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Extra Time Club  
All Saints School  
Furlong Close  
Alrewas  
Nr Burton on Trent  
DE13 7EF

Our Reference EY219318

Dear Mrs Dawn Elizabeth James

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

An Ofsted inspector, Patricia Webb, monitored your provision on 10/02/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 11/11/2013, 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 you the steps you have taken to address the actions raised in the notice to improve. She observed practice, documents and activities indoors and outside and had a discussion with yourself in your capacity as owner/manager. The inspector also spoke to children, staff and parents. She also held a telephone conversation with the Early Years Quality Support Consultant from the local authority. She looked at your staff files, children's developmental records and the safeguarding policies and procedures.

The inspector found that you have been proactive in addressing the actions set, developing an immediate plan of action to address the issues. Following a visit and guidance and support from the Quality Support consultant, this has been redrafted to provide a more comprehensive action plan to address the areas for improvement and plan for on-going improvement.

You effectively prioritised the action to be taken and gave very swift attention to addressing the concerns regarding the space available. You have negotiated with school authorities and there are now two classrooms available for the club's use, with additional use of the hall on occasions. This means that children can move freely around the setting and make choices about their activity in safety and independence. The safeguarding policies and procedures have been reviewed to ensure that the information about the procedures to be followed in the event of an allegation of abuse being made against a member of staff is clearly explained for parents. This

means that they are made fully aware of the club's commitment to act in a child's best interests at all times regarding all aspects of child protection.

Staff records are now collated more clearly and information about staff qualifications and suitability through Disclosure and Barring Service checks are readily available to reassure parents. Staff also now have more established appraisals and supervision, enabling them to reflect on their practice, identify their strengths and consider further training and coaching. As the owner/manager, this enables you to plan more effectively as staff seek to undertake further qualifications and utilise their individual skills within the activities delivered in the club. This enhances the experiences for the children.

Staff liaise more with school staff to discuss topics children may be following and children's developmental records are shared, where necessary, to ensure that planning complements children's learning between the two establishments. Children relate positively to familiar staff and seek them out for reassurance. Staff are more aware of the spontaneous teaching and learning that takes place in such a provision, given that children receive the majority of their Early Years Foundation Stage within the school. Children share their ideas with staff and are being supported in extending their play and learning through self-chosen activity. For example, snack time is enjoyed as a social occasion with staff aware of encouraging independence, careful use of utensils and the development of dexterity. Children and parents have contributed to the developmental records, providing information about children's interests, likes and dislikes. Some children have completed their own 'all about me' forms, using drawings to indicate the information. Parents appreciate the verbal dialogue that takes place with the child's key person on collection, keeping them informed about their child's progress and enjoyment in the club.

Having considered all the evidence, the inspector is of the opinion that at this time you have 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

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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

Action	Due date	Closed date
ensure staff plan an educational programme that is sufficiently challenging and interesting, and complements the learning children achieve at school	10/02/2014	10/02/2014
improve the interactions between adults and children during play to develop children's thinking and support them to communicate their ideas and thoughts	10/02/2014	10/02/2014
ensure the safeguarding policy includes an explanation of the action to be taken in the event of an allegation being made against a member of staff	10/02/2014	10/02/2014
record all the qualifications attained by staff, identity checks and full vetting processes to ensure children are cared for by staff who are suitable	10/02/2014	10/02/2014
ensure appropriate arrangements are in place to support staff through effective supervision, support, coaching and training to increase staff's knowledge and skills and to foster a culture of continuous improvement	10/02/2014	10/02/2014
ensure each child's key person engages with parents and children in order to provide children with a settled relationship and ensure children's care and learning is tailored to meet their individual needs	10/02/2014	10/02/2014
ensure the environment is organised to provide sufficient indoor space to meet the needs of children.	10/02/2014	10/02/2014