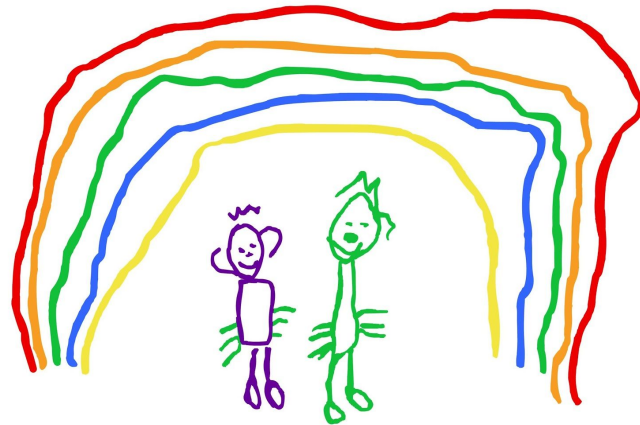


# Magdalen Gates Preschool



Magdalen Gates  
Preschool

## Development Plan for 2018-2019

agreed at a meeting of Magdalen Gates Preschool October 18

Target	Action	Who?	Resources	Timescale	Monitoring	Evidence of success	Links to Ofsted judgements
<b>SAFEGUARDING</b>							
<b>Staff and trustees clear and up to date on policy and practice</b>	Lead practitioners to update themselves on safeguarding policy and practice regularly (annual). Lead practitioners to update all other staff, volunteers & trustees on policy and practice	PW, NH, JN	NCC fortnightly emails forwarded to all staff, LSCB website, staff meetings(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
<b>Charity operating safely and effectively</b>	all 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 - <a href="https://www.myeducare.com/course/view.php?id=164">https://www.myeducare.com/course/view.php?id=164</a>	annual	trustees	Trustees are aware of responsibilities, policy and practice	safeguarding
<b>All staff trained in neglect</b>	All staff to access neglect training from Educare via Preschool Learning Alliance	KD, LC, FK, HSH, JM, RB, AP	Time. Link here - <a href="https://pre-school.myeducare.co.uk/product/child-neglect/">https://pre-school.myeducare.co.uk/product/child-neglect/</a> £14 each + VAT	by easter 19	trustees, PW	All staff able to spot signs of neglect and know what to do	Safeguarding, personal development, behaviour & welfare
<b>Staff training</b>	Deputy SLP's trained and in place SLP / deputy SLP added to JD's of relevant staff - see Keeping children safe in education appendix B p89 here - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment</a>	KD, FK, LC	to do NCC SLP asap Book here - <a href="http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500">http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500</a>	ongoing	trustees, PW DONE	All staff completed relevant training	safeguarding

	<a href="#">data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf</a>						
<b>Prevent</b>	prevent in all staff job descriptions	NH to do	add prevent duty to all staff JD's	by Easter 19	trustees	JD's updated	inspecting safeguarding

## STAFF DEVELOPMENT and TRAINING

<b>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</b>	HSH and LW want to do L3 from Autumn 18 RB - EYTS from Sept 19 (apply spring 19) JM - L3 apprentice Sept 18 AP - L2 from Sept 18	HSH, LW, RB, AP, JM	Time	this is a long term project in order to support the interests and needs of our staff and setting	Trustees, PW	all staff at least level 3	Leadership & management
<b>All staff &amp; volunteers apply the principles of reflective practice to their work</b>	<b>All staff to do REFLECTIVE PRACTICE training</b>	all staff to do reflective practice online with Preschool learning alliance by Easter 19	time - use key person overtime link - <a href="https://www.myeducare.com/course/view.php?id=150">https://www.myeducare.com/course/view.php?id=150</a>	ongoing	PW, NH, trustees IN PROGRESS	All staff trained in relevant issues in early years and areas of interest	Leadership & management
<b>Staff able to access training in areas of personal interest</b>	use NCC or PLA online to choose	all	time - use key person overtime	ongoing	PW, NH, trustees ON GOING	all staff trained in reflective practice	leadership and management
<b>Work with CCN to facilitate apprentice level 3</b>	PW to work with CCN and JM mentoring and supporting her in the level 3 early years educator (work based) course	PW, JM PW to plan JM's 20% off the job time	time		trustees	JM achieves level 3	
<b>Training record-keeping improved</b>	spreadsheet to show courses done, to highlight needs and when training expires	NH, PW compile and keep up to date spreadsheet	time	ongoing	trustees - to report to trustee meetings - will be much easier with a spreadsheet		

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

<b>update SENCo Job Description</b>	gov't updates on what should be in a SENCo JD - <a href="https://www.nurseryworld.co.uk/nursery-world/news/1164420/dfesets-out-remit-for-early-years-sencos">https://www.nurseryworld.co.uk/nursery-world/news/1164420/dfesets-out-remit-for-early-years-sencos</a>	NH / LW		by easter 19	trustees		Personal development, behaviour and welfare
<b>To promote communication &amp; language as a priority</b>	1.use WELLCOMM to assess needs 2.continue NCC Communication Champions training 3.display about C & L outside 4.continue to promote C & L through Rainbow Cafe and Rainbow Readers	LW / PW	time NCC training NCC WELLCOMM pack	all year	trustees	faster progress in C & L shown using WELLCOMM tracking system provided by NCC	teaching, learning and assessment  personal development, behaviour and welfare

## TEACHING, LEARNING and ASSESSMENT

<b>Key person group time embedded into practice</b>	All key persons to have group time mornings and afternoons once a week to focus on small group activities and PSED and Communication skills. Include talk about children's learning journeys, add children's comments on sticky notes, children could stick in pictures	all key persons	Time, ideas based on needs and interests of the key person group	from after autumn half term	PW / NH / trustees  ON GOING	Relationships built in a small group to build personal, social and emotional development and communication skills	Personal development, behaviour and welfare
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<b>Continue to ensure high quality adult-child interactions</b>	Use peer observations of staff to ensure this is happening all the time	all staff	time	from after autumn half term	PW / NH / trustees ON GOING	Every adult-child interaction is purposeful and promoting learning	teaching, learning and assessment
<b>Improve accessibility of recording children's learning</b>	evaluate and improve learning journey format	all staff,	time	asap	PW	learning journeys easy to understand for parents	

## ENABLING ENVIRONMENTS - INDOOR

<b>regular music and movement</b>	build regular music, movement etc into daily programme.	all practitioners FK to do training with MGPS autumn 18	time + resources - music development matters - <a href="https://www.early-education.org.uk/musical-development-matters-download">https://www.early-education.org.uk/musical-development-matters-download</a> and accompanying free resources here - <a href="https://network.youthmusic.org.uk/musical-development-matters">https://network.youthmusic.org.uk/musical-development-matters</a>	by January 19	PW, trustees	all children accessing regular music, movement or physical development sessions	well being
<b>phonics phase one built in to carpet time through games and songs</b>	use letters and sounds phase one and jolly phonics to build early phonics skills through songs and games at carpet time and key person time. Develop listening skills	all practitioners	time - <a href="https://www.gov.uk/government/publications/letters-and-sounds-principles-and-practice-of-high-quality-phonics-phase-one-teaching-programme">https://www.gov.uk/government/publications/letters-and-sounds-principles-and-practice-of-high-quality-phonics-phase-one-teaching-programme</a>	now	PW, trustees ONGOING	all children begin to have the skills for early phonics including listening and attention skills	teaching, learning and assessment
<b>book and bounce sessions for the children</b>	two sessions of book and bounce - to cover as many children as possible	PW, to book with Hannah Woodhall if available	time, small amount of funds	by end of year june 19	trustees	most children accessed a book and bounce session	teaching, learning and assessment

introduce the children to yoga	book a free session with mini monkey yoga	PW TO BOOK	time, book future sessions after free trial evaluation	autumn 18	trustees	all children access some yoga sessions, improve focus and wellbeing	well-being
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## ENABLING ENVIRONMENTS - OUTDOOR

Rich, varied, imaginative and challenging experiences based on children's interests and needs available outdoors all the time	All 7 areas of learning planned for outdoors, based on children's interests and needs	all	time	asap	trustees ON GOING	Children engaged, showing high levels of well-being and involvement outdoors	Teaching, learning and assessment
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## PARTNERSHIPS

Parent workshops programme for 2017-2018 - encourage parent involvement, enable home and inspire home learning	Sessions to include - rainbow readers, learning journey drop in, maths 4 me, library visit for families, rainbow café, talking together, phonics workshop, mark making workshop. Build parent information session into first Rainbow Cafe (why we do what we do, what does learning look like, EVFS parents guide etc). Early mindfulness and yoga built into a rainbow cafe	NH	time resources - through stories (Yoga babies by Fearne Cotton) and games ( <a href="https://childhood101.com/yoga-for-kids-a-walk-through-the-garden/">https://childhood101.com/yoga-for-kids-a-walk-through-the-garden/</a> ) using yoga poses and breathing - , very simple. Lay down outside, look at the clouds, breathe in and out slowly, what can you see... NCC yoga and mindfulness course - <a href="http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500">http://www.schools.norfolk.gov.uk/Early-years-foundation-stage/Workforce-development/NCC181500</a>	All year	PW, trustees ON GOING	Families engaged in parent workshop programme - parent partnership statistics show 95% families involved in at least 1 initiative	Teaching, learning and assessment
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## LEADERSHIP and MANAGEMENT

<p><b>All leaders and managers up to date on ofsted, government and early childhood education issues, and pass this onto all staff</b></p>	<p>Leaders and managers to attend NCC briefings, keep up to date with ofsted and gov through email notifications (eg foundation years), nursery world magazine, extra training and research. Pass on relevant info to all staff. Use staff FB group to share new guidance. Updates from gov't etc shared in trustee minutes to all staff, Forward fortnightly NCC newsletter to all staff</p>	<p>PW, NH, JN</p>	<p>Time</p>	<p>ongoing all year</p>	<p>trustees ON GOING</p>	<p>All leaders and managers continue to keep up to date with practice</p>	<p>Leadership &amp; management</p>
<p><b>Ofsted Report recommendations actioned</b></p>	<p>Nov 15 recommendation - "enhance the already successful monitoring of the progress of different groups of children."</p>	<p>PW compile and analyse data and pass onto trustees at trustee meetings in November, March and July.</p>	<p>analyse progress monitoring data in October / February / June to highlight progress made AND actions needed to progress those working below expected, for different cohorts (M, F, EAL, summer born, EYPP)</p>	<p>all year. Report to trustees in November, Feb / March and June / July</p>	<p>trustees</p>	<p>ofsted actions completed</p>	<p>outcomes for children</p>
<p><b>staff training on phonics / questioning and interacting</b></p>	<p>through the year</p>	<p>NH all staff</p>	<p>time</p>	<p>all year</p>	<p>trustees</p>	<p>all staff have the same message about various issues</p>	<p>leadership and management</p>
<p><b>Embed performance management procedure into</b></p>	<p>Supervisions for all staff, students and volunteers once a half term, reflecting on good practice and peer</p>	<p>PW, NH</p>	<p>time</p>	<p>all year</p>	<p>trustees</p>	<p>all staff, students and volunteers regularly have access to supervision, peer obs and clear targets</p>	<p>leadership and management</p>

<b>practice</b>	observations and planning SMART targets.						
<b>observe and assess involvement over the setting using the Leuven involvement scales</b>	to help us look at which areas of learning and which areas of the environment children are most involved in	NH	asap, at various times through the year	all year	trustees ON GOING	use observations to feed into evaluation of planning	leadership and management
<b>Mental health and wellbeing prioritised for all</b>	write a mental health and wellbeing policy	NH / trustees	"time to change" - <a href="https://www.time-to-change.org.uk/get-involved/get-your-workplace-involved/">https://www.time-to-change.org.uk/get-involved/get-your-workplace-involved/</a> "Minds matter" preschool learning alliance- <a href="https://www.preschool.org.uk/mental-health-and-early-years-workforce">https://www.preschool.org.uk/mental-health-and-early-years-workforce</a>				
<b>Charity trustees roles and responsibilities updated</b>	update the old committee roles and responsibilities document	NH	time	by July 19	trustees	all clear on role of trustees / charity role in running a preschool	leadership and management
<b>Everyone knows what's in the development plan</b>	share the development plan by - * putt 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	NH / PW	time	by end October 18	trustees	all clear about what's in the plan and how we work together to achieve it	leadership and management



## Magdalen Gates Preschool Development Plan 2018-2019 - BUSINESS PLAN

Strengths	Weaknesses	Opportunities	Risk analysis / Threats	Target / Future market	Marketing	Budget	Position in the market
<p>Outstanding Ofsted grade</p> <p>Website, improved design and mobile friendly</p> <p>Staff : children ratios</p> <p>Staff qualifications and experience</p> <p>Management committee stable and experienced</p> <p>Charity updated to a CIO</p> <p>Redecorated rooms, bright and airy, resources renewed, wood effect flooring (easier to clean)</p> <p>Excellent parent engagement stats - 97% for 2017/18</p>	<p>Funding for "free" places does not cover cost of delivery</p> <p>Funding rates stuck at basic £3.65 ph. We get £3.85 as we are open 7 ½ hours per day.</p> <p>We are not eligible for extra 20p per hour quality supplement as we do not have a level 6 staff member.</p> <p>Tiny staff / meeting rm / office space affects staff wellbeing</p> <p>Required to pay rent on school hall to do any parent partnership workshops</p>	<p>Fill spaces to a target of 97%</p> <p>Marketing using website &amp; prospectus leaflet, plus introduce other forms of marketing and communication eg. Email newsletter</p> <p>Extend 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>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 2019 - (although we still do not have the hard copy returned to us from NCC)- explore options</p> <p>Competition from new nurseries (free schools opening with nurseries)</p> <p>Lack of space (excluding the playrooms) - want to expand offer but unable due to lack of space eg. parent workshop programme, meeting room, working with outside agencies, staff training</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>See separate budget spreadsheet</p>	<p>Nearby:</p> <p>Children's centre (North City)</p> <p>Lots of childminders</p> <p>Preschools / nurseries (once upon a time, treehouse, patchwork, pavilion preschool, chapelfield day nursery, st giles day nursery etc.)</p> <p>Primary schools</p> <ul style="list-style-type: none"> <li>*Magdalen Gates Primary - no nursery</li> <li>* Mousehold infant and nursery</li> <li>* Angel road infant - no nursery</li> <li>* Charles Darwin Free school and nursery</li> <li>* St Clements Hill Primary free school from 2017) no nursery</li> </ul> <p>See childcare sufficiency report for North Norwich (<a href="https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/childcare-advice-and-guidance/childcare-sufficiency-assessment">https://www.norfolk.gov.uk/children-and-families/childcare-and-early-learning/childcare-advice-and-guidance/childcare-sufficiency-assessment</a> )</p>

