

# School Funding Calendar Autumn Term 2021

Term Time Only  
06.09.2021 to 17.12.2021  
14 -Week Term

30 Hour Voucher Code Dates for Autumn Term  
Start Date Must Be Before 31<sup>st</sup> August 2021  
End Date Must Be After 1st September 2021

## *JULY*

Mon 5<sup>th</sup> July

**The portal is open, please;**

- Ensure all parent/carers have signed parent declaration forms
- Check voucher codes on eligibility checker ensuring they are valid including correct start and end dates (see dates above)
- Delete any children that may have left unless they have adjustments for the coming Term
- Add funding hours to all children remaining
- Add new children with the funded hours and weeks they are with you to the portal

**Where possible please submit 2-year claim first followed by 3-4-year-old claim**

## *AUGUST*

Wed 4<sup>th</sup> Aug

**DEADLINE** for providers to enter all children's details onto the portal

## *NOVEMBER*

Fri 5<sup>th</sup> Nov

**DEADLINE** for all providers to ensure all children's details are correct and submitted on the portal ready to finalise payment

	Payments for Autumn Term will be made	
Mon 29 <sup>th</sup> Nov	Portal open for Spring Term	
Mon 29 <sup>th</sup> Nov	<p><b>The portal is open please;</b></p> <ul style="list-style-type: none"> <li>• Ensure all children have signed parent declaration forms</li> <li>• Check voucher codes on eligibility checker ensuring they are valid including correct start and end dates (see dates above)</li> <li>• Delete any children that may have left unless they have adjustments for the coming Term</li> <li>• Add funding hours to all children remaining</li> <li>• Add new children with the funded hours and weeks they are with you to the portal</li> <li>• Please tick box if child present at Census</li> </ul> <p style="text-align: center;"><b>Where possible please submit 2-year claim first followed by 3-4-year-old claim</b></p>	

**For further information please contact your funding officer**

Julie Murphy	07523943911	<a href="mailto:juliemurphy@gateshead.gov.uk">juliemurphy@gateshead.gov.uk</a>	FT Mon – Fri
Jackie Nicholson	07523943917	<a href="mailto:jackienicholson@gateshead.gov.uk">jackienicholson@gateshead.gov.uk</a>	PT Mon -Fri (am -Mon, Wed and Thurs)
Karen Curtis	07523943913	<a href="mailto:karencurtis@gateshead.gov.uk">karencurtis@gateshead.gov.uk</a>	PT Mon - Wed
Mark Rumbles	07523943908	<a href="mailto:markrumbles@gateshead.gov.uk">markrumbles@gateshead.gov.uk</a>	PT Mon, Wed + Thurs afternoons, Fri all day

NB any sensitive information should be sent through the Egress account  
please ask your funding officer if you need further details

FIS contact number 01914335118