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Cliffe Pre School
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Our Reference EY412145

Dear Cliffe Pre-School Committee

Monitoring for provision judged as inadequate

An Ofsted inspector, Julie Morrison, monitored your provision on 04/06/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 11/03/2014, 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 interactions between staff and children in the pre-school. The inspector also spoke to members of staff and a representative from the local authority. She looked at your action plan, a sample of the children's progress records, your planning, performance management documents, risk assessments and other paperwork relating to the safeguarding and welfare requirements.

The inspector found that you have developed a detailed action plan to address the issues raised at your last inspection. You have also welcomed support from your local authority, working closely with them to evaluate the quality of practice and the impact this has on outcomes for children. This has enabled you to accurately prioritise the areas for improvement and to plan for ongoing development.

You explained that you have introduced a detailed induction procedure for new members of staff. This has also been shared with existing staff and members of the management committee. This ensures that all staff have a secure understanding of their roles and responsibilities. You have also introduced new arrangements for the supervision and appraisal of members of staff, including carrying out peer observations. This means that you are able to effectively monitor staff's performance and highlight any areas for development. This has improved the quality of teaching as staff are now using more open-ended questions to support children's learning.

You explained that staff are attending relevant training provided by the local authority and that you are supporting one member of staff to achieve an appropriate early years qualification. This helps staff to develop their skills so that they can support children to make better progress.

The inspector found that you have reviewed and introduced new and more robust systems to observe and assess the progress that children are making. You explained that you work closely with the staff to ensure that planning takes into account children's interests and that staff are aware of children's next steps in learning. In addition, you are now clearly tracking children's progress so that you can easily identify any gaps in children's learning. This has had a positive impact on children's learning and behaviour as they are now more actively engaged in a wider range of purposeful activities. You have reviewed your monitoring systems to include regular checks of children's files in order to monitor and evaluate the effectiveness of the new systems you have introduced. You explained that you intend to introduce an audit of the planning to identify any gaps in the provision.

Following the inspection you have introduced a more robust key person system. Each child is now allocated a key person who takes overall responsibility for completing children's records and working with parents to ensure that children's individual needs are appropriately met. You have clearly displayed a list of children and their key person on the wall of the pre-school to inform parents of who their child's key person is. You explained that you are encouraging parents to contribute information about children's learning and activities at home, for example, by bringing in photographs of what they have done during the holidays. You also explain, that you intend to introduce a toy bear who will accompany children home to further facilitate the two-way sharing of information. A parents' evening has been arranged so that parents can meet with their child's key person to share information and discuss the progress their child is making. However, as this has not yet taken place it is not possible to assess the impact of this. In addition, although most parents spoken to are aware of who their child's key person is, some parents are still unsure. Therefore, there is still room to improve how information is shared to ensure that all parents are kept fully involved in their child's ongoing care and learning.

You have reviewed and updated all of your policies and documentation. As a result, you now have a training file, which includes copies of training certificates for all members of staff, including evidence of holding first-aid certificates. You have also introduced a new system for recording medication and children's attendance. This promotes children's safety and wellbeing.

Following the inspection you have carried out a risk assessment to the outdoor area and made changes to ensure that children are kept safe while playing outside. You have rearranged the space outside and have obtained space dividers which can be used at times when there is less staff outside with the children. This means that children can be appropriately supervised outside at all times. In addition, you now ensure that children can have free-flow access to the outside for the majority of the session. This has had a positive impact on children's behaviour and promotes

children's physical development and good health.

You said that you are committed to continuing working with the representative from the local authority to secure further improvement. You explained that you intend to continue to review your action plan regularly and make ongoing amendments to ensure that you sustain improvement over time.

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 the nominated person and committee follow procedures appropriately, so all staff working with children are subject to a rigorous induction procedure to enable them to understand their roles and responsibilities	25/03/2014	04/06/2014
implement effective supervision and performance management arrangements to monitor staff practice and to support them to improve their teaching skills to promote children's welfare and their learning and development	25/03/2014	04/06/2014
improve the arrangements for observation, assessment and planning so that the individual needs, interests and stage of development of each child are considered and use this information to plan a challenging and enjoyable experience for each child in all areas of learning and development	25/03/2014	04/06/2014
implement a more effective key person system so that parents are aware of who their child's key person is so they can share information to ensure every child's learning and development is tailored to meet their individual needs and parents are fully engaged and supported in guiding their child's development at home	25/03/2014	04/06/2014
ensure information and records for the safe and efficient management of the setting are kept on the premises and are maintained and readily available for inspection, to ensure the needs of all children at met, with particular reference to first aid certificates, attendance registers and medication records	25/03/2014	04/06/2014
improve the risk assessment of the outdoor space and provide guidance for staff to ensure areas that are not easily visible are monitored at all times.	25/03/2014	04/06/2014