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Our Reference EY454335

Pencil Pots Day Nursery 321 The Drive ILFORD Essex IG1 3PW

Dear Mrs Addisah Shormey Yeboah

## Monitoring for provision judged as inadequate

An Ofsted inspector, Alison Romanczuk, monitored your provision on 12/02/2014 following your inspection where the provision was judged to be inadequate.

## **Outcome of monitoring**

As a result of our inspection on 18/11/2013, we sent you a notice to improve.

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 staff interaction with the children and spoke to your local authority development worker who was present at the visit. The inspector reviewed your action plan, observational notes and staff files. She viewed certificates for qualifications including those first aid certificates that you have recently updated. This supports children's safety and wellbeing.

The inspector found that you have developed a clear action plan to address the issues raised at your last inspection and that you have quickly implemented these plans.

The inspector found that you have reviewed systems to support and monitor staff. In particular you have made time to coach your deputy so that she can oversee the nursery in the manager's absence. There are regular contact meetings in the office to familiarise her with procedures and the running of the nursery, to ensure it is managed appropriately at all times. You have put into place further meetings to supervise staff so that they fully understand the Statutory Requirements for the Early Years Foundation Stage. Regular staff meetings have allowed staff to share their ideas and knowledge of teaching and learning and for the more established personnel to support recently appointed staff. Your inclusion of observations of staff while they are working, peer mentoring and regular one-to-one meetings with managers are likely to help you ensure staff consistency and improve children's outcomes.

You have actively welcomed support from your local authority development worker who reports that you have taken effective action, reviewed your practice and are very committed to improvement. You have devised a new system to record children's achievements that ensures staff are consistent in identifying children's next steps in their learning. This allows staff to plan activities which build on what the children already know and can do and supports their ongoing progress in learning and development. You offer children more opportunities to serve their own food and drink and tidy away after meals because you understand this will promote their independence and skills for the future. You have identified additional resources, such as small jugs, to further support this aim.

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