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Clarendon Nursery  
Garston Old Road  
Liverpool  
L19 9AF

Our Reference EY435216

Dear Mrs Karen Margaret Donnelly

### **Outcome of monitoring visit for provision judged as inadequate**

An Ofsted inspector, Joan Isabel Madden, carried out a monitoring visit of your provision on 28/08/2013. This visit follows on from your inspection where the provision was judged to be inadequate.

### **Outcome of the visit**

As a result of our inspection on 03/01/2013, we sent you a notice to improve.

The notice to improve asked the provider to: ensure that a daily record of the hours children attend is kept and that it includes every child present; ensure there is always a member of staff on duty, who holds a full and relevant level 3 qualification; ensure staff and managers understand their roles and responsibilities by providing induction training and regular appraisals; make use of on-going observation and assessment of each child's progress against all seven areas of learning; taking account of their starting points, age and stage of development and use this information to identify the next steps in their learning; provide an action plan which identifies how effective systems to ensure that the individual needs of all the children are met. In this instance, the arrangements for the organisation and the management monitoring of plans for improvement.

Since the inspection Ofsted have carried out three monitoring visits on 9th April 2013, 3 June 2013 and 28 August 2013 that have resulted in revised actions and the raising of welfare requirement notices. The inspector is of the opinion that at this time the setting is making good improvement overall.

Having considered all the evidence, the inspector is of the opinion that at this time the setting is making good improvement overall.

To further improve the early years provision the registered person should:

- revise the system for identifying children's starting points in line with the seven areas of learning to make them

21/10/2013

more meaningful and effective in planning the next steps  
(The Learning and Development Requirements)

- ensure the system for tracking children's progress is routinely and comprehensively maintained to accurately identify the next learning steps in each area of learning  
(The Learning and Development Requirements) 21/10/2013
- ensure a quality learning experience is sustained for children particularly with reference to having skilled leadership and management at all times (The Learning and Development Requirements) 21/09/2013

### **Overall effectiveness of the improvement and outcomes for children**

At the most recent monitoring visit on 28 August 2013 the inspector reviewed the three welfare requirement notices and action and that were set at the monitoring visit on 3 June 2013.

The inspector reviewed the appraisal system and found the procedure for appraising staff is now implemented. Since the last monitoring visit appraisals have been carried out on all members of staff during the month of June. It is intended that future appraisals will be carried out twice a year. Prior to the appraisal meeting staff are required to identify any areas they wish to discuss at the meeting including training needs, any achievements, concerns and any other issues. The appraisal meeting includes assessment of the member of staff's ability to deliver the welfare and learning requirements of Early Years Foundation Stage (EYFS) any gaps or training issues and staff are being provided with the required training. The outcomes of the meetings are recorded in writing. This welfare requirement has now been signed off.

The inspector reviewed the staff knowledge of the learning and development requirements, how to link observations to assessments and planning and found the setting is receiving regular support from the EY Advisor who is promoting professional development and has organised meetings to challenge and support the staff's understanding of learning and development requirements. She has provided follow-up sessions to embed information and to determine further requirements. In discussion with staff and through observations it was found that staff knowledge of EYFS requirements and how to link observations, assessments and planning of next steps is developing well. Systems are now in place to assess children's progress in each area of learning and these are recorded in learning journals. However, it was found that children's starting points were not consistently recorded and meaningful as they did not relate to the seven areas of learning. Additionally, although tracking sheets are now implemented, the children's progress is not always consistently and accurately recorded. These gaps in the system will be raised as individual actions.

The inspector found that some progress has been made with the induction procedure in that through regular support from the EY Advisor and internal meetings staff have received training and information on their roles and responsibilities in relation to the delivery of the EYFS. All staff have received an induction pack that includes Statutory Framework for EYFS, Development Matters guidance booklet, Statutory requirements

for safeguarding, range of job descriptions, staff code of conduct, key person roles and responsibilities and complaints procedure. The development of a wider more effective leadership team is enabling the manager to lead the setting through significant change management ensuring all staff members are clear about their roles and responsibilities.

The inspector reviewed the key person system and found it to be fully implemented. Key persons spend time with their individual children and also as a small group session. Parents and carers have been informed of their child's key person and their role in supporting learning and development in nursery. A buddy system is in place for occasions when key persons may be on leave from nursery. Support is given to parents and carers on how they can help and encourage their child's development at home. Formal parent's evenings are planned across the year. Informal meetings and conversations are held with parents on a regular basis. Records of children's progress are compiled by the key person in the child's learning journey. Recently a note has been inserted into each child's link book asking parents to record any information, development or experiences that they have shared with their child to support assessment and planning in line with EYFS. Information has been put on the parent's notice board giving a guide to how parents can support and help their child in their progress and development. Informal meetings have been held with parents to discuss recent developments in their child's learning. Discussions are recorded by key persons on the 'Home Observation Sheets' and added to the child's learning journey and linked to assessment. This information will be gathered regularly through conversations with parents at drop off and pick up times to support the comments written by parents in the children's link books.

In the main good progress has been made since the last monitoring visit. This is mainly due to the manager working collaboratively with the Early Year's Advisor in response to Ofsted's monitoring visits. The staff are stepping up to the challenges to enable the manager to lead the setting through significant change management and improvement processes. Whether this progress is sustained crucially depends on how the setting is managed in the manager's absence who only works part time.

### **Next steps**

Having considered all the evidence the inspector is of the opinion that at this time:

- The setting has made good progress in addressing the points for improvement. The next visit will be a further monitoring visit.

I hope that you have found the visit helpful in promoting improvement in your setting. If you have any further queries please contact us on the number at the top of this letter.

Yours sincerely

Susan Gregory HMI  
National Director, Inspection Delivery

**For the attention of:** Compliance, Investigation and Enforcement Team.

**Reply slip**

Name and Address of setting:

Clarendon Nursery  
Garston Old Road  
Liverpool  
L19 9AF

**ACTIONS**

Please complete the box below to show what you have done in order to meet the action required:

<b>Action Required</b>	<b>Action Taken</b>	<b>Date Completed</b>
revise the system for identifying children's starting points in line with the seven areas of learning to make them more meaningful and effective in planning the next steps (The Learning and Development Requirements)		
ensure the system for tracking children's progress is routinely and comprehensively maintained to accurately identify the next learning steps in each area of learning (The Learning and Development Requirements)		
ensure a quality learning		

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experience is sustained for children particularly with reference to having skilled leadership and management at all times (The Learning and Development Requirements)		
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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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