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N.I.P.P.E.R.S.  
Fort Road  
Newhaven  
East Sussex  
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Our Reference 156374

Dear N.I.P.P.E.R.S. Newhaven Committee

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

An Ofsted inspector, Clare Hanson, monitored your provision on 24/04/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 21/01/2014, we sent you a notice to improve.

During the monitoring visit the inspector met with you and discussed the action you have taken to address the actions raised at your last inspection. She spoke to staff members and observed the interaction with children in your care. She reviewed some of your paperwork and observed the noticeboard reflecting qualifications of the staff team. There were two children who are in the early-years age range present during the visit.

There is a noticeboard set up in the hall you use for the out-of-school club which bears copies of staff qualifications so parents can clearly view this information. The information displayed includes not only staff's academic qualifications, but also first-aid certificates and evidence of training in food and hygiene for different staff. There are three staff with training in food and hygiene, and at least one of them is present at all sessions. The inspector spoke to one member of staff who was very clear she was unable to prepare the food for children as she had not completed her training. All staff present were qualified and providing appropriate activities to help children make progress. For example, children were writing numerals and staff were helping children to complete this activity. They encouraged children in their writing and valued their achievement. Children enjoyed sharing these achievements with you.

Since the last inspection, you have recruited a new deputy manager. Although the post has been offered, the deputy has not yet commenced work as the Disclosure and Barring Service checks are still outstanding. The deputy is qualified to level 3. A thorough induction is planned. You explained that the out-of-school club is run by a group of trustees, of which you are the chair person. You and two other trustees

have completed the appropriate checks to enable you to work directly with the children. You hold the position of manager as well. You and the other trustees work in a voluntary capacity.

Each child has an individual folder which contains examples of observations of their progress, either written notes or examples of their work. At the end of the day, staff evaluate what each child has achieved and what needs to be planned for them to help them make progress and move forward in their learning. For example, staff planned activities such as numbered skittles game to help children struggling with numbers practise their counting.

You explained that you regularly reflect on the practice in the out-of-school club and review how this can be improved. You meet with the staff at the end of every session and assess the success of the day and what, if anything, can be improved on. There is a regular management meeting between the trustees and the staff. Action plans are drawn up and all are involved in taking these forward. An action plan was drawn up following the inspection and, with the help of the local authority advisor, this has been formalised to reflect clearly the progress made. You stated that a lockable filing cabinet has now been purchased where all confidential information is kept when the out-of-school club is not operating.

You discussed with the inspector the problems you have experienced developing partnerships with others involved in the care and education of the children who attend your setting. You are persisting with trying different ways of engaging with other settings. For example, you have requested parents give you permission to discuss their children with appropriate personnel in other settings. The local authority advisor confirmed that this had been an issue for you. As a result this action remains ongoing.

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