**Bryn Primary School**

**Invite to Expressions of Interest**

**Bryn Primary School** have a well-established nursery classroom on the school site to which is being offered as a shared space to support the delivery of childcare places to the children and families of the local area. The childcare places we would like to provide include:

* An afternoon wrap around in particular to support delivery of childcare places under the Childcare Offer for Wales.
* An After School Provision for children attending Nursery and Reception classes.

The school Governing Body is inviting Expressions of Interest (EOI) from childcare providers who are registered with Care Inspectorate Wales (CIW) to register the childcare provision within the current nursery classroom. The EOI is open to existing providers who wish to develop new satellite provisions, new providers and to childminders who wish to register as a group-based provision for 3-year-olds and upwards.

It is anticipated that this provision will be registered ready for delivery from January 2024.

Expressions of Interest should be no more than 1000 words and should demonstrate how you intend to deliver the service as described in Annex 1 below. Please ensure you cover the following points in your response:

* How you intend to offer a seamless quality service
* How you will work closely with the school
* How you will work closely with the nursery school staff within the shared space
* How you will work in partnership with parents, school staff, other professionals, and those with parental responsibility to keep them informed of a child’s time at the childcare provision?
* Your vision of a high quality and inclusive environment both indoor and out.

Please also include:

* Business Plan showing finances, sustainability, and marketing etc.

Expressions of Interest should be addressed to Lorraine Llewellyn Acting Head Teacher.

[brynprimary@sch.caerphilly.gov.uk](mailto:brynprimary@sch.caerphilly.gov.uk)

and arrive no later than **3 pm. on 25September 2023.** Once read, those who meet the requirements will be invited to interview .

A licence to occupy will be drawn up between the school and the successful Childcare provider.

**ANNEX 1**

**The Facility:**

The childcare will be delivered from the well-established nursery classroom within the school site. See plans at Annex 2

All equipment for delivery of childcare, including play equipment, play consumables, Health and safety materials relating to play and activities and First Aid Kit, will be provided by the childcare provider in partnership with the school.

The Childcare Provider is responsible for complying with all relevant legislation and standards.

**Facilities offered:**

* Full access to the Nursery Classroom space – see Floor Plan at Annex 2 (p.m. only)
* Free flow access to the outdoors
* Play equipment.
* Secure access to the site
* Small and adult / disabled toilets
* Suitable area for snack making and safe storage of kitchen equipment and consumables~~.~~
* A setting which meets all Inclusion requirements
* Storage
* Some designated lockable storage within the nursery/childcare room
* Display and notice board areas
* On site staff car parking [3 designated spaces]

Note: Where the space is shared some facilities will be shared including, storage and notice boards.

**N.B. No other area of school premises to be accessed without prior agreement for security and safeguarding reasons.**

**Occupancy Fees**

Occupancy Fees are calculated using a formula based on an agreed apportioning of full school costs based on square meterage and time used plus other itemised items as listed below. Further details of the Occupancy fees will be available at interview stage.

Fees will be due monthly in advance.

**Occupancy fees will include**:

* Use of the nursery classroom, including indoor and outdoor play space, and toilets.
* Heating, lighting, water, and other amenities
* Caretaking and relevant standard consumables, e.g., toilet rolls, paper towels, hand soap, etc.
* Cleaning and relevant standard consumables, e.g cleaning fluid, cloths, mops, etc.
* Future maintenance costs
* The setting will be expected to have their own mobile phone.

**Maximum number of children:**

The maximum number of children attending the childcare shall be based om the maximum floor space per session for the Wrap around and After School and this is in accordance with CIW regulations and registration, maintaining a minimum ratio of 1 childcare workers to 8 children for children above the age of 3 years.

**Length of contract:**

This agreement is from January 2024 with a review held annually, with an option to extend for a further period on an annual basis.

**Quality of provision**

There is an expectation that the childcare setting will maintain their compliance with Care Inspectorate Wales regulations as well as improve their quality through Caerphilly Quality Standards, and other organisation quality improvement schemes. If there are concerns regarding the setting quality the school representative will meet with the owner or manager of the setting to discuss and put action plan in place for improvement. In addition, as a minimum, the Childcare facility will meet all the requirements of the CCBC Early Years Childcare toolkits and keep these under annual review.

**Reporting to governing body**

An annual report regarding setting quality, safeguarding updates / training attended, inclusion updates / training attended, staff DBS, staff training, complaints, compliments, accidents, and any other information relevant to the school will be presented to the governing body at the appropriate subcommittee meeting.

**Communications**

* There will be daily handover between school staff and childcare staff.
* Setting leaders will hold monthly formal meetings (initially) to include the School Head Teacher and relevant school staff.
* Thereafter, termly meetings will be held with the school and the childcare setting.
* An annual report will be prepared by the Childcare setting for the Board of Governors of the School to be presented to the appropriate subcommittee.
* The designated School Officer will be notified of any changes and significant events including, issues with staff, children, or parents (where appropriate); safeguarding issues; non-compliance issues with CIW; complaints.
* Governors / Head Teacher, by prior arrangement, will make regular visits to the setting during operational times.
* The childcare providers will ensure effective communication with the school and will:
  + Inform the school Health and Safety representative of any concerns.
  + Notify the school of any unforeseen closures.

**Additional Notes**

* The Childcare Setting will also be expected to:
* Embrace the Curiosity Approach.
* Take up the Continual Professional Development opportunities offered by the school.
* Have an admissions policy that prioritises children attending the host school.
* Demonstrate their commitment to the Welsh language and culture throughout their provision.
* Establish good transition links with the school nursery, home, and other childcare provisions where applicable.
* Commit to working with other professionals as required.
* Have their own Insurance cover for Public and Employer’s Liability.
* Minimise breakages to equipment by responsibly managing the setting.
* Leave the room in a reasonably clean state at the end of the session, including toilets, snack making area and play space both indoors and out.
* Ensure that all equipment / toys that are bought onto site meet British Standards for Commercial Use and prior discussions are held before the purchase if such items with the School Classroom Nursery Teacher.

**ANNEX 2**

**Plans**

Site Plan



Floor Plan – Area highlighted in yellow.



**Award criteria – Three STAGE SElection and Award PROCESS**

**Stage One** – Selection Stage – based on Expression of Interest application.

**Stage Two** – Interview Stage

**Stage Three** - Award Stage – Preferred Bidder Stage – including vetting of insurances, DBS Checks, CIW registration, Health and Safety checks, reference checks.

**Criteria for Success**

• Proven Experience of running a quality Childcare Provision.

Plus

* Proven Experience of running a quality Childcare Provision.
* Satisfactory references
* Satisfactory CIW inspection report
* Satisfactory Statement of Quality Provision

The successful provider will be expected to achieve all mandatory areas of the Toolkits (listed below and detailed at Appendix 1),

• A – Financial processes audit toolkit

• B – Health and Safety settings toolkit

• C – Inclusive setting audit

• D – Safeguarding toolkit

Settings falling below the required levels of quality once delivering from the school site will be expected to meet the required levels working with the school governing body and CCBC Childcare Officers and unless the levels are met within a defined timescale the setting may be given notice to leave the facility.

Award criteria – Three Stage Selection and Award Process

The process will follow a three-stage, Open Procedure. Childcare Providers will be required to pass the selection stage response, to be invited to stage two, interview.

**Stage One - Expression of Interest**

The expression of interest shall be scored in line with the pass / fail criteria as outline in table 1 below:-

Table 1

|  |  |
| --- | --- |
| **Description** | **Score** |
| Information provided as required and sufficient to indicate that there would be no risk or an acceptable level of risk if the Authority were to award a Framework. | **Pass** |
| Information not provided or demonstrates that the level of risk associated with awarding a Framework is unacceptably high. | **Fail** |

All Childcare Providers that successfully pass all elements of the selection stage will progress on to the Award Stage – Interview.

The interview questions shall be scored in accordance with table 2 outlined below:-

Table 2

The following scoring methodology shall be utilised for any question to be scored out of a possible 10 marks in the award stage.

| **Scoring Table** | | **Score**  **Scores** |
| --- | --- | --- |
| **Response** | **Remark** |  |
| sponse is consistent, comprehensive, compelling in all respects and highly credible in terms of the delivery of the Project. | **Absolute Confidence** | **10** |
| Response is sufficient (in qualitative terms), convincing, and credible. | **Confidence** | **9** |
| **Confidence with Minor Concerns** | **8** |
| Response has minor gaps, or to a small extent is unconvincing, lacks credibility or irrelevant to the project. | **Majority of Submission is Satisfactory but with Minor Concerns** | **7** |
| **Majority of Submission is Satisfactory but Concerns are more than Minor** | **6** |
| Response has moderate gaps, is unconvincing. | **Less than Satisfactory Submission with Moderate Concerns** | **5** |
| **Less than Satisfactory Submission** | **4** |
| Response has major gaps, is unconvincing in many respects, lacks credibility, or largely irrelevant to the Project. | **Major Concerns** | **2** |
| No evidence or misleading response. | **Not acceptable** | **0** |

For the avoidance of doubt failure to submit a quality submission and / or scoring 5 or below shall result in your submission being disqualified / rejected.

The evaluation team reserves the right to reject any bid submitted that is deemed incomplete.

All childcare Providers that successfully pass all elements of the selection stage will progress on to the Award Stage. This stage will be evaluated using the Most Economical Advantageous Tender (MEAT) criterion, structured as;

**Quality 100%**

The Quality criteria will be divided into categories consisting of the following sub criteria and weightings:

|  |  |  |
| --- | --- | --- |
| **Section** | **Score** | **Weighting** |
| **Interview** | Score of 10 Marks per Question in line with table 2 of the scoring methodology | 100% |

Please note that all questions within the interview section are scored out of ten (10) marks per question in line with the scoring methodology as set out in table 2.

The total scores will be added together to give a total score out of the marks available.

The tenderers scores for quality criteria will be scored out of 100, with the highest score achieving 100, and all the other tenderers weighted accordingly.

Tenderer Score x 100 = Tender Score

Highest Tenderer Score

The tender score shall be weighted back to the Weighting

For Example, weighting of 100 -

Tender Score out of 100 x Weighting 1.0 = Weighted Score