## **Memorandum of Understanding** **Dated**

**BETWEEN**

**[LOCAL AUTHORITY]** at [address](referred to interchangeably throughout this agreement as “Us” or the “LA”**)**

**AND**

**[SCHOOL PROVIDER]** at [address] **(“**You**”)**

(hereinafter each referred to individually as a “Party” and together as the “Parties”).

1. This Memorandum of Understanding (‘MOU’) sets out the agreed working relationship between the Parties regarding the administration and delivery of the National Wraparound Childcare Programme funded by the DfE.

1. This MOU will be for the period from the date of this Memorandum of Understanding until XX unless terminated by one Party serving XX months written notice to the other.

1. This MOU is not intended to create legal or binding obligations. It describes the understanding between both parties for the use of funding specified in this agreement.

## **Programme Background**

The government’s ambition is that by 2026, all parents and carers of primary school-aged children who need it will be able to access term time childcare in their local area from 8 am - 6 pm, so that parents can access employment and improve labour market participation. To support this ambition, the government announced that it will provide up to £289 million of start-up funding over two academic years to support local authorities and providers in England to introduce or expand childcare provision on either side of the school day, which parents of primary school-aged children will be able to pay to access.  This childcare is for working parents or for parents who are studying or training for employment.

**Purpose of the agreement**

The Council is agreeing to use DfE funding to provide grants to schools to expand wraparound places, expand wraparound hours to meet the definition of wraparound 8am – 6pm, or to create new wraparound places. There is a limit on the number of places that can be funded in each year of the programme. More information can be found in Appendix 1.

**Funding Offer**

The LA will be funding schools at a rate of XX per place, per [day/week (5 days)], [for the first year of the programme 2024/25/for XX].

To apply for programme grant funding, please complete the application form in Appendix 2 and return to the LA. The panel will then consider your application and notify you of their decision.

**Panel decisions**

The panel will [set out when the panel meets and who].

**Appeals Process**

If you disagree with the panel’s decision, please write to [Name, role, email].

**Capital funding**

If you wish to apply for capital funding, please submit and EOI and breakdown of costs with a minimum of 2 quotes and email [Name, role, email]. Your application will then be sent to the panel for discussion.

## **What we expect from you:**

* Upon a successful application to receive grant funding you will be required to enter into a separate legally binding grant funding agreement with us, a copy of which can be found at appendix 3
* Childcare must meet the definition of wraparound childcare, i.e. childcare needs to be available directly before and after the school day, from 8am to 6pm (or equivalent, if data shows that local demand is for different hours) during school term time for primary school-age children.
* Meet the definition of high-quality wraparound provision. More information can be found on pages 34-35 [Wraparound childcare: guidance for schools and trusts in England (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/65d735262197b201e57fa72a/Wraparound_childcare_guidance_for_schools_and_trusts_in_England.pdf).
* If using an external provider, Ofsted registration will be required (or be working towards this).
* Work with the LA and others to support access to wraparound.
* Signpost to appropriate provision in the area (if not on your site).
* Promote and support government subsidies for childcare (including early years entitlements, Tax-Free Childcare, and the childcare element of Universal Credit).
* Respond to your community’s needs, and requests for wraparound.
* Support the LA to understand ongoing demand and supply.
* Provide quarterly reports to the LA.
* Submit a plan of sustainability for beyond the 2-year funded period and a commitment to keep costs for families low for at least a year before the end of the programme.
* Ensure that the offer to families is affordable and use the funding to keep costs low (i.e. no more than £XX per session for after school clubs).
* Commitment to inclusion and inclusive practice fully embedded within the provision.

## **What you can expect from us:**

* Regular contact with the designated member of staff responsible for wraparound.
* Support for setting up and running wraparound provision on site:
  + supporting you to decide on and develop a suitable delivery model to meet your needs
  + providing business support
  + advising on the required standards, including safeguarding and registration with Ofsted
  + advising on marketing and communicating your wraparound provision to parents
* Helping you understand demand for, and supply of, wraparound across your local area.
* Identifying and considering options to meet unmet demand, which may include setting up or scaling up school-run or PVI-run provision, community models, or communicating childcare options delivered off site to parents.
* Advising you when deciding which delivery model is appropriate to meet local needs, including building upon and complementing existing local provision.
* Providing a list of available wraparound childcare providers in your local area to communicate to parents, if you do not deliver wraparound at your school
* Monitoring support and visits focussing on the quality of provision, as well as sustainability, promotion of the offer, inclusion etc.
* Suggest links to resources for government childcare offers, such as:
  + Early years entitlements
  + Tax-Free Childcare
  + The childcare element of Universal Credit

**Helpful documents:**

<https://www.gov.uk/government/publications/wraparound-childcare-guidance-for-schools/responding-to-requests-for-wraparound-childcare>

<https://www.gov.uk/government/publications/wraparound-childcare-guidance-for-schools>

|  |  |
| --- | --- |
| **Signed for and on behalf of [Local Authority]** | |
| Signature: | |
| Name: | |
| Position: | Date: |
| **Signed for and on behalf of [Provider]** | |
| Signature: | |
| Name: | |
| Position: | Date: |

**Appendix 1 – Wraparound Grant Funding Information**

# **Wraparound Grant Funding Information**

[LA] was allocated the below for the programme period [£XX].

The Department of Education (DfE) are providing £100m of capital funding nationally in 2023-24 to support local authorities in delivering the expansion of the 30 hours working parent entitlement for working families and of wraparound provision for primary aged children.

For wraparound, the Bi-Borough has been awarded capital grant resource funding to the value of [£XX].

## **Wraparound Revenue Funding**

* Programme funding should be used to fund new and expanded wraparound provision, either to meet current demand or guarantee supply to build future demand.
* Childcare provision funded from this grant must meet the definition of wraparound childcare, i.e., be available directly before and after the school day, from 8am to 6pm (or equivalent, if data shows that local demand is for different hours) during school term time for primary school-age children.
* It may be run on a school site or at another setting.
* It should not require parents to pick their children up from school and drop them off at another location.
* If providing full wraparound already – funding can be used to expand places to those not accessing it, including those children with SEND
* If providing some wrapround (i.e. not 8am – 6pm) – funding can be used to expand the current offer to meet the definition of wraparound
* If providing no wraparound – funding can be used to create new places to meet the definition of full wraparound.

**How the revenue can be spent**

We will be funding £XX per place per week (or £XX per FTE place per term) for XX [year] [to include if the funding will change or reduce after a certain period]. Schools will also be required to consider how they will continue the project beyond the 2 year funded period in order to be eligible for funding. This is set out in the LA’s MOU.

Funding can be used for:

* Staffing
* Resources
* Running costs whilst demand builds (to remove any financial risk to providers of offering additional places before demand is guaranteed)
* To provide free or subsidised places for children of wraparound staff
* Transport costs if applicable (although we would expect that in the cluster model walking buses will be utilised)

N.B.: CPD training will be provided by the LA

**The revenue grant should not be used for:**

* Subsidising cost of places as new places created by the programme as they should be paid for by parents
* Running costs for existing wraparound childcare places
* Equipment or supplies which have an expected shelf life of more than one year where either the purchase price is in excess of £XX or is a group of lower value items where the combined value is in excess of £XX

**The application process to allow schools and childcare providers to apply for revenue funding will use the following principles to inform decisions on amounts to be allocated:**

* Existing supply and anticipated demand based on the LA’s data collection and the survey of parents
* How proposals support the local community, including partnership working
* New or expanded projects should not have a negative impact on existing provision
* Ability and capacity of applicant to deliver against programme aims within (and beyond) the funding period
* Affordability for parents
* Inclusiveness and quality of provision
* Potential of long-term sustainability post-funding period
* Engagement with the LA during the programme, including sharing learning, supplying information and data, and reporting and monitoring
* Value for money
* All schools and providers who are supported through this programme will be expected to promote tax free childcare and the childcare element of universal credit

## **Childcare Expansion Capital Funding**

The grant funding is being provided to meet the capital costs associated with increasing the supply of wraparound childcare for primary-aged children.

**How the capital can be spent**

Capital funding can be used to ensure that inclusive provision is set up from the beginning by using it to establish inclusive spaces and buy inclusive equipment and resources which can help remove barriers for children. This could also include resources to support with getting children to/from the host school (e.g. hi-vis vests, lanyards etc). Please note that you can access funding for equipment and resources only up to the value of £XX. You can only apply for this funding if you plan to expand current or create new provision. If you require any additional capital funding for building works, access etc, please get in touch directly.

**Appendix 2 – Application Form**

|  |  |
| --- | --- |
| **Wraparound Childcare Funding Application [year]** | |
| ***Please read alongside the Wraparound Grant Selection Criteria and Memorandum of Understanding.***  **Bids can be made for:**  **Programme funding**: to set up new provision or expand existing provision that meets the wraparound criteria of 8am (or earlier) until 6pm (or later) - or equivalent, if data shows that local demand is for different hours.  **Capital resource funding** (provided separately): to ensure that inclusive provision is set up from the beginning by using it to establish inclusive spaces and buy inclusive equipment and resources. Individual capital resource bids will be accepted. Please note that you can access funding for equipment and resources only up to the value of £500. You can only apply for this funding if you plan to expand current or create new provision.  If you require additional/higher capital funding for building works, access etc, please get in touch directly.  We plan to offer funding at the rate of £XX per wraparound place, per week (for the 5 days). If the child isn't attending full time (i.e. every day), please provide an average number over the week.  Please note that we have a maximum number of places we can provide funding for.  If you would like to apply for funding for a breakfast club, or to support with SEND inclusion, please include a breakdown of costs in your request. | |
| School Contact Details (or host school information if working with other local schools) |  |
| Outline of request, including how this funding will be used to set up new provision, or expand existing provision, and meets funding criteria. | *Please also include:*   * *Your current childcare offer* * *The childcare offer following the development* * *Any research undertaken and the results to establish demand for places* * *Long term sustainability (beyond the 2 year programme)* * *Time scales* * *Potential risks* |
| No. of additional places you expect to make available from September 2024 to July 2024 (including numbers of places for children with SEND).  N.B: we plan to oversupply places at the beginning to ensure time for provisions to become sustainable over the next 2 years of funding. | *We expect that each provider / cluster would provide an additional XX places on average over the 2-year period.* |
| Cost breakdown for Capital Funding (if applicable) |  |
| Expected outcomes |  |

**Please return the form to:**

[Name, Role, Email]