



YOUR EARLY YEARS HIVE SNAPSHOT

6 November 2023

Upcoming task	Who should do it?	What do I need to do?	When do I need to do it?
NCS Returns	Services offering NCS 2023/24	Complete weekly attendance returns for the previous week on the Returns page.	<ul style="list-style-type: none"> Returns for 30 October-5 November: by Tuesday 7 Nov Returns for 6-12 November: by Tuesday 7
November Review & Confirm	All Core Funding Partner Services	<ol style="list-style-type: none"> Ensure most recent Core Funding application/application change is at 'Approved'. Upload Quality Action Plan PDF to Service Profile. Complete Review & Confirm. 	<ul style="list-style-type: none"> Review & Confirm window open 1-17 November
Building Blocks Improvement Grant Financial Returns	Services who received funding through the Building Blocks Improvement Grant	Complete the financial return available on the Returns page.	<ul style="list-style-type: none"> Advised to do by Thursday 30 November

The tasks above are for general guidance only. You may have additional tasks outstanding; please regularly check the announcements page and notifications page of the Early Years Hive.