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Bitterley Pre-School  
Bitterley C E School  
Bitterley  
LUDLOW  
Shropshire  
SY8 3HF

Our Reference 224044

Dear Bitterley Pre-School Committee

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

An Ofsted inspector, Patricia Webb, monitored your provision on 22/05/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 26/02/2014, 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 interaction between staff and children throughout the pre-school and had a discussion with the secretary of the management committee. The inspector also spoke to the manager and the deputy of the pre-school. She looked at your staff records with regard to the vetting procedures, appraisals and mentoring processes. The inspector also looked at the training records, accident records and a number of children's developmental records. She also viewed children at play indoors and outside.

The inspector found that you informed the local authority and had a number of meetings with the management committee to address the issues raised in the report. A plan of action has been drafted and this is being worked through systematically, mindful of the new committee members who are being recruited. You have also sought advice and guidance from the professional association of which the pre-school is a member.

You have made good progress in addressing issues related to the quality of the provision. The systems for assessing the progress children make through observations have been reviewed. You are now using a wider range of developmental ages and stages to ensure that each individual child's learning and development is tracked more accurately. This is helping you to inform planning more

precisely, in order to tailor children's learning and provide additional support or extension, where necessary. In particular, you are liaising with parents with regard to the timing of the progress check for children between the ages of two and three years, through the day to day discussions and by questionnaires, which are just being returned.

All staff and committee members have been vetted as required through the Disclosure and Barring Service process or the previous Criminal Records Bureau checks and full records are in place to demonstrate this. You also offer support and mentoring to any new staff, ensuring that they are not left unsupervised with children until all clearances have been obtained and their practice has been observed. This ensures that that children's welfare is promoted and parents are reassured of the suitability of all staff who work with their children.

All staff now hold current and valid paediatric first aid qualifications, although you have always maintained the legal requirement of a qualified first aider being on duty at all times. Any minor accidents and injuries are managed with the child's comfort and reassurance being the first considerations. All accidents are carefully recorded by the attending first aider as soon as the child is safe and their injury has been attended to. Parents are informed of any accidents at the time of collecting their child and they sign the relevant records to indicate they have been informed. If more serious accidents, or head bumps, were to occur, parents would be contacted by telephone as soon as possible. This follows the pre-school's policies and procedures and ensures that children's health and well-being are priorities for the staff in the pre-school. The senior staff and the committee regularly collate the accidents that have happened and analyse these to see if any potential hazardous areas or activities may be evident. This is helping you to review risk assessments and ensure that all children are safe and secure in the pre-school.

The outdoor environment is readily accessible during each session and you have reviewed the selection of resources and activities available to extend the learning opportunities outside. During the visit, children were observed to engage in free painting at the easel, drawing and chalking as they make marks on the steps and the walls. Textured numbers are hung at a suitable height for children to see and touch. They count the coloured plastic discs in the giant connecting game, delighting when the total of four in a row is achieved and the lever drops the discs to the ground when the game is over. You have also purchased more resources, which will be introduced to the children when the forthcoming painting of the fencing is completed by the host school. Staff have also attended further specific training to support play and learning in the outdoor environment and how to plan the mathematical teaching programme in children's everyday play outdoors. You are due to evaluate this, as the term draws to a close, to assess how successful this training has been in raising outcomes for children.

The committee has worked openly with parents and staff to drive improvement. Appraisals and supervision systems are in place for staff and senior officers from the committee who also make spontaneous observations of the practice and teaching

when they visit the pre-school. This is leading to a more clear picture of identifying training needs and building on staff skills and strengths. Parents are kept informed of the progress being made through newsletters, questionnaires and invitations to attend the committee meetings, where the improvement plan is a standard item on the agenda.

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 observation and assessment is used effectively by; developing staff knowledge of how to complete observations of children and use these to identify starting points and target their next steps, so they make good progress in every area of learning	30/04/2014	22/05/2014
develop the outdoor learning environment to ensure that all areas of learning are fully promoted to ensure that children are provided with challenging and stimulating experiences, this is with particular regard to numeracy and literacy	30/04/2014	22/05/2014
ensure all staff have appropriate training, skills and knowledge to fulfil their roles and responsibilities; this specifically refers to making sure that there are effective supervision and monitoring arrangements to accurately assess and identify the training and development needs of all staff and ensure effective support and guidance is provided where necessary.	30/04/2014	22/05/2014
ensure suitability checks are carried out on all members of staff before commencing work with children	30/04/2014	22/05/2014
ensure staff record all accidents and follow the pre-school's procedure for recording these to ensure children's welfare and well-being is fully secured at all times	30/04/2014	22/05/2014