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Chawton Pre-School  
Chawton Village Hall  
Chawton  
Alton  
Hampshire  
GU34 1SB

Our Reference 109858

Dear Circle Playgroup (Chawton) Committee

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

An Ofsted inspector, Anne Nicholson, monitored your provision on 31/03/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 09/12/2013, 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. The inspector observed staff interacting with the children present. She held discussions with staff, representatives of the committee and the local authority advisor. The inspector looked at a range of documentation. This included the pre-school's improvement action and plan, evaluation sheets, evidence of staff and committee suitability, descriptions of roles and responsibilities, policies and procedures, and observation and assessment sheets.

The inspector found you have welcomed the support from the local authority and completed with them a detailed action plan to address the issues raised at your last inspection. The local authority advisor expressed confidence in the ability of both staff and committee to improve practice. She stated she could already see that improvements have taken place and are ongoing. You now have systems in place to evaluate the quality of practice and the impact that this has on children's learning. For example, you have provided new parents with a 'Welcome pack' and encourage them to share information about their children's likes, dislikes and current skills. As a result, children's individual needs, and planning to meet these, can be met from the outset. In addition, staff have reviewed how they can consistently record observations and identify children's next steps in learning. There is now a board that staff use daily to which they add their observation notes and a recording sheet to add any identified next steps in learning. These details are then added to the weekly

planning sheets, along with details of any resources required. This planning is now also clearly displayed and, along with children's next steps in learning, is shared with parents. As a result, parents are now more involved in their children's learning and development. The use of these new recording methods is being monitored and regularly reviewed to ensure they are working effectively. Although this has made a change to how staff observe, assess and plan and is helping to target children's progress more effectively, these new methods have not yet had time to be fully embedded in practice and to be demonstrable in children's improved outcomes. Since the inspection, a new manager has been appointed and there is now a named deputy manager who demonstrates the skills needed to take charge in the manager's absence. Close links have been developed with other local authority advisors who have attended the setting to support you with addressing the actions raised at the last inspection. The committee now demonstrates that they have a sound understanding of their roles and responsibilities. All details linking to these and the suitability checks completed are now readily available on site, as required. Committee members and staff meet regularly to share practice and work together to drive improvements within the setting. There is a comprehensive action plan in place showing areas to improve and timescales for this to happen by. There are now systems to evaluate practice and, although not yet fully embedded, these are already helping to drive improvements within the pre-school.

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 there is a named deputy who, in your judgement, is capable and qualified to take charge in the manager's absence	23/12/2013	31/03/2014
make records easily accessible and available for inspection by Ofsted. This is with particular reference to vetting checks carried out on committee members	23/12/2013	31/03/2014
improve the knowledge and understanding of the management committee so that members fully understand their roles in monitoring practice and supporting the manager so that all requirements of the Statutory framework for the Early Years Foundation Stage are met.	20/01/2014	31/03/2014
implement an effective assessment system to help staff understand children's level of achievement, interests and learning styles, and use this to plan and shape learning experiences for each child reflecting those observations	20/01/2014	
foster a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues and identifies clear areas of weakness, developing targeted plans to bring about required improvements.	20/01/2014	
improve the depth and breadth of information gathered of children's prior skills on starting the pre-school, so that staff have an accurate, all-round overview of each child's starting points to plan for their needs from the outset.	20/01/2014	31/03/2014