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Milton School Care Club
c/o Milton CP School
Leek Road
Stoke-on-Trent
Staffordshire
ST2 7AF

Our Reference 260345

Dear Mrs Rachel Elizabeth Morrey

Monitoring for provision judged as inadequate

An Ofsted inspector, Patricia Webb, monitored your provision on 27/02/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 02/12/2013, 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 and had a discussion with the nominated person/manager and staff. She looked at your action plan, staff files, complaints records and the developmental records for children in the early years age range. The inspector also spoke to parents and children and held a telephone conversation with a representative from the local authority on the day following the monitoring visit.

The inspector found that you have started to create an action plan and are due to receive further support from the local authority advisor. However, the action plan is very scant and superficial, meaning that some of the actions that you had stated would be completed by the time of the monitoring visit have not yet been put into place. Consequently, the drive for improvement is not embedded and this impacts on children's welfare, learning and well-being.

Action has been taken to appoint a member of staff as key person taking lead responsibility for the children in the early years age range. This member of staff is suitably qualified and experienced in delivering the Early Years Foundation Stage with young children. You have started to liaise more effectively with staff in the school to promote a consistent approach to complement children's early learning and development. However, observation and assessments do not clearly indicate the areas of learning or refer to developmental bands. This means that the identification

of young children's particular strengths or potential gaps in attainment cannot be assured, hindering the progress they can make. Planning tends to be very flexible allowing for children's ideas and interests to evolve during the session. This is not yet taking account of the part-time attendance of children who may not get to participate in some of the more interesting activities on offer.

The management committee is not yet fully aware of roles and responsibilities to ensure the effective and safe organisation of the club. You have started to prepare for appraisals and staff supervision but there have been none undertaken as yet. This means that any underperformance or staff training needs are not being assessed or addressed in order to drive further improvement swiftly enough. The documentation to verify staff suitability checks and qualifications is not maintained efficiently to demonstrate the way in which you ensure the safety and welfare of the children. You have updated the self-evaluation document but this is not sufficiently focused to identify weaknesses in the club. You have not identified priorities for improvement and the evaluation is overly optimistic in its assessment of the impact of the provision on children's care, learning and development.

The inspector also identified some weaknesses in the partnership with parents. Not all parents have been informed about the club's previous inspection or the outcome judgement. Some parents are not aware of the organisation of the club hindering how they would share any concerns about their children's care and welfare as they do not know who to report to. You have, however, reviewed the complaints policies and procedures and there is now a record of complaints maintained for inspection.

Having considered all the evidence, the inspector is of the opinion that the setting has not taken prompt and effective action to address the points for improvement.

Next steps

The next step will be a full inspection.

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
implement an effective key person system to ensure that the care and learning needs of the youngest children are fully met	02/04/2014	27/02/2014
ensure there is sufficient adult-led activities planned to meet the individual learning needs of the youngest children attending who are within the early years age range, and use observation and assessment more effectively to identify and plan activities that are linked to what these children need to learn next	02/04/2014	28/03/2014
improve systems for effectively identifying weaknesses in staff practice and addressing any under performance	02/04/2014	27/03/2014
the registered person must keep a written record, for a period of three years, from the date of complaints including the outcome of the investigation and the action the provider took in response (compulsory part of the Childcare Register)	20/12/2013	27/02/2014
the registered person must keep a written record, for a period of three years, from the date of complaints including the outcome of the investigation and the action the provider took in response (voluntary part of the Childcare Register)	20/12/2013	27/02/2014
The registered person must produce for Ofsted, on request, a list of complaints made during the previous three years. (compulsory part of the Childcare Register)	20/12/2013	27/02/2014
The registered person must produce for Ofsted, on request, a list of complaints made during the previous three years. (voluntary part of the Childcare Register)	20/12/2013	27/02/2014
ensure the management team are fully aware of their roles and responsibilities in relation to statutory requirements of the Early Years Foundation Stage	17/01/2014	27/02/2014

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make sure all required records are kept on the premises and available for inspection by Ofsted on request, particularly in relation to the records of any complaints made and evidence of training certificates. 02/12/2013 27/02/2014