

Grasmere CE VA Primary School

Nursery care: 3 plus

Headteacher: Mrs Johanna Goode

Chair of Governors: Mr Cameron Butland

Plan completed: May 2008, updated Sept
2009

Email: admin@grasmere.cumbria.sch.uk

Tel: 015394 35313

SECTION A: Context

1. Demand and Governors Approval

Surveys of *Grasmere* Parents, have repeatedly shown a desire for childcare within the village. Up until Sept 2008, children from *Grasmere* travelled outside the village for this provision. The closest option was 4 miles away, with no easy or affordable transport options. Also, the change to the EYFS curriculum made it necessary for the 4 year olds in school to be taught a different curriculum to the year 1 and 2 children with whom they had historically been taught. Therefore, the school needed to restructure, and taking nursery aged children became desirable educationally as well as much more convenient for the local parents. At the same time the increased birth rate within *Grasmere* has led to significant demand.

Governors approval has been reached by the following steps:

- Full Governors' meeting Jan 08 set up "Grasmere School pre-school provision proposal voluntary management committee": approval to set up nursery.
- Nursery working met fortnightly through until May, working on EYFS legislation, staffing, Ofsted regulations, planning conversion of school hall, fencing outside play area, arranging open day etc, seeking clarification from, amongst others, Ofsted, DCSF, Kevin Jones, Anton Hodge, Mary Wilkinson and Mervyn Hull.
- May 2008: Full governors' meeting, Headteacher reported in detail on whole complex situation, including conflicting guidance and the inability to proceed with change of age status at this time. The governors decided to use the legislation which allows temporary change of age for up to 2 years, as follows:

Change of Lower Age Limit - which, when taken together with previous changes (i.e. in the past 5 years; since the school opened or since any previous age change proposals were implemented), would result in a lower/higher age limit by at least one year. This would include the addition or removal of early years provision. Proposals are not required for temporary changes that will be in place for no more than 2 years;

The governors saw this as the only way to proceed because of the freeze on all decisions at county level. The governing body remained committed to seeking change of age status as quickly as possible.

- July 08 governors reviewed work of Management Committee detailed above, and agreed 9 children starting in Sept 08.

2. Description of Childcare or Early Years services

- Provision began on 1st September 2008.
- The provision is term time only. In 2008 its hours were 8-5pm. In 2009 the hours provided are 9-3:15pm
 - Parents receive 12 $\frac{1}{2}$ hours "free" provision. Extra hours can be booked at a cost of £3:50 per hour.
 - The early years services are situated within the school building, in a mixed EYFS class. They have a designated outdoor play area, but also use the whole school grounds.
 - The children will be following the EYFS curriculum, based on child initiated planning.
 - The children are integral to the school, and partake in many whole school and larger group activities (eg whole school performance of Wizard of Oz July 08)

3. Advice and Support [Section D]

- Who have you received advice from related to the setting up and running of the childcare? Please state their names, job titles and the organisation that they work for.
- 20 Feb 08 - Sarah Griffin, Ofsted
- 16 Apr 08 - Rebecca Warne, Ofsted
- 22 Apr 08 - Chris Crathorne, DCSF
- Feb 09, David Jenkins, Director DBE

4. Consultation with the County Council [Section D]

- Describe what consultation has taken place with the County Council in relation to securing approval for the creation of this childcare, as follows:

- 18 Jan 08, Mary Wilkinson, Pauline Grabek, Mike Otto
- Feb 08, Kay Cook
- Apr 08, Mike Tuer
- Apr 08, Anton Hodge
- Apr 08, Kevin Jones
- Jul 08, Moira Swann
- At the termly meetings from Spring 08 until present the provision has been discussed with our SIP Mervyn Hull
- Feb 09, John Swainson.
- Feb 09, first contact with Sam Dever and meeting on 1 Sep 09

In all these conversations at no stage were we advised not to go ahead and in most cases we received support and encouragement

SECTION B: MARKETING

1. Market research

- 2007; needs survey carried out with local businesses, parents, community, to find out what demand there was for both nursery and wrap around care.
- 2008: repeat of above survey
- Both showed significant need. 100 questionnaires were circulated in the village. In 2008 24 were returned with requests for places. Of these, 9 were for September 08. Most people wanted flexibility of hours, preferably including holiday care. Most people wanted us to provide child care from 0. (There is no available child care from 0 in the village).
- Parental audits each September ask about the need for child care and nursery provision.
- The nursery questionnaire is as follows:

Grasmere Nursery

We are going to provide nursery provision for children aged 3-5 from September 2008, in Grasmere. This survey is being carried out to help us establish how many children are likely to attend.

We also want to know about childcare needs of 0-2 year olds, for future development purposes.

Answering these questions does not commit you to anything!

How many children do you have?

0-2 years

3-4 years

5-11 requiring pre and after school care

If you have **3-5 year old children**, which of these sessions do you think you would use? This is just an indication of interest, not a commitment!

	8-9	9-12	12-1	1-3:30	3:30-6
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

There will be free entitlement for 5 sessions per week. Further sessions will be charged at a similar rate to other providers.

We have a minibus which collects children between Windermere and Grasmere. If available, do you think you would wish to use this service;

At 8:15, on the Windermere to Grasmere route YES / NO

At 12:30 Grasmere to Ambleside YES / NO

At 12:45pm Ambleside to Grasmere YES / NO

At 4pm, on the Grasmere to Windermere route YES / NO

If you have **0-2 year old children**, which of these sessions do you think you would use? This is an indication of interest, not a commitment!

	8-9	9-12	12-1	1-3:30	3:30-6
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Are there any other services which you would like, for example Saturday opening hours, longer opening hours, different session times, school pick up service, holiday child care?

.....

.....

And if you would not be planning to use our setting, could you please tell us why?

.....
.....
Thank you for taking time to complete this form. Please return it to Grasmere School as soon as possible, and by the end of February at the latest.

This childcare will be linked to Grasmere School. For details of the school's latest superb Ofsted, look at www.ofsted.gov.uk/reports/

If you would like further information please contact
Grasmere CE VA Primary School, Stock Lane, Grasmere. Tel 015394 35313

2. Market considerations [Section A]

- In January 2008 the Headteacher contacted both Shona Cunliffe at K2, Ambleside, and Nigel Tansley, head at Ambleside School, to explain to them that Mary Wilkinson had said that from September 1st 2008 we would be able to set up our own nursery. The governors were concerned that it could have budgetary implications for Nigel, and so wanted to let him know as soon as possible. We were hoping to arrange some reciprocal agreement with the Cunliffes over holiday care. We had previously been in consultation with them over wrap around care, as we sign post to them for this provision. Our relationships with them up to this point have always been good, and at this stage Shona appeared to accept that Grasmere parents needed provision in Grasmere.
- The governors did not expect Grasmere Nursery to cause significant problems or closure to other providers. Over the last year there have no closures of provision. In contrast, there seems to be continued steady demand for places in the area.

3. Promotion and Communication [Section B]

- At present we are meeting the demand of our parents and village community. We are seeking to be a registered provider for 3-5 years.
- Our prospectus, website and other school information all include details of our nursery provision.
- Weekly newsletters, weekly individual reports on children's progress, evenings for parents, prospectus etc keep our parents informed.

4. Strengths, weakness, opportunities and threats Analysis (SWOT) [

- List the Strengths, Weaknesses, Opportunities and Threats of the childcare/early years services
 - Strengths: Staffing: lead teacher is one of the county lead early years team. Ratios are very good. TA is extremely highly qualified and experienced. Integration into the rest of the school ensures excellent delivery of EYFS and ECM agenda. Transition into KS1 is superb. PSHÉ is wonderful (see SIP reports). Outdoor provision is outstanding. Weekly trips to library, and many other places.
 - Weaknesses: The infrastructure of our building is dark and inflexible.
 - Opportunities: We intend to build a new school, which will provide an exemplar of integrated nursery provision for the 21st century.
 - Threats; the paralysis of decision making in the county council over change of age status.

C. Operational Management

1. Governance [Section B]

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The governors saw this as the only way to proceed because of the freeze on all decisions at county level. The governing body remained committed to seeking change of age status as quickly as possible.

- July 08 governors reviewed work of Management Committee detailed above, and agreed 9 children starting in Sept 08 Describe the process of securing agreement for childcare/early years provision by governors and date of governors meeting.
- Day to day management responsibility has been handed by the governors to the Headteacher, with Nicky Steels as EYFS lead professional.
- Community and Curriculum sub committee of the governing body has a monitoring role.

2. Timetable [Section B]

- Proving demand ✓
- Securing governor support ✓
- Recruitment and appointment of staff ✓
- Promotion of setting to customers - initial and ongoing (limited because of current temporary status)
- Start date: Sept 08
- Governor review meetings of Childcare performance (financial and other): twice termly
- If trial period when final decision will be made by governors.
NA

3. Staffing [Section C]

- Nursery run as part of school. Therefore head teacher in overall charge. Lead teacher of EYFS has day to day responsibility. TA under her authority.
- In line with EYFS legislation.
- Teacher (QTS), + TA (with TA qualifications + degree in early years education)
- Permanent contract for teacher. Temporary contract for TA because of current temporary status of our nursery provision.

4. Premises [Section C]

- EYFS classroom, previously infant classroom. Specific outdoor area for EYFS, + use of rest of school grounds. Outdoor stores and play house.

5. Insurance [Section B]

- As provision is integrated, insured under school insurance.

6. Ofsted implications [Section E]

- Sally Jenkinson, Early Years Advisor, was full of praise for our provision, July 09. Ofsted due Sept 10
- We have been informed by Ofsted, April 08, that our provision does not need separate Ofsted registration

E. Finances

1. Financial Summary [Section B and C]

Grasmere school has small numbers. The governing body wished to staff the "reception" aged children as a separate class from KS1, once the EYFS legislation came in last year, so as to ensure that we met the EYFS requirements. We can take nursery and reception children together, and still operate within EYFS staffing levels. The extra money which we get from parents booking more than 12 $\frac{1}{2}$ hours per week is not vital to the budgeting. Last year it amounted to £4339.25. For the next 2 years the governors have budgeted for an EYFS class, within the school budget.

We also received support from the Kelsick Educational Trust for start up costs of equipment etc.

2. School budget [Section A and C]

- State what impact the childcare/provision will have on the School budget. As above
- Describe how the costs of the provision are to be apportioned and charged. As above

3. School Standards Grant [Section C]

- If using the School Standards Grant to deliver childcare please state the budgeted £'s amount and percentage that this is of the total School Standards Grant. NA

4. Fund raising [Section C]

- If applicable, describe what fund raising has or will take place to financially support the childcare. NA

5. Financial management [Section B]

- Cathy Hodgson, the school administrator, is responsible for day to day finance.
- The Finance Estates and Staffing sub committee of the governors retains overall control and monitoring of financial management
- The childcare/early years finances are integral to those of the rest of the school budget, and so will be reviewed with the whole budget.
- Using the table below state who will be responsible for each of the main finance related areas (where relevant, dependent on type of provision being proposed).

Business Administration task	Role	Name(s) (person or group)
Child and Family details	Administrator	Cathy Hodgson
Attendance registers	Administrator	Cathy Hodgson
Invoicing	Administrator	Cathy Hodgson
Debt collection	Administrator	Cathy Hodgson
Payments	Administrator	Cathy Hodgson
Staff - details, wages, leave	Administrator	Cathy Hodgson
Financial record keeping	Administrator	Cathy Hodgson
Financial management - budgets	Head teacher and FES governors	FES governors

