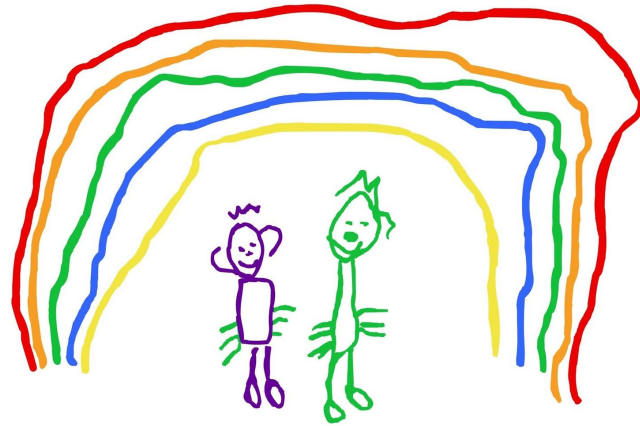


Magdalen Gates Preschool



Magdalen Gates
Preschool

Development Plan for 2020-2021

for AGM Magdalen Gates Preschool October 2020

Target	Action	Who?	Resources	Timescale	Monitoring	Evidence of success	Links to Ofsted judgements
SAFEGUARDING							
Staff and trustees clear and up to date on policy and practice	Lead practitioners to update themselves on safeguarding policy and practice regularly (annual). Lead practitioners to update all other staff & volunteers on policy and practice. Safeguarding Trustee to communicate updates with other trustees	PW, other SPL trained practitioners, Safeguarding Trustee	NCC fortnightly emails forwarded to all staff, LSCB website, staff meetings (specific cases where appropriate, policy update and quiz), trustee meetings include a safeguarding section, minutes include updates	Annual	Trustees	Following new safeguarding guidelines from Ofsted - everyone up to date on safeguarding practice	Safeguarding
Charity operating safely and effectively	New trustees to have done either safeguarding for comms OR PLA Educare safeguarding online		Fwd LEA training dates to trustees, link to PLA Educare online course here - https://www.myeducare.com/course/view.php?id=164	Annual	Trustees	Trustees are aware of responsibilities, policy and practice	Safeguarding
All staff trained in neglect	All staff to access neglect training from Educare via Preschool Learning Alliance	PW, KD, LC, HSH, JM	Time. Link here - https://pre-school.myeducare.co.uk/product/child-neglect/ £20 each + VAT	By Easter '21	Trustees, PW	All staff able to spot signs of neglect and know what to do	Safeguarding, Personal Development, Behaviour & Welfare
Staff training					Trustees, PW	All staff completed relevant training	Safeguarding

STAFF DEVELOPMENT and TRAINING

<p>All staff at least Level 3 qualified in the long term as an investment in our staff One staff member Level 6 qualified as soon as possible</p>	<p>LW is working towards L3 from Autumn 18 due to be completed by July 2021</p>	<p>LW</p>	<p>Time</p>	<p>This is a long term project in order to support the interests and needs of our staff and setting</p>	<p>Trustees, PW</p>	<p>All staff at least level 3</p>	<p>Leadership & Management</p>
<p>All staff & volunteers apply the principles of reflective practice to their work</p>	<p>All staff to do REFLECTIVE PRACTICE training</p>	<p>All staff to do reflective practice online with Preschool Learning Alliance by Easter '21</p>	<p>Time - use key person overtime link -https://www.myeduca.re.com/course/view.php?id=150</p>	<p>Ongoing</p>	<p>PW, Trustees IN PROGRESS</p>	<p>All staff trained in reflective practice</p>	<p>Leadership & Management</p>
<p>All staff to take part in Communication Champions training and apply reflective practice to their work</p>	<p>PW & LW to cascade Communication Champions training to staff on planned twilight sessions. Develop more on this</p>	<p>HSH, LC, KD</p>	<p>Time</p>	<p>Ongoing</p>	<p>PW, LW</p>	<p>All staff to continue to train in Communication Champions</p>	<p>Leadership & Management</p>
<p>All staff to take turns to plan topics half termly</p>	<p>Discuss and plan topics</p>	<p>All</p>		<p>Half-termly</p>	<p>PW</p>	<p>Topics planned in good time before next half term commences. Ownership</p>	<p>Leadership & Management</p>
<p>All staff to partake in regular staff meetings, supervisions, peer observations and appraisals</p>	<p>Communicate current issues and share information, knowledge and ideas. Updates on Safeguarding and SEND/EAL children. Establish any training needs. Team build</p>	<p>All</p>		<p>Ongoing</p>	<p>PW, Trustees</p>	<p>All staff to attend regular meetings</p>	<p>Leadership & Management</p>
<p>All staff to be First Aid qualified</p>	<p>PW has applied for First Aid training funding on Portal</p>	<p>LC</p>		<p>By October '20</p>	<p>PW, Trustees</p>	<p>All staff will be First Aid trained.</p>	<p>Leadership & Management</p>

**TEACHING, LEARNING and ASSESSMENT - see Ofsted guidance -
from Sept 19 -**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/801375/Early_years_inspection_handbook.pdf

Continue to ensure high quality adult-child interactions	Use supervisions and peer observations of staff to ensure this is happening all the time	All staff	Time	From after autumn half term Ongoing	PW/Trustees	Every adult-child interaction is purposeful and promoting learning	Teaching, Learning and Assessment
Begin to become an environmentally sustainable preschool	* sustainability policy * audit practice eg use of wipes, single use plastics * talk to the children about reduce, reuse recycle, refuse, repair, respect * talk about looking after the world and living creatures and trees	All staff	Time	Ongoing	All staff		Teaching, Learning and Assessment
Introduction of Tapestry	As an assessment tool to replace Learning Journeys	All	Time	All year	PW	To keep an online record of achievements saving costs and time	Teaching, Learning and Assessment

ENABLING ENVIRONMENTS - INDOOR

Regular music and movement	Build regular music and movement etc into daily programme	All staff	Time, resources - music development matters - https://www.early-education.org.uk/musical-development-matters-download and accompanying free resources here - https://network.youthmusic.org.uk/musical-development-matters	All year	PW	All children accessing regular music, movement or physical development sessions.	Wellbeing
Continue to build on open-ended play	Using children's interests and using resources to encourage open-ended questions etc.	All staff	Large cardboard boxes, junk modelling, loose parts etc.	All year	All staff	Monitor children's progress through observations and tracking	Teaching, Learning and Assessment
Messy play	Use of sand and ice to promote sensory play	All staff	Tuff trays, sand, ice, objects	All year	All staff	Promotes sensory play	Teaching, Learning and Assessment
To build on our successful fun activity week	Involving all children that attend Preschool to access at least two planned sessions	All staff	Booking visitors Fundraising events to pay for visitors Mini beasts Bollywood dancing Story tellers Cooking sessions Yoga sessions	Summer term but throughout the year if possible Resume when able	All staff	All children being able to access activities and take part helping physical development and involving all areas of learning	Behaviour & Welfare Teaching and Learning

ENABLING ENVIRONMENTS - OUTDOOR

Forest School sessions	Introduce all children to outdoor environment, talk about living things and how to look after them, den building etc.	All staff	Build on resources we already have, e.g wellies, waterproofs etc. Trained forest school person to run some sessions	All year	PW, Trustees	All children accessing outdoor environments showing high level well being and involvement outdoors	Wellbeing Teaching, Learning and Assessment
Build on rich, varied and challenging experiences based on children's interests and needs available outdoors at all times. Build on what we already have in the garden, extending the growing area, fruit, vegetables, herbs etc.	All 7 areas of learning planned for outdoors, based on children's interests and needs	All staff	Time	Ongoing	PW, Trustees	Children engaged, showing high level well-being and involvement outdoors	Teaching, Learning and Assessment
	To cover all areas of Learning especially understanding the world and talking about healthy eating etc.	All staff	Moe garden equipment, compost, seeds, plants etc	By Spring term '21	All staff	Children engaged in the outdoor learning environment, learning about healthy eating, how things grow, how to look after things that grow.	Teaching, Learning and Assessment Wellbeing
Climbing frame	To promote play and fitness	All staff	Look into any grants that might be available	Ongoing	PW, Trustees	Improve wellbeing, fitness and social skills	Teaching, Learning and Assessment
Remove chipped bark and replace with astro or turf	More hygienic play area	PW	Astro or turf - look into funding	Ongoing	PW, Trustees	Reduces mess therefore more aesthetically pleasing	Wellbeing
Sensory garden	To use all the senses to promote play and exploration	All staff	Research resources and funding	Ongoing	PW, Trustees	Improve wellbeing esp. in SEND children	Teaching, Learning and Assessment Wellbeing

PARTNERSHIPS

<p>Parent partnerships programme for 2020-2021 - encourage parent involvement, enable and inspire home learning</p>	<p>Sessions to include - Rainbow Café, Rainbow readers, library visit, Stay and Play sessions Dads and male carers invited into Preschool to read and promote the love of books etc.</p> <p>Linked to Communication Champions</p> <p>Tapestry to keep in touch with parents especially while they are not allowed in the building</p> <p>Facebook, website (Helen to update and make more mobile friendly) and email</p> <p>Send resources home if necessary</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>PW</p> <p>Trustees</p>	<p>Tablets, training</p>	<p>Resume when able</p> <p>Ongoing</p> <p>All year</p> <p>All year</p> <p>Ongoing</p>	<p>PW, Trustees</p> <p>PW</p> <p>PW</p> <p>Trustees</p>	<p>Families engaged in parent workshop programme - parent partnership statistics show 95% families involved in at least 1 initiative</p> <p>Parents engaged via online system</p> <p>To engage and inform parents</p> <p>Fundraising trustee appointed Wellbeing of parents feeling a sense of involvement</p>	<p>Teaching, Learning and Assessment</p> <p>Teaching, Learning and Assessment</p> <p>Wellbeing</p>

LEADERSHIP and MANAGEMENT

All leaders and managers up to date on Ofsted, government and early childhood education issues and pass this onto all staff	New Ofsted inspection framework from September '19 with new inspection criteria - ensure all staff and trustees aware https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/801375/Early_years_inspection_handbook.pdf	PW	Time	All year Ongoing	Trustees	All leaders and managers continue to keep up to date with practice	Leadership & Management
Ofsted Report recommendation I	Enhance the already good teaching during larger group activities, to be highly responsive to the needs of all children	All staff		All year	Trustees		
Ofsted report recommendation II	Extend partnerships with other settings that children attend, to promote continuity in children's learning	All staff in Key person role	Time	All year	PW	Communication diaries issued and used between other settings and preschool	
Embed performance management procedure into practice	Supervisions for all staff, students and volunteers once a half term, reflecting on good practice and peer observations and planning SMART targets	PW, Trustee supervising manager	Time	All year	Trustees	All staff, students and volunteers regularly have access to supervision, peer obs and clear targets	Leadership and Management
Observe and assess involvement and	To help us look at which areas of	PW staff	ASAP, at various times through the year	All year	Trustees	Use observations to feed into evaluation of	Leadership and Management

wellbeing over the setting using the Leuven involvement scales	learning and which areas of the environment children are most involved in			Ongoing		planning	
Mental health and wellbeing prioritised for all	Write a mental health and wellbeing policy Continue 'Open door' policy for staff to address any concerns with manager	Trustees	"time to change" - https://www.time-to-change.org.uk/get-involved/get-your-workplace-involved/ "Minds matter" preschool learning alliance- https://www.pre-school.org.uk/mental-health-and-early-years-workforce	By end of the Autumn term '20	Trustees		Leadership and Management
Everyone knows what's in the development plan	Share the development plan by - * put in folder on wall in cloakroom * print for wall in staff room * put on website * share with all staff by email and in staff meeting	PW	Time	By end of October '20	Trustees	All clear about what's in the plan and how we work together to achieve it	Leadership and Management

N.B. Due to Covid-19, much of last year's plans were cancelled or postponed so have been carried over to this year. Covid will continue to disrupt the normal running of things for some time yet whether that's in terms of the number of children attending and therefore the lack of funding; staff training if it's not remote; the day to day running of preschool with different routines and procedures specific to dealing with the pandemic following government guidelines and parent partnerships such as Stay and Play sessions as parents are not yet allowed in the building. If something is labelled 'Resume when able' this is when it is safe to do so because of the restrictions in place. This may mean carrying over some items into next year or for however long. Most items continue into another year anyway that are labelled 'Ongoing' or 'All year'. The manager reserves the right to close the setting with immediate effect if the pandemic situation escalates again, to protect staff, children and parents or if a child or member of staff tests positive and the whole year group ('Bubble') has to self isolate. This will obviously cause disruption and plans will be put on hold again. If closure is permanent then contingencies need to be in place for such funding issues as redundancy payments.

Magdalen Gates Preschool BUSINESS PLAN 2020-2021

Strengths	Weaknesses	Opportunities	Risk analysis / Threats	Target / Future market	Marketing	Position in the market
<p>Good Ofsted grade May '19 - lots of strengths listed in the report</p> <p>Waiting list (3-4s) - 20/21-21/22-22/23-</p> <p>Website, improved design, lots of people use it</p> <p>Excellent reputation in community</p> <p>We know local area and families very well</p> <p>Staff : children ratios high</p> <p>Staff qualifications and experience, aim for all at least level 3</p> <p>Management stable and experienced Charity updated to a CIO</p>	<p>Funding for "free" places does not cover cost of delivery</p> <p>Funding rates stuck at basic £3.73 ph. We get £3.93 as we are open 7 ½ hours per day. A level 6 staff member would attract quality supplement so we would get £4.13 per hour</p> <p>Unable to offer 2 year old spaces due to lack of space</p> <p>Tiny staff/meeting rm / office space affects staff wellbeing - to redecorate and reposition cupboards</p> <p>Required to pay rent on school hall to do any parent</p>	<p>Fill spaces to a target of 97%</p> <p>Marketing using website & prospectus leaflet, plus other forms of marketing and communication eg Facebook</p> <p>Extended offer to include opening all day from September 2017 to increase flexibility and to enable us to offer some 30 hour spaces to eligible families</p> <p>Childcare sufficiency in North Norwich means there are not enough nursery places for all the 0-5s - room for growth</p> <p>482 new homes planned in N City in next 5 years, projected 42 more 3-4 year olds</p> <p>2369 homes planned over next 10 yrs and beyond, projected increase of 228 3-4 year olds</p> <p>Insufficient number of 2, 3 and 4 year old spaces in North</p>	<p>Costs - if rent increases or funding decreases - keep a reserve in the bank account</p> <p>Fire - insurance cover for this</p> <p>Lease - ends in July 2024</p> <p>Competition from new nurseries (free schools opening with nurseries) - new nursery in Sewell Park Academy, new one planned for Jubilee Rooms, Aylsham road</p> <p>Lack of space (excluding the playrooms) - want to expand offer but unable due to lack of space eg, parent workshop</p>	<p>All children and their families in North City and city centre aged 3-4</p> <p>Families with children aged 2, eligible for 2 year old funding or private if space available</p>	<p>Website</p> <p>First Steps</p> <p>Prospectus leaflet signposting to website</p> <p>Primary School</p> <p>Health visitors</p> <p>Doctors surgeries</p> <p>Library</p> <p>Leafleting streets</p> <p>Newspaper</p> <p>Facebook</p>	<p>Nearby:</p> <p>Approx 15 childminders - mostly good / outstanding</p> <p>Preschools /nurseries (Once Upon A Time, Treehouse, Pavilion Preschool, Chapelfield Day Nursery, St Giles Day Nursery, Chestnut Nursery, St Clement's Hill).</p> <p>Primary schools *Magdalen Gates Primary - no nursery * Mousehold infant and nursery * Angel road infant - no nursery * Charles Darwin Free school and nursery * St Clements Hill Primary free school from 2017) no nursery</p> <p>See childcare</p>

<p>Redecorated rooms, bright and airy, resources renewed, wood effect Flooring (easier to clean)</p> <p>Excellent parent engagement stats - 92% for 2017/18</p> <p>Development plan - we reflect and plan for continuous improvement</p> <p>Progress monitoring - we monitor progress of individuals and cohorts to maximise outcomes for children</p> <p>Member of Early Years Alliance - take advantage of their free training package from Educare</p> <p>Award winning setting - Nursery world awards, Shine A Light, Norwich in Bloom</p> <p>Ofsted report actions - see development plan above</p> <p>Lease renewed to July 2024</p> <p>Facebook page set up during lockdown</p> <p>Tapestry set up</p>	<p>partnership workshops</p> <p>Website - needs to be more mobile friendly - Helen to try new website software to make it more mobile friendly, and to simplify website</p>	<p>City</p> <p>Continuous development for continuous improvement - our development plan</p>	<p>programme (when able), meeting room, working with outside agencies, training, a staff room</p> <p>COVID-19 could cause the immediate closure of the setting if the situation escalates or one person in the 'bubble' test positive so a period of self isolation is necessary</p> <p>The implications of this are huge, mainly loss of funding and the need for contingencies in place</p>			<p>sufficiency report for North Norwich (https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/childcare-advice-and-guidance/childcare-sufficiency-assessment)</p>
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