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Poppies Childcare Limited
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Our Reference EY459233

Dear Poppies Childcare Limited

Monitoring for provision judged as inadequate

An Ofsted inspector, Patricia Webb, monitored your provision on 18/08/2014 following your inspection where the provision was judged to be inadequate.

Outcome of monitoring

As a result of our inspection on 23/05/2014, we sent you a notice to improve. If you were set actions at the inspection, or as a result of our subsequent monitoring or investigations, these 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 the overall interaction between children and staff and spoke at length with you and your staff about the action plan and the improvements being made. The inspector had a discussion with you as the nominated person, and the staff, who are all part of the overall registered organisation. The inspector was unable to speak with a representative from the local authority as you have yet to receive a visit from your quality improvement learning advisor. The inspector looked at planning, observation and assessments records and tracking documents. She also viewed some children's developmental records and the daily diary communication books you use. Medication records were checked and the inspector spoke with you and your staff about the monitoring of the processes to ensure children's health and well-being are promoted.

The inspector found that, following the inspection, you held a meeting as the board of directors and drafted an action plan to address the actions set. This demonstrates an eagerness to improve and you have worked methodically through the plan to bring this about. There is a team of staff who ensure that that all aspects of the day-to-day operation of the nursery are covered. You have considered this aspect in conjunction with the action raised concerning the key person system. You stated that there was a buddy system in place at the time of the inspection but the information

about this was not clear to parents or visitors. You have now reviewed the way in which this information is shared with other staff and parents. The key groups are clearly displayed and parents can check who their child's main carer is. You have the buddy system so that staff share information with each other regarding the characters and learning styles of each child. This means that all staff know and can meet individual children's needs effectively. You have introduced small white boards for each key person and these are being used well to note down any specific issues or information about individual children to ensure that this is shared and known by each member of staff. This information is also being passed on to parents as and when necessary. This is improving the communication you have with parents.

Staff have reviewed the processes for observing and assessing children's progress. They now plan each day to reflect children's changing interests and inform the planning of challenging and engaging experiences. The developmental records now have clear written links to the ages and stages of children's expected attainment. The tracking document you are now using is helping staff to clearly and swiftly notice when any gaps occur in a child's progress. This is because staff are measuring children's attainment more consistently and using the outcomes document to assess progress and plan for each child's next steps in their learning and development. You are monitoring the staff completion of these records to ensure consistency and accuracy in the recording.

During this monitoring visit, the inspector observed children to be very content and settled. They related very well with all staff and sought out familiar adults for reassurance when visitors entered the playroom. In speaking with staff, it was clear that all staff knew the characters of each child and had an appropriate knowledge of children's families and backgrounds to be able to plan for, and meet, children's individual needs. You issued questionnaires to parents, following the last inspection, and have acted upon some of the issues they raised. Parents are very supportive of the provision and you have acknowledged that some of them expressed a wish for improvements in the way in which information is shared about their child's day and overall progress. You have introduced the daily diaries and many parents are using these effectively enabling them to become more actively involved in their child's learning and development. You also use a tree display to encourage parents to share their children's achievements on notes on the tree. You are currently monitoring this strategy and will be evaluating this, along with the other improvements made, to assess how successful it is. You are demonstrating a more proactive approach to training and mentoring of staff to improve their skills and ensure that they have the necessary skills to identify and meet children's individual needs. Staff have updated their safeguarding training and you are seeking to secure appropriate training in behaviour management for the staff due to take the lead role for this aspect of children's safeguarding and welfare.

You have reviewed the way in which medication is administered and the recording of the dosages for each child as necessary. The records are clear and easily accessible and contain all of the required information and parental consents required. Parents also indicate the reason why the medication is required. Staff ensure that a second member of staff monitors the administration and parents are kept fully informed of such matters affecting the welfare and well-being of their children. You are closely monitoring these improvements and will be conducting a full evaluation of the effectiveness of the action taken before the next inspection takes place.

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
keep a record of any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it (voluntary part of the Childcare Register).	23/05/2014	18/08/2014
improve staffing arrangements to ensure that continuity of care and children's learning is not compromised as a result of staff absences and to ensure that every child's care is tailored to meet their individual needs	27/06/2014	18/08/2014
involve parents and other providers in children's learning by; ensuring that information is shared on entry and during the placement; ensuring that parents are kept consistently informed of their child's progress and are given support to engage in their child's learning at home	27/06/2014	18/08/2014
ensure all staff consistently use observations and ongoing assessments to determine children's level of achievement and to shape learning experiences which are based on each child's next steps in learning	27/06/2014	18/08/2014
ensure that the key-person system is fully embedded in order to tailor the care and learning to meet each child's individual needs	27/06/2014	18/08/2014
keep a written record each time a medicine is administered to a child to protect children's well-being.	23/05/2014	18/08/2014
provide training, support and monitoring of all staff, including directors, to ensure teaching is effective so that every child's experiences are tailored to meet their individual needs, including those with special educational needs and/or disabilities	27/06/2014	18/08/2014

keep a record of any medicine administered to any child who is cared for on the premises, including the date and circumstances and who administered it (compulsory part of the Childcare Register) 23/05/2014 18/08/2014