of offer, admission criteria and expectations to parents
* The role/adaptation of website and use of social media.

## Future planning

* Keeping on top of demand and supply
* Step expansion of extended offer hours
* Planning for different governance
* Planning for extending age range e.g. to include two year olds
* Planning for all-year-round provision.

1. Section 3 - risk assessment

What risks are associated with delivery and how could these be mitigated, for example:

* National policy
* Local strategy
* Strength of the partnership
* Quality of provision
* Supply and/or demand
* Managing parental expectations etc.
* Governance arrangements and expediency of decision making.