

Dean Barwick Primary School

Witherslack

Childcare : Age 4 – 11 years
Nursery age 3 – 4 years

Headteacher : Mrs Linda Graves

Chair of Governors : Mr Jolyon Dodgson

Contact details : Mrs L. Graves
Dean Barwick School
Witherslack
Grange Over Sands
Cumbria
LA11 6RS

015395 52298
office@deanbarwick.cumbria.sch.uk

Plan completed : October 4th 2009

Context

Demand and Governors Approval

Dean Barwick is a small rural primary school. It is set in a village which is not close to any town. The school building itself is set amid woods. In the past, parents have had to travel to other nurseries in the area. This has resulted in parents having to transport their older children to school, and also transport their younger children to other schools for Nursery provision. The nurseries traditionally used by our parents are : Lindale, Grange over Sands, Milnthorpe.

It has been a desire for the community to hold its own nursery provision in the school for some time, and as a result of parental enquiries made in autumn 06, it was clear that parents with young children were very keen for us to pursue possibilities. Over the following months we collected the relevant information needed for opening a nursery, and worked with Sure Start to seek advice as to the best way forward. At that time, there was no way for the school to apply for change of age status.

In the autumn term of 2007, we had obtained Ofsted registration as a child care facility for children aged 3. We also underwent the requisite inspections to our facilities, and were given the approval for the Nursery area to open. We opened to 6 children aged 3 years. They shared a space with our Reception aged child – that year there was only one. We were re-inspected in June 08.

- The governors had full involvement, although the provision was not organised by the school in the traditional way, eg funding. The facility did not add further expense to the school.

School and the community feel very strongly that to lose this facility would not be beneficial for the village, nor for the school. Therefore, our motivation in applying for a change of age status is to ensure that the school is able to offer this facility to our local families for the future.

Demand

Parents and carers have written letters in support of the development.

[Evidence file]

The nearest Nursery is some distance away from the village.

[approx 6 miles]

To access a Nursery, parents would have to be able to drive.

Staff are keen to offer a Nursery as a part of our school.

[Staff meeting minutes]

Governors are fully supportive of the Nursery.

[Governor minutes]

Local nurseries have no objection to us starting a Nursery.

[They have all been contacted regarding our actions.]

Key Dates

January 2007 Governors informally told that the nursery had been requested by parents and that staff were pleased to support the venture.

Spring meeting reflected that a change of age status was not possible. Gobs dismayed, and eager for headteacher to find out more about Nursery options.

Gobs given regular updates throughout academic year.

Regular meetings with Sure Start.

May 2008 Questionnaire to parents Very positive feed back following our first 2 ½ terms. Gobs given feedback.

June 2008 Reports given to gobs regarding Nursery Ofsted. The only action that was required was the removal of scaffolding around the building as new roof being built.

September 2008 Report given to gobs regarding numbers in Reception and Nursery. Total was 5 Rec and 2 Nursery. Staffing ratios still good. New provider had been employed to teach this age group.

September 2008 Ofsted letter received to state that our registration had been withdrawn. Telephone call, confirmed that the Nursery no longer needed to be registered separately. Gobs informed.

October 08 Rae Martin from Sure Start visit to school to meet new provider and see how development was operating. Gobs given feed back.

September 09 Nursery and Reception age children start. 4 Rec and 3 Nursery.

September 09 School made aware of application to change of age status, and pack requested. Gov organised to liaise with head over the issue and application. Governing body agrees to act as the legal body. Daily responsibility is given to the Headteacher.

Description of Childcare or Early Years services

- The school would like to officially organise its Early Years class base into one that comes directly under the umbrella of the governors and school.
- It would welcome children from the age of 3 years, and offer the provision of 3 hours education every morning.
- Lunchtime cover would also be available.
- It would be run as a part of a Foundation unit. The class base is currently set up to serve this purpose, and a Foundation curriculum already in place.
- Staff are trained in the delivery of the EYFS and supporting curriculum, following advice from Sure Start and regular training opportunities.
- The anticipated date of starting can be as soon as is possible.
- The official opening times would be Mon – Fri, 9.00am until 12.00pm, during term time only. School has never been approached about holiday care.
- It is expected that Nursery vouchers can be used at this provision. It would be a free service for families attending.
- The childcare will be based in a classroom on the school site, which is already equipped for this purpose.
- The key activities would be in line with the EYFS curriculum. There are a number of learning' bays', which change regularly. Emphasis is put on learning through play, and the room is set out accordingly. Parents are welcome to visit and /or discuss issues with the class teacher each morning, and home school books are in place, especially for those parents who do not attend the sessions. Training for staff ensures quality provision.
- There is a designated soft surfaced playground, with appropriate toys, sandpit, etc.
- There are extensive grounds for the children to explore. There is also a large pond development for outside learning.
- The school has an excellent ethos. Part of this is the ability of all our children to work and play together. The school often plans whole school events, which includes all Foundation age children. This includes Christmas events and visits off site.

Advice and Support

- School has received advice from Mary Wilkinson and Rae Martin from Sure Start. They have visited very early on to help us set the venture up, and since then to advise on further developments. Began March 2007

Consultation with the County Council

- Minutes from Sure Start meetings.

The nursery class will assist the Local Education Authority, working with the Early Years Childcare and Extended Services Team, to offer free early education places to 3 and 4 year old children living in the village of Witherslack and the surrounding area.

Marketing

Market research

- Parental questionnaires – this is a small village. The community is very supportive of all that goes on in the school. They recognise that a nursery would benefit local people. Questionnaires 100% in favour of the plan.

Questionnaire – October 2006. 100% support. 7 families had potential nursery aged children. All in favour of the Nursery, and said they would support the school.

- May 2008 Further questionnaire to discover satisfaction to date with the provision. 100% positive return.

- Letters and verbal requests. - Parents wrote to school requesting the development. Verbal representations have also been made.

Letters from prospective parents received, requesting the opening of the Nursery. [7 families] Villagers approaching school to see if they could add support to our development. Informally gathered.

- Visits to pre-school to talk to parents and carers. - Staff have formed links with the pre-school and have gathered their views.

Opportunity to meet with parents and carers - Informal

- Discussions with governors. - Governors are very keen to support this development.

Minutes of meetings over the last 2 years.

Staff have been approached to find out how they feel during September inset 2007, and to further evaluate the development at the inset of September 2008.

Annual pupil questionnaires support the school ethos and inclusion of all our children. 100%

Market considerations

As members of a small community, the consultation process has been both formal and informal. There is only one childcare provider in the area, and she is happy to work with us, collecting children at the end of a session. Parents are also happy with this arrangement.

At the time of opening the Nursery [Sept. 2007] there was no local full day care provision.

Local nurseries are organised on school premises, and all of them have their own catchment pupils, who would normally join the school. Our pupils were only there for one year. The numbers involved would not affect their provision.

Promotion and Communication

Children will be recruited through

- Word of mouth
- Liaison with pre-school
- Families already involved with us
- Local press as appropriate
- Other links with the local community, eg church

Information and communication will be achieved through

- All parents and carers receive regular letters and news sheets from teachers.
- Use of school web site to keep parents and carers up to date
- Local news sheets such as Parish Magazines.
- Open door policy
- By appointment as requested
- Parents evenings and extra curricular events eg whole school picnics with parents, etc.
- Informal opportunities at the beginning and end of each school day.

Strengths, weakness, opportunities and threats Analysis

Strengths:

There is already a designated class base, playground and equipment

All staff in that class area are Early Years trained

Quality of provision and curriculum

Curriculum already established

Ethos of the school

Outdoor areas already designated as Foundation only

Class base size is good.

Good ICT provision

The nursery aged children of the area are already in attendance, and the Foundation unit is already well established.

Community support is excellent.

There is no expected expense in setting up this provision

Weaknesses:

School would like to provide a designate toilet area for the Nursery children. Currently, they use a 'small' toilet in the refurbished school toilets. With the further development of an extension, this problem will be addressed.

Threats;

Small numbers change annually. Our projections for the next two years are 3 and 7.

The children then move into Reception. Currently, there are 4 Rec and 3 Nursery children. Next year there will be 3+3, and the following year 3+7.

School realises that in a small community, we rely an parents willing to travel to us for their provision.

Opportunities:

Building of affordable homes planned in the village for 2010.

Further opportunities to link with the local community.

Operational Management

Governance

Governors meet as a full body once each term. This is September, February and May. Sub committees meet termly. Other governors meet with the headteacher as necessary to discuss issues. The chair of governors meets with the headteacher once a week on Monday morning.

The organisation of the Nursery would be a regular agenda item. There is already a governor who visits the unit and observes staff. Feedback of these sessions is always given at sub and full meetings.

The headteacher will be responsible for the day to day organisation, and feed back to meetings. This has been in place since September 2007. The headteacher then delegated the planning and delivery of the Foundation curriculum to the teacher in charge.

A monitoring and observation file is already in place for this unit.

Timetable

- Proving demand – As described above. Parents have already written to school and completed questionnaires.
- Governors have supported this development since January 2007.
- Staff are already in school. They are already organising and teaching the nursery children
- All prospective parents are shown around the school and relevant teaching areas. Appointments are made to discuss strategies for teaching, etc with parents who request it.
- It is expected that further marketing will need to be organised. There is a designated governor who is prepared to take on this role.
- It is hoped that the start date can be as soon as possible
- Governors are expected to review the provision as a part of their cycle of monitoring. This includes lesson observations, assessment reviews and all budget meetings

Date	Action description
Oct 06	Questionnaires to parents and letters received
Jan 07	Govs told about plans and implications
Jan inset	Staff meeting to discuss implications and practicalities
Mar 07	First meeting with Sure Start to explore possibilities
Sept 07	Nursery children attend the Foundation base – 7 on role
Every Sept	Change of age status enquired about

Staffing

The staffing of the Nursery area will be organised with :

Teacher to organise and plan the delivery of the EYFS curriculum. To be responsible for teaching the Foundation aged children, and directing the STA.

Senior Teaching Assistant with qualifications and specialism in Early Years provision carries out delegated tasks under the supervision of the class teacher.

- The teacher will be the direct line manager for the unit each morning, and will be responsible for the organisation and delivery of the curriculum. This will include the outside provision. He will direct the STA in her duties.
- The headteacher will monitor and observe the effectiveness of the unit. She will also monitor the teaching.
- Assessments of the child profiles will be scrutinised each half term, and discussed at staff meetings.
- The governors will receive a report as to the successes and difficulties in the Nursery area both at full meetings and sub committees.
- One governor will be responsible for visiting the Nursery and observing the unit in action. The feedback to be given to full govs.

- The school has a ratio of 1:8 in the Foundation unit. If it exceeds this, then further support staff are placed in the unit.

- The STA is paid at main scale salary as outlined in the STA job description for Cumbria. There will be no further cost implications as STA already in post. This is, at present, a temporary contract, in line with an STA whose hours may need to change. It is not expected that she will leave this post.

- The teacher is on UP1 and is already in employment within the school. There will not be any further cost implications for the school budget. His contract is permanent.

- In recruiting staff, the school follows the guidelines as outlined by the Cumbria Education Authority.

- There should be no impact on staffing contracts or school budget.

Premises

- The school has already got a large class base which is set up for Early Years. The equipment is already in place and is suitable to the age group.
- Outside play area has just been completed. It is gated for safety. It includes a soft surface, and large sandpit. There is also a garden area, and an area of shade. The toys, etc are all suited to the Foundation age group.
- There is further access to a classroom in the woods and a pond area. All Health and Safety checks are in place and staff hold current paediatric first aid certificates.
- The children also visit the local woods.
- Due to the number of children on role, there is not a problem when sharing resources. Timetabling is planned in advance for special events.

Insurance

School has full insurance cover for children age 3 – 11 years. This is arranged through the local education authorities and is reviewed annually. The policy is with Zurich

Ofsted implications

School is inspected in line with all primary schools. The inspection will cover the Foundation class base where the Reception children are. Policies are inclusive of the Nursery age children.

Until September 2008, the school's provision was registered with Ofsted.

Finances

Financial Summary

As the school already employs the staff needed for the delivery of Nursery provision, and our numbers on role small, it is not expected that any further funding would be necessary to run a Foundation unit which includes Nursery age children.

School Standards Grant

- School would receive funding in the usual way for Nurseries in line with other Cumbrian schools.

Fund raising

The school has an active parents association. They raise funds for the whole school of which the Nursery would be a part. No extra fund raising would be necessary for this development.

Financial management

- State how the childcare/early years finances will be integrated into the school budget review procedures.

Business Administration task	Role	Name(s) (person or group)
Child and Family details	Admin clerk	Helen Fothergill
Attendance registers	Admin clerk	Helen Fothergill
Invoicing	Admin clerk	Helen Fothergill
Debt collection	Admin clerk	Helen Fothergill
Payments	Admin clerk	Helen Fothergill
Staff – details, wages, leave	CAPITA	Helen Fothergill
Financial record keeping	Admin clerk	Helen Fothergill
Financial management – budgets	School bursar	Bernard Mitchell

NB – Any further evidence or information can be provided if asked for.