**EXTENDED (30) HOURS BEST PRACTICE**

* There are many different names for this childcare entitlement for working parents. The government often refers to “early learning” but also refers to “30 hours”.
* We are looking at a combination of the universal entitlement of 570 hours for three and four year olds PLUS the additional 570 hours for working parents.
* A parent can use these two entitlements in two different settings, for example in your school and with a child minder.
* They can only use their entitlement once. Although the LA will let you know if the parent has used their entitlement elsewhere, you should be prepared to ask.

**Communication**

* Communicate extended (30) hours to families in every way possible and across channels, via admissions packs and online, in-person between families and staff, and promotional literature.

**Reinforce Message**

* Reinforce regular communications; **i**nclude extended (30) hours information in the regular literature sent to parents.
* Make sure communication and messages remain well-promoted aligned and consistent across all communication channels (online and offline and advertising material). Parents schools and staff would better be on the same page at all times
* Remember: 30 hours codes are important for school funding throughout the terms

**Identify Eligibility Changes**

* In the extended (30) hours literature include information relevant to potential changes in parents’ working circumstances. This way you’ll help  those that may previously have been ineligible for a code and/or those that may “fall out” of eligibility due to unemployment.

**Language**

Use suggestive statements such as:

* We will prioritise fulltime places based on extended (30) hours eligibility. Applying for an eligibility code will help us to help you.
* Help fund us with eligibility codes to provide a better early educations setting for your children…….

(These are just suggestions)

**Workshops**

* Hold sessions to introduce to and assist parents with the ‘how to’ of the extended (30) hours.

**Q&A Sessions**

* Hold30 hours Q & A session at evets like open days etc.

**Deadlines**

* Work to deadlines when attaining codes.