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|  |  | |  | | --- | | Early Years and Prevention Service  COVID-19 | |  | |
|  |  |  |
| Recovery Planning for EArly Years and childcare providers |  | In This Issue: 26th June 2020 |

A social story is a short story written in a specific style and format. They are used to support the development of social skills and social understanding (particularly for autistic children and young people). Social stories are used to help a child understand a small part of their social world and how to function appropriately within it. Each story provides a child with clear, accurate information about what is happening in a specific social situation; outlining why it is happening and what a typical response might be, or what people do, why they do it, and what the common responses are. The story describes what is obvious to most of us but not obvious to those with impaired social understanding. The stories are written with the individual child’s needs in mind.

*The objective of a social story is to share information that will help a child understand a particular situation; they should not to be used as ‘bossy’ rule books.*

The goal of each story should be to teach social understanding, not rote compliance; to describe rather than direct.

Social stories can be used to:-

* Provide positive feedback to a child so that they can recognise their own appropriate skills and responses (in an affirming style).
* To support the development of self-care skills (e.g. why/how we clean your teeth, get dressed etc.)
* To prepare a child for a new experience.
* To help a child customise themselves to a new situation and to give information about appropriate responses within the particular scenario.
* To help prevent extreme responses that may be triggered by a lack of social understanding.

The writing of a social story should be suited to match the language and vocabulary levels of the child in mind. The story should be written in the first person and present or future tense and should contain one aspect or step per page.

Social stories were developed by Carol Gray (1994).[*https://carolgraysocialstories.com/*](https://carolgraysocialstories.com/)

For further information: <https://www.autism.org.uk/about/strategies/social-stories-comic-strips.aspx> (National Autistic Society).

*Recommended reading:*

The New Social Story Book *by Carol Gray*

Writing & Developing Social Stories – *Practical Interventions in Autism by Dr Caroline Smith*

*If you are interested in specific training to be able to write your own social stories please let the EY team know and we will try to schedule something in the near future.*

# What is a Social Story?





Social Stories

A social story is a short story written in a specific style and format. They are used to support the development of social skills and social understanding (particularly for autistic children and young people). Page 1



Actions for early years and childcare providers during the coronavirus outbreak

The Government’s overriding priority remains keeping the public safe. Any steps as part of a phased lifting of restrictions will therefore be measured and guided by the science. Page 2

**Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**

Updated 23 June 2020

**Main changes to previous guidance**

We have updated this guidance as follows:

* amended wording throughout guidance to reflect that early years providers have been able to open for all children
* updated content on funding, including the maximum earnings threshold for critical workers to be able to remain eligible for 30 hours free childcare (section 3.4), flexibility for parents who have missed the deadline for 30 hours codes (section 3.6) and on the Coronavirus Job Retention Scheme (section 3.8)
* new paragraph on Public Health England’s review of the disparities in the risk and outcomes from coronavirus and revised wording on testing (section 4)
* updated wording on vulnerable children and the need for settings, local authorities and social workers to work together (section 5.1)
* further detail added on managing school pick-ups and drop-offs for childminders (section 5.5)
* updated content on considerations for settings, including on wraparound care, taking groups of children on outings to outdoor public places (section 6)
* new content on childminder agencies and carrying out quality assurance visits (section 10.4)

We will continue to update this page as further guidance becomes available.

This guidance should be read alongside the following guidance:

Guidance on infection prevention and control

* [Implementing protective measures in education and childcare settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings)
* [Safe working in education, childcare and children’s social care settings](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)
* [Planning guide for early years and childcare settings](https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-early-years-and-childcare-settings-from-1-june/planning-guide-for-early-years-and-childcare-settings)

Guidance on funding

* guidance on catch up premium
* [Financial support for education, early years and children’s social care](https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care)
* [Coronavirus Job Retention Scheme](https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme)
* [Use of free early education entitlements funding](https://www.gov.uk/government/publications/use-of-free-early-education-entitlements-funding-during-the-coronavirus-outbreak/use-of-free-early-education-entitlements-funding-during-coronavirus-covid-19)

Other relevant guidance

* [Actions for education and childcare settings to prepare for wider opening from 1 June 2020](https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020)
* Supporting [vulnerable children and young people](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people)
* guidance on the [early years foundation stage (EYFS) disapplications](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications)
* [Ofsted’s response to coronavirus (COVID-19)](https://www.gov.uk/guidance/ofsted-coronavirus-covid-19-rolling-update)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>



**MHST/Getting Help Team - Emotional Health & Wellbeing Virtual Support Offer**

To: All early years providers, schools, FE, Virtual School, NEET and wider partners

In April/May we released our offer of support to all education settings in East Berkshire. I am really pleased to say the response to the webinars has been fantastic with consistently favourable feedback.

With this in mind please can I draw your attention to the remaining three webinars that all have some places remaining. Please can you circulate within your organisation. If staff wish to sign up they simply click on the relevant link that will take them to Eventbrite. A few days before the webinar I will send them a MS Teams calendar invite.

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| **Date** | **Time** | **Theme** | **Description** | **Audience** | **Presenter**  **Facilitator** | **Enrolment Details** |
| Wednesday  01/07/2020 | 15.00-16.00 | **Solihull Approach Online Parenting Programme** | An overview of the Solihull Approach On-line Guides for Parents, Parents-To-Be and Carers. These guides offer the latest evidenced based advice to anyone working with - or caring for children and are now available FREE to across East Berkshire. | Early Years Providers  Primary Schools  Secondary Schools  Further Education | **Presenters:**  Jane Lynch, Work Stream Lead, Frimley Local Maternity System (LMS)  Nancy Makamba, Project Support LMS  **Facilitator:** Amethyst Cunningham, Children’s Wellbeing Practitioner, Getting Help Team (RBWM), Berkshire Healthcare | [Click her for further details and to book](https://www.eventbrite.co.uk/e/107068031364) |
| Monday  06/07/20 | 10.30 -11.30 | **5 Ways to Wellbeing** | A fun and engaging overview of the 5 ways to wellbeing, with local examples, structured ideas and a Health at Home challenge. The session will also cover - the #5Way5DaysNHS challenge and new #Coping Five Ways to Wellbeing resources. | Primary Schools  Secondary Schools  Further Education | **Presenter:**  Tim Howells, Public Health Programme Officer, Public Health, Slough Borough Council (SBC)  **Facilitator:**  Melissa Urwin, Trainee Education Mental Health  Practitioner , MHST/Getting Help Team, Berkshire Healthcare | [Click here for further details and to book](https://www.eventbrite.com/e/5-ways-to-wellbeing-tickets-106086292958) |
| Wednesday  08/07/20 | 10.30  11.30 | **Looking after our wellbeing** | During these uncertain and anxiety provoking times it is important to look after ourselves and our wellbeing. Learn some practical tools to keep well during these unprecedented times. | Early Years Providers  Primary Schools  Secondary Schools  Further Education | **Presenter:**  Kylie Duncan,   Psychological Wellbeing Practitioner, Talking Therapies  **Facilitator:**  Charlotte Kay, Children’s Wellbeing Practitioner, Getting Help Team (Bracknell), Berkshire Healthcare | [Click here for further details and to book](https://www.eventbrite.com/e/looking-after-our-wellbeing-webinar-tickets-106085881728) |

**Sunscreen and sun safety**

Children and sun protection

Take extra care to protect babies and children. Their skin is much more sensitive than adult skin, and damage caused by repeated exposure to sunlight could lead to skin cancer developing in later life.

Children aged under 6 months should be kept out of direct strong sunlight.

From March to October in the UK, children should:

•cover up with suitable clothing

•spend time in the shade, particularly from 11am to 3pm

•wear at least SPF30 sunscreen

Apply sunscreen to areas not protected by clothing, such as the face, ears, feet and backs of hands.

<https://www.nhs.uk/live-well/healthy-body/sunscreen-and-sun-safety/>

**One last swim?**

Please share across your social media channels and any public facing areas from today; the general message is to STAY OUT OF THE WATER. Although it is specific to the Jubilee in Slough, it applies to all open water.

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| **Newsletters and content so far:** |

**Article 1: 1st June 2020**

* Risk assessments COVID – 19
* Supporting CPD
* SBC Business Support Fund
* **Ask Michael**: Many childminders and some providers will again start dropping off and collecting children from schools this week, nationally some schools have banned childminders from doing so. Do you know what the Slough’s schools position is on this?
* **Sector updates** (JRS, Self employed support scheme, critical workers, Coronavirus (COVID-19): implementing protective measures in education and childcare settings, Oftsed updates, Actions for educational and childcare settings to prepare for wider opening from 1 June 2020, Changes to the law on education, health and care needs assessments and plans due to coronavirus)

**Article 2: 2nd June 2020**

* Class sizes and staff availability
* Supporting Children: SEND
* **Ask Michael**: If a parent cannot get their full entitlement at Nursery/school can the funding be transferred to a childminder and what is the procedure to do this, i.e do the parents need to give the nursery an end date etc.,?
* Resources to help children to learn about coronavirus and how to keep themselves and others save
* **Sector updates**: Data collection, Early years foundation stage statutory framework (EYFS), Caring for your water dispenser upon schools re-opening, Handwashing and respiratory hygiene posters, What parents and carers need to know about schools and other education settings during the coronavirus outbreak

**Article 3: 3rd June 2020**

* Health and safety
* Actions for early years and childcare providers – update 2nd June
* **Ask Michael:** Slough Early Years and Prevention Service had a pot of money that was used to extend provision / childcare places? Is there now any flexibility with regards to using any ‘spare’ money to develop provision rather than extend it.
* **Sector updates:** Data collection, Actions for early years and childcare providers during the coronavirus outbreak, Ofsted: coronavirus (COVID-19) rolling update, What parents and carers need to know about schools and other education settings during the coronavirus outbreak, Updated guidance on the early years foundation stage (EYFS) statutory framework, Providing apprenticeships during the coronavirus (COVID-19) outbreak, Parenting Special Children Events during the Coronavirus lockdown, Local Government Association – Update regarding the new guidance for after-school clubs and wraparound care, Public Health: reducing your risk coronavirus

**Article 4: 4th June 2020**

* Preparing for children to return
* **Ask Michael**: I am concerned about settling SEND children back into my setting after lockdown, and transitioning some new ones. Where can I get advice and support with this?
* COVID 19: Support for children and families in Slough
* **Sector updates**: Nursery World - NSPCC launches nationwide programme of activities for babies, Actions for schools during the coronavirus outbreak, Implementing protective measures in education and childcare settings, HMRC- COVID-19 – more webinar dates available

**Article 5: 5th June 2020**

* Personal protective equipment (PPE)
* **Ask Michael**: Private, voluntary and independent early years providers including childminders are being asked to submit daily numbers of children on Monday’s and Thursday’s every week. Why is the local authority collecting this information and what are you doing with it?
* Numbers are increasing
* **Sector Updates**: Foundation Years – FAQs, The 2020 Early Years Summit, Family Resources to support parents and carers during lockdown, NHS East Berkshire CCG: Lift the Baby, Post Lockdown Pathway, Actions for early years and childcare providers during the coronavirus outbreak

**Article 6: 8th June 2020**

* Actions for early years education and childcare settings to prepare for wider opening
* Agree a protocol for responding to a suspected case of coronavirus and endure the setting is prepared
* **Sector updates:** Posters of Julia Donaldson and Axel Scheffler Reimagined Images and Verses, Ofsted: coronavirus (COVID-19) rolling update, HMRC: COVID-19, Actions for early years and childcare providers during the coronavirus outbreak, Carers Week, Integrated Health & Wellbeing Slough service, Protocol for Assessment of Non-Independently

**Article 7: 9th June 2020**

* Early Years Foundation Stage
* Bursts for Learning
* Mental Health support available for children and young people in England
* Thames Valley Guidance for Childcare and Educational Settings in the Management of COVID-19 - Flowchart - Version 04.06.2020
* **Sector updates:** The Oral Health Improvement Team, PPE Purchasing, Government Updates, LGA Early Years Reference Group - wraparound care

**Article 8: 10th June 2020**

* Why is Early Years Education important?
* The benefits of good early education
* Mary’s Daycare: Reopening after lockdown
* Sector updates: The Oral Health Improvement Team, PPE Purchasing, Study launched to monitor prevalence of coronavirus (COVID-19), Thames Valley Guidance for Childcare and Educational Settings in the Management of COVID-19 - Flowchart - Version 04.06.2020, Bowak Jangro disinfectant – Product alert, Government Updates, LGA Early Years Reference Group

**Article 9: 11th June 2020**

* Building confidence
* Is it Safe?
* Sector Updates: The Oral Health Improvement Team, PPE Purchasing, Study launched to monitor prevalence of coronavirus (COVID-19), Thames Valley Guidance for Childcare and Educational Settings in the Management of COVID-19 - Flowchart - Version 04.06.2020, Bowak Jangro disinfectant – Product alert, Government Updates, Latest shielding information for children

**Article 10: 12th June 2020**

* If the bubble pops!
* Newsletter and content so far
* Sector updates: Thames Valley Guidance for Childcare and Educational settings in the Management of COVID-19 – Flowchart – Version 04.06.2020, Government updates

**Article 11: 16th June 2020**

* Public Health: Responding to Cases and Outbreaks of COVID-19 in Schools and Education Settings: Developing partnership working arrangements: V00.05
* KN 95 Face Masks – Product alert
* Anna Freud National Centre for Children and Families
* Newsletters and content so far
* Sector updates

**Article 12: 19th June 2020**

* Keeping Safe in Education Article 10: Week beginning 15th June 2020
* Transitions
* Ask Michael
* Change to the Department for Education Early Years Data Return from 22nd June 2020
* Local Authority Discretionary Grants Fund (LADGF) Deadline extended to 21 June
* COVID-19 and flexible working: the perspective from working parents and carers
* Getting play right in early years post-Covid: a guide
* Victims First Specialist Service
* HMRC: Important information for employers
* Newsletters and content so far
* Foundation Degrees and BA (Hons): Langley College
* Sector updates

**Article 13: 23rd June 2020**

* Change to the Department for Education Early Years Data Return from 22nd June 2020
* Ask Michael
* Local Government Association: Wrap Around Care
* Slough Borough Council Community Investment Fund
* Hempsalls
* Newsletters and content so far
* Foundation Degrees and BA (Hons): Langley College
* Thames Valley Guidance for Childcare and Educational Settings in the Management of COVID-19
* Government Updates

**Article 14: 26th June 2020**

* Social Stories
* Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak
* MHST/Getting Help Team - Emotional Health & Wellbeing Virtual Support Offer
* Sunscreen and sun safety
* One last swim?
* Newsletters and content so far
* DfE webinars in July
* Thames Valley Guidance for Childcare and Educational Settings in the Management of COVID-19
* Government Updates

**Sector Updates**

**PACEY FAQs -Coronavirus**

Unsurprisingly there have been thousands of questions asked in the last few weeks about the impact COVID-19 will have on your childcare business. Remember that the [Department for Education](https://www.gov.uk/government/organisations/department-for-education), [Ofsted](https://www.gov.uk/government/organisations/ofsted), and other government departments are producing guidance and FAQs about [COVID-19](https://www.gov.uk/coronavirus) which may help.

The Department for Education in England helpline can help to answer questions related to education about COVID-19. Staff, parents and young people can contact the helpline between 8am and 6pm, Monday to Friday by calling **0800 046 8687**or emailing [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk). PACEY members can contact the [legal helpline](https://www.pacey.org.uk/mypacey/my-benefits/support/legal-plus/) for advice.

We've collated the most frequently asked questions and grouped them by theme. These FAQ relate to settings in England only.

* [Setting logistics and working with others](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Setting logistics)
* [Reopening](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Reopening)
* [Social distancing in my setting](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Social distancing)
* [PPE](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#PPE)
* [Going outside, wrap around care and holiday care](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Going outside)
* [Parents and at home learning](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Parents and HL)
* [Ofsted and the EYFS](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Ofsted and the EYFS)
* [Insurance](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Insurance)
* [Contracts, policies and PACEY membership](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Contracts policies and mem)
* [Financial support](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Financial)
* [Emotional health and wellbeing](https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/#Emotional)

<https://www.pacey.org.uk/working-in-childcare/spotlight-on/coronavirus/faqs-coronavirus/>

**DfE webinars in July**

The DfE in collaboration with NHS England and Public Health England will be hosting a series of three free webinars in July on:

·       the Relationships Sex Health Education curriculum for pupils with SEND;

·       supporting returning pupils and students’ mental wellbeing; and

·       local partnerships supporting schools/colleges with CYP mental health and wellbeing.

The dates and times, as well as how to register for the webinars can be found below. The webinars will be recorded and a link will be circulated in due course. Please feel free to circulate this email amongst your networks, as well as to education settings within your areas who will also receive notification via the usual DfE communications routes.

**DfE webinar: Delivering the new Relationships Sex Health Education (RSHE) curriculum for pupils with SEND**

DfE is hosting a free webinar for schools on **7 July** **10:00-12:00** on delivering the new RSHE curriculum for pupils with SEND, including supporting their mental wellbeing. For further information and to sign-up visit: <https://registration.livegroup.co.uk/rshesend>

**DfE webinar: Supporting returning pupils and students’ mental wellbeing**

The Department for Education in collaboration with NHS England and Public Health England, will be hosting a free webinar for school and college staff on **9 July** **10:00-11:00** on how to support returning pupils and students. You will hear from experts on the impacts of the pandemic on children and young people’s mental wellbeing and recovery techniques, and from education leaders about the actions they have been taking. For further information and to sign-up visit <https://www.eventbrite.co.uk/e/110796856380>

**DfE webinar: Local partnerships supporting schools/colleges with CYP mental health and wellbeing**

The Department for Education, in collaboration with NHS England and Public Health England, is hosting a free, national webinar on **14 July: 14.00–15.30** for local system leaders (in local authorities, the health system and VCSE) on responding to children and young people's (CYP) mental health and wellbeing needs as they return to school and college.   It will be chaired by Fran Oram/Sophie Langdale, DfE Director of Children’s Social Care; and, Eustace de Sousa, PHE National Lead for Health Inequalities and the Life Course.

The webinar will highlight the emerging and potential mental health and wellbeing needs of CYP in light of COVID-19; experts and local leaders will share their knowledge and experiences developing responses to support CYP during the crisis, emphasising the importance of clear local commitment and strong local partnerships, building upon the incredible efforts of local system leaders and services to support CYP during this difficult time.  For further information and to sign up visit <https://www.eventbrite.co.uk/e/110988638004>

Regards

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**Nick Budge**

Mental Health Regional Implementation Lead - Southeast

Mental Health Delivery (CYPMH) Division

Qualifications, Curriculum and Extra-Curricular Directorate, Early Years and Schools Group

Email: [nicholas.budge@education.gov.uk](mailto:nicholas.budge@education.gov.uk)

**Thames Valley Guidance for Childcare and Educational Settings in the Management of COVID-19**

Please be aware of this new flow chart summary from PHE South East Health Protection Team:

Guidance for Childcare and Educational Settings in the Management of COVID-19. Version 1.1 Date 04/06/2020

Actions:

- Suspected Covid-19 case in child or staff member

- Confirmed Covid-19 case in child or staff member

- 2 or more confirmed cases in the same group/class

If you have any infection control concerns or questions call the Thames Valley Health Protection Team on 0344 225 3861.



**Government Updates**

**UPDATED: Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak**

Updated 23 June 2020: Main changes to previous guidance

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

## **Online education resources for home learning update**

We have updated our guidance for online education resources for home learning to include additional resources and new tips to help parents and carers with home education.

The list of resources can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>

## **Updated guidance on keeping children safe online**

With the Home Office and the Department for Culture, Media and Sport, we have updated advice and guidance to help parents and carers to keep children safe online during the coronavirus (COVID-19) outbreak to include new information on apps to help children stay safe online.

The advice and guidance on keeping children safe online can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online>

## **COVID Summer Food Fund**

Due to the unprecedented nature of the coronavirus (COVID-19) pandemic, we recognise families will face increased pressure on household budgets over the coming months. We have launched a Covid Summer Food Fund to enable children who are eligible for benefits-related free school meals to be supported over the summer holiday period. All vouchers for the summer holidays must be ordered at least one week before your school’s summer term ends. Please read the short guidance document in full before ordering, to ensure your orders are processed correctly. The payments for the fund will be met centrally by the Department for Education.

This funding is in addition to the free school meals national voucher scheme. We have updated our guidance on free school meals to include information on free school meals in further education, final ordering timescales for the national voucher scheme, guidance on ordering vouchers in multiples of £5, an update on school food contracts to include further guidance from Cabinet Office on Procurement Policy Note (PPN) 04/02 and information on wider support for families.

The COVID Summer Food Fund guidance can be found here:

<https://www.gov.uk/guidance/covid-summer-food-fund>

**The FSM national voucher scheme guidance can be found here**:

<https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools>

**Summer-born children: school admission**

Guidance about school admissions for children born in the summer. 26 June 2020

Added updated statement on admission of summer born children for 2020. <https://www.gov.uk/government/publications/summer-born-children-school-admission?utm_source=00db9371-f2ae-4b82-adbc-e80bccb9ed97&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#history>

**Local Government Association**

The DfE has announced yesterday that it will be delaying the introduction of the reception baseline assessment. You can find out more here:

<https://dfemedia.blog.gov.uk/2020/06/25/reception-baseline-assessment-faqs/>

**HMRC: Coronavirus Job Retention Scheme – flexible furloughing starts from 1 July**

This is a reminder that **you can start to flexibly furlough** **eligible employees from 1‌‌‌ ‌July onwards**.

From 1‌‌‌ ‌July, you can claim a more flexible grant for any employee you have previously received a CJRS grant for, and who now returns to work on reduced hours. You can also continue to claim for employees who stay fully furloughed.

You can find guidance on eligibility and how to claim for flexibly furloughed employees by searching for 'Coronavirus Job Retention Scheme' on GOV‌‌‌.UK.

**What you need to do next**

* claim for periods ending on or before 30‌‌‌ ‌June, by **31‌‌‌ ‌J‌ul‌y** – **this is the last date you can make those claims**
* agree the hours and shift patterns that you want your employees to work from 1‌‌‌ ‌July
* pay your employees' wages for the time they’re in work and apply for a job retention scheme grant to cover the remainder of their usual hours for which they are still furloughed
* claim for further furlough periods as needed – the first time you will be able to make a claim for days in July will be **1‌‌‌ ‌July**.

Live webinars offering more support on changes to the scheme and how they impact you are available to book online – go to GOV‌‌‌‌.UK and search 'help and support if your business is affected by coronavirus'.

We’d be grateful if you don’t call us for more information. All details are on GOV‌‌‌.UK and in our webinars. This will leave our phone lines open for those who need them most.

**What to do if you have overclaimed**

Some employers have contacted us to let us know that they have claimed too much. If this applies to you, then all you need to do is tell us when you next claim so you can pay it back. You will be asked when making your claim whether you need to adjust the amount to take account of a previous error. Your new claim amount will be reduced to reflect this. You do not need to take any other action but should keep a record of this adjustment for six years.

If you’ve made an error in a previous claim but do not plan to submit further claims, you need to contact us to let us know, so that we can tell you how to repay the money.

**Claiming for 100 or more employees?**

Please use our new template to claim for periods starting on or after 1‌‌‌ ‌July to ensure your claim is processed quickly and successfully.

You can find this template by searching 'download a template if you're claiming for 100 or more employees through the Coronavirus Job Retention Scheme' on GOV‌‌‌.UK.

**Updated guidance on military reservists**

Our guidance now confirms you can furlough an employee who is a military reservist returning to work following a period of mobilisation ending after 10‌‌‌ ‌June – even if they haven’t been furloughed before. Search for 'Coronavirus Job Retention Scheme' on GOV‌‌‌.UK to find out more.

**Paying your employer National Insurance Contributions (NICs) and pension contributions**

A condition of the CJRS grant is that you pay the related PAYE tax, NICs and pension contributions due on wages. Until 31‌‌‌ ‌July you can continue to claim these for the hours the employee is on furlough. From 1‌‌‌ ‌August employers will no longer be able to claim for NICs and pension contributions.

If you think you may struggle to pay your PAYE tax and/or NICs from August, please contact us as soon as possible, before we start action to recover the unpaid debt. We may be able to give you time to pay.

**SLOUGH EARLY YEARS AND PREVENTION SERVICE: TELEPHONE: 01753 476554 / EMAIL: earlyyears@slough.gov.uk**