

# **PREP SCHOOL**

## EARLY YEARS DEPARTMENT QUALITY OF CARE REPORT

**JULY 2019**

## Quality of Care Report September 2018- July 2019 for Rydal Penrhos Early Years Department.

This is a summary of the quality of care that Rydal Penrhos Early Years has offered throughout the 2018- 2019 school year.

This report sums up what the Early Years [ nursery] has done as a whole and includes feedback from children, parents and service users.

This report will hopefully show we are always thinking about what we do and act on it, and that we communicate with everyone who plays a part in the day to day of the setting about their thoughts and suggestions, to ensure the overall effectiveness and continued improvement of the service.

Looking back over the last 12 months:

### Care and Support

Over the last year we have continued with our quest of ensuring that parents are involved as much as possible with Early years' life and kept updated not only on their child's progress but what is going on at the setting, the Remind app has proven to be a very important link with parents and Mrs Roberts, the Facebook page continues to be a huge success with parents able to see what their child is up to throughout the day.

Drop in sessions have been available every month, this school year they have been on a Monday morning for parents to come in for a chat and meet other parents. Only a couple of parents have attended.

There is a 'Where to find information' notice on the information board for parents informing them with details on how to access relevant information.

Emails are sent out from the school office and whole school messages are sent via ISAMS. All information is on the school website.

A list of what the children have eaten each day is also displayed along with the menu provided.

Detailed letters are posted on the 'Remind' app, and also in the conservatory notice board, of activities the children will be doing throughout the week. Photographs of children's activities can also be found in the conservatory.

Parents are invited into school for parent / teacher meetings in September or October, a progress report is sent out in February and a detailed report is sent out in July to inform parents of their child's progress.

An Early Years Department operational plan is available, which informs staff and parents about the running of the department; the full file is kept in the department as are the policies and procedures. All policies and procedures can be found on the school website.

Mrs Hind and Mrs Roberts conduct meetings with new parents after the child/children have attended for two weeks; this ensures we can get feedback from the parents on how well they have found the whole experience of their child/ children starting at the school. At this point we can address any issues.

An updated nursery brochure has been developed.

This year Holroyd Howe continue to supply all the meals, enabling us to maintain our 5\* rating from the Food Standards Agency. A new chef is in place and the children enjoy a choice of healthy and fresh home cooked food

We continue to provide a well-balanced menu for all the children. We strictly note and provide suitable meals for children's allergies, food intolerances and religious beliefs.

We continue to use “Golden Words” to encourage the children to use the words ‘please’, ‘thank you’, ‘excuse me’, ‘pardon me’ and ‘sorry’, the children receiving praise and reward certificates when they use them. This also encourages team work as they work together to get as many rewards, which are given as beads in a jar. A raffle ticket system is also in place, the children can earn tickets for being helpful, kind and working as a team.

### **Environment/ Health and safety**

Following on from the security measures from last year the parents do not enter the school building unless by appointment.

This means that the children are kept even more secure, and safeguarding issues surrounding the children’s toilet areas are properly addressed.

An informative notice board full of information for parents is in the Early Years entrance and a picture board of staff and their role in the school is displayed.

ICT has been used in the curriculum regularly and the children have enjoyed using a varied choice of resources which support the Digital Competency Framework.

We continue to use comprehensive risk assessments for the indoor and outdoor areas. They are completed for Forest and Coastal School and outings.

We have a separate fire drill document for the Early Years Department which are distinct from the whole school.

A signing in and out book for staff is operational.

Lighting is installed on walk way up to early years’ entrance for parents collecting their children after dark.

We have had an emphasis on developing the use of the Welsh language this year throughout the setting with more Welsh cultural displays, everyday instructions in Welsh and bilingual labels on displays.

New playground equipment was purchased for the children to use during playtimes on the front playground and fencing was put in place to separate the bigger children from the Early Years and Reception groups to avoid unnecessary accidents. We have a play equipment shed now, however we now need new play equipment for September.

Fencing is underway to separate the stepped area, outside the library from the playground; this will be developed as a quieter area for the children to sit.

We continue to develop the outdoor area: we have planted various vegetables this year, we have grown grass in tyres for the children to use for imaginative play ideas, we are growing a wild flower bed to encourage bees. We have also added bike wheels for the children to turn, and water guttering to enhance their water play, as well as developing a small water pond in which we have introduced frog spawn - the children have loved seeing them grow into frogs!

As yet we have not developed the sand area or bought new ride on toys this will be kept as a target moving into the next school year.

**Targets for next year will be to develop the sand area, and secure funding for new ride-on toys and develop discovery boxes for use outside.**

## **Staffing**

The staff working in the department are long standing members, 4 staff are full time. We have also enjoyed the help from Ffion Jones from February as an additional full time member of staff till July.

The staff are key workers for individual children participating in literacy and numeracy groups. As all staff work very closely with all of the children, we felt it more beneficial to the children to have all of us observing and recording information on the children in our care.

We have weekly staff meetings to gather information and discuss children's outcomes, discuss planning and any concerns we may have.

Termly supervisions are held between Louise Roberts and individual Early Years staff to help support staff, and yearly appraisals also take place. Mrs Roberts has also introduced monitoring of the staff as part of the supervision process and the development of the setting, we are also observing individuals using an observational tacker document to provide evidence of how the children are using the setting, from this feedback we can then develop strategies to ensure use of all our provision for all of the children.

Staff attend regular training courses to support professional development. They have attended a behaviour management course, food hygiene level 2, and all staff in the Early Years Department have current paediatric first aid certificates.

Three staff have attended an active learn [physical literacy] course. This is monitored by Conwy County Council and we also have a mentor who visits the setting and we continue to use this resource regularly.

In September 2018 as a setting we signed up to take part in a Welsh language scheme which helps to support the use of the Welsh language in settings. In November 2018 as a group of staff we all completed a Welsh level tracker test. We now have support from a Welsh advisor from NDNA who will support the setting in providing the Welsh language we also have access to resources.

In March 2019 Mrs Shilton and Mrs Roberts attended an ALN& positive behaviour management course, with Mrs Roberts attending another ALN course in April with regard to the new ALN reform.

Miss Taylor attended a learning in the outdoors course.

## **Resources/ equipment**

- ICT resources bought from funding from LEA. 2018
- Active learn resources given for attending PD course. 2018
- Multicultural jigsaws, musical instruments and dolls clothes purchased. 2018
- Aprons/ tabards purchased for the children to wear at lunch times. 2018
- Playground equipment has been purchased to use during front playground sessions. 2018 and to be replaced ready for new school year.
- Mud kitchen painting easel

## **Learning and Development**

This year we continue to offer key worker group literacy and numeracy learning; this provides continuity for the children and is beneficial to the staff as they can observe every week how your child is developing and how best they can be supported.

We continue to develop “pupils voice”: this is an opportunity given to the children to speak about what they would like to learn, how they may do this, give ideas and discuss options: the children’s responses are incorporated into departmental planning, which is added to as children volunteer more ideas and information.

We have encouraged the children to participate in weekly ‘show and tell’. The children have found this very exciting and look forward to their turn; it helps the children develop confidence when speaking in a group and gives those who are listening the opportunity to ask questions.

The ‘show and tell’ sessions enhance the children’s oracy skills.

The children also have numerous opportunities to volunteer their ideas during discussions and news sessions.

The children enjoy music lessons with Mr Davies every week.

Games/PE lessons are provided every week.

Mr Sissons tells stories and sings to the children every week.

We have created a more vibrant multicultural area.

We have created an area where the children can look at letters from the alphabet and focus on letter of the week.

An ICT area has been created in the classroom to support the digital competency framework and the children have used this frequently over the past year.

Reading/ story books are sent home with the children weekly: the concept behind this being that the children are read the story by an adult who then asks questions about the story. The children then have a chance to discuss the story, what they liked, which characters they liked, what they didn’t like, which all helps to develop the” children’s voice”, their oracy skills and encourages their comprehension skills.

The children are being encouraged to be more independent: at lunch times the children put out their own knife and fork and pour their own water and older children are now carrying their own lunch to the table.

Forest School is held every week; the children enjoy a range of learning tasks and activities in the School’s wooded area/the great outdoors. Our Forest School is on site and Nikki Taylor, our Forest School leader, is providing quality play and education in a wonderful environment.

**An ongoing target is to develop this area further by creating a mud kitchen, minibeast homes and defined areas for learning.**

Coastal School again is held every week; we use school mini buses and explore the local beach. (Staff are licenced to drive the buses to transport us there.) This is so much fun for the children enabling them to enjoy learning in different surroundings.

### **Links with the community**

We have developed a close link with Merton Place Residential Home and now visit every 3<sup>rd</sup> week. We have had very positive feedback from the staff, residents, pupils and parents, and hope to continue to develop this link over the coming year.

I will develop an Early Years departmental link with the local community police liaison officer and would like her to visit and talk about stranger danger and other matters of relevance to the children.

In order to enhance the children’s learning experiences, to provide variety and to engage the children, we have visits from parents, the school nurse and farmers who have brought in animals such as ducklings, chicks, a tortoise, puppies and a lamb.

We have had many school trips to a variety of local places such as, Bodnant Gardens, Llanberis Lake Railway Santa train, Plas Newydd and Anglesey Sea Zoo. This helps to forge the link between the learning topics and our community.

We also took part in The Marine Conservation National Beach clean and then discussed this important subject and our findings in a school assembly.

We had a visit from Santa at our final Coastal school before Christmas.

The children performed for their parents in our Early Years concert, “Whoops- a Daisy Angel”. They also took part in the annual Christmas Pre- Prep concert.

### **Management and Leadership**

We have responded to feedback from parents, with this in mind Mrs Hind, Head of Prep School, and I now arrange to meet with new parents two weeks after the child has started school which helps to provide any further information needed and to address any concerns.

Policies and procedures are reviewed every year: We have collated Early Years policies and procedures and provided a link from the School website between the whole school policies and Early Years policies to help parents find information.

Staff supervisions are given twice a year alongside staff appraisals once a year. Mrs Roberts also completes staff monitoring this will feedback into the discussions during supervisions and appraisals.

Communication between parents and staff is kept active by the use of the Remind app, Facebook, notice board and drop in sessions and one to one chats and meetings.

### **Targets and timescales 2019-2020**

The targets highlighted in this report will be reviewed and addressed from this time and during the next school year September 2019- July 2020..

- To develop the sand and water area outside and try to secure some funding for new ride on toys and discovery boxes for use outside.  
Timescale: September 2019- March 2020
- To help forest school leaders to develop forest school area by creating a mud kitchen, mini beast habitat and defined areas for learning.  
Timescale: September 2019 and will be ongoing throughout the school year.
- To work with Welsh project coordinator to develop the use of the Welsh language.

## Questionnaires

Questionnaires are sent out in May and information from these is collated and put onto a spreadsheet to enable all data to be put into this report.

We have now developed exit questionnaires for Early Years children leaving the setting, these will be sent out before July 2019.

In May 2019 29 questionnaires were sent out to parents/children with only 15 responses.

In May 2019 8 service user questionnaires were sent out with 7 replies.

Thank you to all who took time to answer these questions.

Appendix i - Parent questionnaire response information and children's feedback (3 pages)

Appendix ii -Visitor Questionnaire comments

Appendix i

## Questionnaires

June 2019 15 responses out of 29 sent 34 questions.	
Strongly agree/ agree	92%
Not applicable	2.5%
Don't know	2%
disagree	0.5%
No answer	3%

## Suggestions from parents following the questionnaire in May 2019.

Parent suggestions/ comments	Response
<p>1.} We feel there could be more communication about progress and learning. Great day to day communication though.</p> <p>2.} We think some kind of feedback about where things are academically would be really helpful. Also to know where they are doing well or they might need watching.</p>	<p>Thank you we will look into this. We do send out two academic reports a year and have a parents meeting. Mrs Roberts has also stressed that she is available to speak to any parent to feedback information, only one set of parents have done this. She also runs drop in sessions for parents to catch up. Certificates are also sent home stating the achievements of the children, many are left in bags!</p>
<p>Ridiculous confusion over uniform and unhelpful reception staff.</p>	<p>Information on uniform can be found on the website, from time to time the uniform has to change and parents are informed via emails. Early years staff are not responsible for the uniform and this is kept separate from the provision .</p>
<p>Cannot comment on the environment as parents drop off in conservatory.</p> <p>Not allowed in would be nice to have open classrooms</p>	<p>Parents see the environment of the setting when they are brought round on tours and when they decide to choose this as the most desirable setting to send their children. We must keep children in our care safe. If parents feel they need to look around more they must arrange an arranged visit. We have had open events in the past and only two people turned up.</p>
<p>Some items are not brought home</p>	<p>From time to time some items do go missing, we are trying to encourage independence and the children try to put things back on their own pegs. When things go missing we usually do find them again.</p>
<p>I have noticed that not many children are eating their main meal and only desserts</p>	<p>Children can be extremely fussy at this age and as a group of staff we encourage them to try things on their plate and also give them incentives such as stickers.</p>



<b>Positive feedback from parents, June 2019</b>	
She is very happy in Early Years, we are very happy that the Early Years dept is the best choice we could have made.	Thank you
Love all the photo boards and the Facebook page is excellent.	Thank you
Think wrap around childcare including holiday play scheme is great.	Thank you
We love what Early Years has to offer. It seems to be a very happy environment where children thrive from a young age. A big thank you to everyone.	Thank you
All staff are considerate, polite and happy and make our contact easy and enjoyable.	Thank you
I would not be leaving if it wasn't for the cost.	I have passed on this information
Absolute credit to the area.	Thank you
All teachers are amazing and professional	Thank you
I think Early Years are achieving a very high standard; educational programme, activities just keep doing everything the way you are doing and don't stop your creativity and positiveness.	Thank you, we are always trying to improve.
The remind app is helpful.	Thank you
He seems to have settled and says he is happy in big school.	
Love the notice boards	Thank you
Everything is great! I think one of the best nurseries.	Thank you, I think we are too!
Absolute superb! Inspiring and loving kids, making everyone feel happy and positive	Thank you
I think you have got a strong and professional team of very positive and kind people	Thank you

<b>Children's comment from June 2019</b>	
Good things about school- Beach school, forest school[ but not as good as beach school] Merton Place visits and the role play and playground, and food.	
Going on school trips.	
Mrs Williams is kind.	
I like the creative room	
Playing with my friends	
Playground is fun	
I like Mrs Roberts & Isla	
Learning about a hippo	
Making trails	
My teachers	
My Friends	
Like the school building	

## Visitor Questionnaire comments

<b>Name:</b>	<b>Mr Richard Davies</b>
What capacity in EY	Weekly Music sessions
Do you feel welcome	Yes very welcome
Do staff deal with queries adequately	Yes, requirements are met and sessions supported
As support service is your advice and opinions well met	N/A
Use of service for other reasons, are your needs met	N/A
Any other comments	None
<b>Name: Nick Sissons</b>	
What capacity in EY	School chaplain  School chaplain, I visit early years every Wednesday afternoon for a half hour session with the children and may drop in at other times of the week
Do you feel welcome	The group always make me feel welcome and are supportive if I need any help with my sessions. They also make accommodation if I am late or if I am unable to be there
Do staff deal with queries adequately	yes, I've never found them unable to deal with such issues.
As support service is your advice and opinions well met	I know that I am a member of staff that the group feels able to approach if needs be and on occasions where I have shared thoughts or ideas with them they have always been very receptive
Use of service for other reasons, are your needs met	n/a
Any other comments	As an occasional visitor I am aware that there may be periods in the year where certain issues need to be addressed by the group requiring certain actions for a limited time. Coming in weekly means it's hard to know sometimes how best to reinforce particular behaviours that the group are trying to focus on. I'm not sure whether the group can work out a system that can help visitors be aware of possible scenarios that visitors need to be alert to on certain occasions.

<b>Name:</b>	<b>Catrin Jackson</b>
What capacity in EY	Toy Library Co coordinator
Do you feel welcome	Always
Do staff deal with queries adequately	yes
As support service is your advice and opinions well met	n/a
Use of service for other reasons, are your needs met	n/a
Any other comments	none

<b>Name:</b>	<b>Pauline Williams</b>
What capacity in EY	foundation phase liaison teacher
Do you feel welcome	all staff are very friendly and welcoming
Do staff deal with queries adequately	I mainly work with the leader, Louise who is very knowledgeable about the setting
As support service is your advice and opinions well met	The leader is always willing to take advice and act on recommendations to improve practice. Recommendations are shared with staff so that there is a whole team approach to improving practice.
Use of service for other reasons, are your needs met	n/a
Any other comments	It is a pleasure visiting the setting working with staff to raise standards. The leader has high expectations which is clear to see in all areas. Staff work hard, as a team, to provide a stimulating learning environment for the children and are always keen to attend courses to further develop their teaching practice. Children are polite, well behaved and enthusiastic about their learning which is a reflection on the staff.

<b>Name: Kathryn</b>	Conwy council
What capacity in EY	Visit and other communications (emails, phone calls) regarding physical literacy
Do you feel welcome	absolutely, received a warm and friendly welcome/greeting with each visit/communication.
Do staff deal with queries adequately	yes, the setting have sent required information/data to myself and have been very informative with updates
As support service is your advice and opinions well met	the setting have taken on board training that they have received from ACTIF Conwy very well and have welcomed any advice provided.
Use of service for other reasons, are your needs met	n/a
Any other comments	NONE
What capacity in EY	As welsh language Project Co-Ordinator I attended on behalf of NDNA Cymru, to discuss future welsh language courses funded by the welsh government and available to all our members
Do you feel welcome	Yes I was warmly welcomed
Do staff deal with queries adequately	yes
As support service is your advice and opinions well met	yes

Use of service for other reasons, are your needs met	n/a
--	-----

none

Any other comments

Parent exit questionnaire feedback answers from 3 parents.

<b>1. What was the main reason(s) for you choosing Rydal Penrhos Early Years?</b>	<p>Excellent Education, lovely environment, fabulous staff who care about each child, hours of opening and closing.</p> <p>We know that RP offers a variety of activities that would give Margot a varied and interesting timetable.</p> <p>My daughter did not like her last nursery and a friend of mine told me about Rydal. The last nursery had a high turnover of staff and I didn't feel with leaving my daughter with some of the staff there. (small space, staff not approachable, too busy, no consistency)</p>
<b>2. How did we meet this expectation?</b>	<p>Fully Fully fully</p>
<b>3. During your time at EY were you happy with the care and education your child received</b>	<p>yes, we have been more than happy with all the aspects of the school</p> <p>Yes, all staff are welcoming, polite and friendly. All are clear on their role and how they care for the children. There is a lot of variety and different projects my child enjoys.</p>
<b>4. If you had a concern, did you know who to talk to?</b>	<p>Yes n/a no</p>
<b>5. Were the staff kind, friendly and supportive with you and your child?</b>	<p>Yes, they got to know my daughter quickly and were able to settle her. She loves the school and all staff. She also talks about school at home. She has made lovely connections.</p>

	<p>we found the staff approachable and welcoming, always happy to offer support and advice.</p> <p>Always</p>
6. Did you feel valued as a parent/family?	<p>We have enjoyed being part of the community</p> <p>Yes, staff understand parent's worries and give reassurance which is a great help when as a parent you feel guilty when leaving your child</p>
7. Would you recommend our setting to others?	<p>yes, to all. Great environment, staff and topics. Staff have clearly got the experience to support the children</p> <p>We would 100% recommend the school to other parents</p> <p>Yes, staff understand parent's worries and give reassurance which is a great help when as a parent you feel guilty when leaving your child</p>
8. What will you remember most about your child's time in Early Years?	<p>all above. Kindness, structure and nurturing, but also showing boundaries and guidance of good behaviour.</p> <p>We will always remember Margot's love of attending Early Years especially the magical Christmas the staff arranged with Santa attending coastal school!</p> <p>Everything-staff caring and education</p>
9. Where can we improve?	<p>Fees to be cheaper, I wouldn't move him if I could afford it.</p> <p>I think there needs to be improvements of the IT equipment, iPad etc.</p> <p>I don't know how you can improve</p>
10. What was the main reason for leaving Early Years	<p>Cost is the only reason</p> <p>We are unable to afford putting two children through the school</p> <p>Only reason we are leaving is due to finances. My daughter will be going to mainstream</p>

<b>11. Any other comments?</b>	<p>We would like to thank all the staff for making Margot's time at Rydal Penrhos an amazing experience!</p> <p>Thank you for all the time and effort that is put into the nursery.</p> <p>I am very sad to be leaving</p>
--------------------------------	--