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Ackworth Howard Out of School  
Club  
Ackworth Howard School  
Station Road, Ackworth  
Pontefract  
West Yorkshire  
WF7 7HH

Our Reference EY297558

Dear Ackworth Howard Out of School Club Committee

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

An Ofsted inspector, Jane Tucker, monitored your provision on 04/09/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 25/06/2014, 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 discussed with you your understanding of the requirement to maintain public liability insurance. The inspector discussed with you the arrangements you have put in place for the supervision of staff, so that you can monitor the quality of teaching and learning. She also spoke with you about the training provision you have implemented to improve staff's understanding of the learning and development requirements. Also, the measures you have taken to ensure staff have a clear understanding of their roles and responsibilities. The inspector discussed with you how you now inform parents of the role of the key person and who their child's key person is. She also spoke with you about how you have encouraged parents and other professionals to share information about children's learning and development, so that this can be used to ensure that children's needs are met. The inspector also discussed with you the support you have received from your local authority representative.

The inspector found that you have developed a comprehensive action plan to address the issues raised at your last inspection and have introduced systems to evaluate the quality of your practice and the impact this has on outcomes for improvement identified at your last inspection. You are aware of your responsibility

to maintain public liability insurance and the inspector looked at your certificate of insurance.

You have welcomed support from your local authority representative to improve the leadership and management of the provision, with particular regard to developing your understanding of how to carry out staff supervisions, so that you can identify any strengths and weaknesses in staff's practice. You also explained how your local authority representative has started to observe teaching practice within the provision. This ensures you that you have a basis to assess the quality of teaching and learning and provide staff with any appropriate training and professional development opportunities, to ensure they offer quality learning and development experiences for children. You explained that supervision sessions will take place every half term and the chair of the committee will undertake the supervision session for the out of school club manager.

You explained that all staff have attended training that is focused on the improvement of teaching and learning. This has included a review of the new statutory requirements of the Early Years Foundation Stage and other current guidance documents. The out of school manager also plans to spend time with the early years foundation teacher in the school, so that she can observe teaching practice, lesson plans and the activities provided for children of this age. The inspector also looked at your updated job descriptions, which you explained have been shared with staff so that they have a clear understanding of their roles and responsibilities in the provision.

A new key-person policy has been written and you explained how this is given to parents when their child starts at the provision so that you can verbally discuss the role and responsibilities of a key person and inform parents who their child's key person is. You have also taken photographs of all staff and these have been placed on the parent notice board with the names of all their key children listed below. This helps to keep parents informed. You explained that you have started to develop lines of communication with the early years teachers, so that you have an understanding of children's current attainment and so you can complement the learning that is already taking place in school. Home to school learning journals have been introduced in the provision, which children take home at the end of the week. You explained that this provides parents with opportunities to look at their child's learning and development that has taken place at the provision and add any comments they wish, about their child's learning at home. The inspector looked at your updated and improved All about me form, which asks parents to provide information about their child's current development in the prime areas of learning. You also explained how the key person provides daily feedback to parents about the activities and learning that takes place in the provision. As a result, you demonstrated that you have been proactive in developing systems to share information with the host school and parents to drive children's ongoing development.

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
obtain and maintain appropriate public liability insurance	26/06/2014	04/09/2014
improve the leadership and management of the setting by monitoring the quality of learning and teaching, and carrying out regular staff supervision to help identify weaknesses in practice	04/07/2014	04/09/2014
provide training that is focused on the improvement of teaching and learning, and ensure that staff have a clear understanding of their roles and responsibilities	04/07/2014	04/09/2014
assign each child a key person, and inform parents of the name of their child's key person and explain their role	04/07/2014	04/09/2014
encourage parents and other professionals to share more information to help identify what is necessary for each child at any particular time; use this information to inform the planning of activities for children who attend before and after school to help complement learning in settings where children spend more time.	04/07/2014	04/09/2014
obtain and maintain appropriate public liability insurance (compulsory part of the Childcare Register)	26/06/2014	04/09/2014
obtain and maintain appropriate public liability insurance (voluntary part of the Childcare Register).	26/06/2014	04/09/2014