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Funtastic Club  
Wigmore Primary School  
Twyford Drive  
LUTON  
LU2 9TB

Our Reference EY342277

Dear Mrs Beryl Sands

### **Monitoring for provision judged as inadequate**

An Ofsted inspector, Kelly Eyre, monitored your provision on 03/02/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 06/11/2013, we sent you a notice to improve. The actions you were set are included at the end of this letter.

During the monitoring visit the inspector discussed with your manager (who is also the nominated person) the steps taken to address the actions raised in the notice to improve. She observed activities and staff interaction with children and parents and had discussions with four parents. The inspector also spoke to individual members of staff. She looked at your policies and procedures and self-evaluation information. The inspector also looked at children's assessment records, activity planning and records of staff supervision and the appraisal system.

The inspector found that the setting has developed a clear action plan to address the issues raised at their last inspection and have introduced an appropriate process to evaluate the daily practice and the impact this has on outcomes for children. This has supported the manager in looking at how to address the areas for improvement identified at the last inspection. The inspector noted that the manager's ongoing evaluation process helps to ensure that any improvements are sustainable and continue to improve the provision for children. However, the manager feels that there needs to be a better way of recording these evaluations and has not yet finalised this.

The manager and staff have increased their knowledge of the requirements of the Statutory framework for the Early years Foundation Stage by carrying out their own research and by actively using the help and support offered by the Head Teacher of Wigmore Primary School. This has enabled them to fully review and update the policies and procedures so that these are now practical for the setting and support

staff in promoting children's welfare, learning and development. The manager has put in place a procedure relating to the use of mobile telephones and cameras at the setting, thereby further promoting children's welfare. As a result of their research and staff meetings, staff now have an improved understanding of the seven areas of learning and are better able to plan activities and resources that support children's learning. This is further supported by the measures the manager is introducing, which enable the setting to liaise with the school so that they are able to provide activities which complement the current themes and teaching within school.

Each child has now been assigned a key person who works closely with parents and ensures that children's needs are identified and met. This has also led to improvements in relationships with parents and they report that they feel more able to discuss any concerns with staff and to seek their support and guidance in these. Key persons now keep records of children's progress, enabling them to highlight any areas where children require additional support. They are also able to make sure that children's interests are fed into the planning so that they are offered activities that motivate them and support their learning. Parents have been informed of their child's key person and now have access to information relating to the Statutory framework for the Early Years Foundation Stage. This supports them in working in partnership with your setting in order to provide consistent care for children and promote their well-being and development.

All staff now receive regular supervision sessions and the manager has taken advice from the Head Teacher of Wigmore Primary School in introducing an appropriate staff appraisal system. This means that staff are better supported and have their training needs clearly identified. The inspector found that, through the staff supervision sessions, staff have are offered guidance in meeting children's needs and in planning relevant activities that promote their learning in all areas.

Having considered all the evidence, the inspector is of the opinion that the setting has taken prompt and effective action to address the points for improvement.

### **Next steps**

The next step will be a full inspection.

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

Nick Hudson  
National Director, Early Education

**Actions**

<b>Action</b>	<b>Due date</b>	<b>Closed date</b>
gain an understanding of the requirements of the Early Years Foundation Stage to ensure that children's learning, development, and welfare are fully supported	03/02/2014	03/02/2014
assign a key person for each child in the early years age group and ensure that children's individual needs are met	03/02/2014	03/02/2014
provide parents with details of the Early Years Foundation Stage and the name of their child's key person. Provide policies and procedures that meet the safeguarding and welfare requirements of the Statutory framework for the Early Years Foundation Stage	03/02/2014	03/02/2014
update the safeguarding policy to reflect camera and mobile phone use in the setting	03/02/2014	03/02/2014
complete regular staff appraisals to identify training needs and update staff knowledge, thereby improving the provision of care, learning and development for children	03/02/2014	03/02/2014
implement rigorous and effective systems for self-evaluation, including supervision of staff, to foster continuous improvement and to inform priorities and set challenging targets for improvement.	03/02/2014	03/02/2014