



Dunscore Pre-school Centre Improvement Plan 2022 -23 with updates

Improvement Area 1: Planning, tracking and monitoring

HGIOELC QI: 2.3 Learning teaching and assessment

NIF PRIORITY: Improvement in attainment, particularly in literacy and numeracy

Closing the attainment gap between the most and least disadvantaged children and young people

NIF DRIVER: Assessment of children’s progress

NATIONAL STANDARDS: Development of children's cognitive skills, health and wellbeing, Inclusion

HEALTH and SOCIAL CARE STANDARDS:

1.12 I am fully involved in assessing my emotional, psychological, social and physical needs at an early stage, regularly and when my needs change.

1.13 I am assessed by a qualified person, involves other people and professionals as required

1.14 My future care and support needs are anticipated as part of my assessment.

1.15 My personal plan (sometimes referred to as a care plan) is right for me because it sets out how my needs will be met, as well as my wishes and choices.

Outcomes:

- *Personal Learning Portfolio for each child with observations of health and wellbeing, literacy and numeracy, wider curriculum, individual achievements and their time at setting, records of their learning and experiences*
- *Personal Learning Portfolio observations and checklists will contribute to the assessment of learning, identifying next steps and securing progress*
- *Manager work with practitioners to monitor quality of observations and overview progress tracking*

KEY TASKS	HOW WELL ARE WE DOING	EVIDENCE OF IMPACT	AREAS FOR IMPROVEMENT	Key Dates / staff for implementation
Review how learning journals and class dojo are used to avoid duplication and optimize systems. Learning Journals subscription renewal November 2022	After review with staff, children, trustees and parents it was decided not to renew the Learning Journals subscription. Class Dojo is to be used more extensively for observations. (Sept 22)	Parents engage with posts and observations. (Sept 22) This was discussed at the AGM as well as parents telling us they are much happier with only one system to receive updates. Staff find this more straight forward to use therefore upload observations more regularly. (Nov 22)	Encourage further parental engagement with Class DoJo Provide parents more info on achievement of a level and how observations work	Dec 2022 - all staff
Review planning tracking and monitoring systems and support material from EYT from other settings	All staff currently working with EYT at staff meetings to review and adapt systems (Nov 22)			Dec 2022 - all staff
Care Plan discussion will identify 2 next steps from home for every child	Initial Care Plan discussions did not take place due to an outbreak of Covid. (Aug 22)	Transition could have been better if Covid and staff changes did not coincide with this time. (Aug 22)	The next steps will be reviewed on an ongoing basis. Currently these are communicated informally with	Oct 2022 - all staff



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	Next steps were identified within the first few weeks of term in consultation with parents.(Oct 22)	However, on the start of the new term systems embedded in quickly.(Oct 22)	parents. Look to formalise this and ways in which parents can be more involved.	Review again Feb23
Health visitor identified and discussion if required	Health visitor for all children identified and recorded(Aug 22)	Regular contact is made with HV and this has allowed various specialists to be involved with children in the centre (Nov 22)	Continue regular contact Improve contact with HV for children outside main Dunscore area	Aug 2022 - Caroline
Settling in period agreed with everyone	Discussions with parents over settling in and settling in is personalised. New children were invited into the centre before the start of term (Aug 22)	New children attended the session prior to term starting. Staff got to know parents and children. Children became familiar with the rooms and staff.(Aug 22) Children have settled in well. Younger children's parents have quickly requested further hours. (Sept 22)	Review of fees so that there are more affordable options for younger children to attend unfunded sessions	Aug 2022 - Caroline
Baseline assessments and observations - to agree appropriate next steps and actions – outside agency support	Observations have been made by all staff on every child and next steps discussed in team meetings on a regular basis. Currently, no need for outside agency support other than that which is already in place.(Oct 22)	Regular discussions have enabled staff to be aware of the needs and next steps for all children. All staff agree that this allows them to know what is happening better (Oct 22)	Continue to review processes for baseline assessments	Oct 2022 – all staff Further review March 22
Link next steps to HWB Literacy Numeracy Achievement of a level/other curricula	Individual folders for each member of staff with Next Steps for key children with copies of relevant CfE and Achievement of a Level information for referral to (Oct22)	To be looked at next term (Oct 22)		Oct 2022 - all staff / Caroline Review Feb23
Ensure more observations highlight detailed next steps	Ways of undertaking observations in line with planning and involving children is being trialled and will be reviewed later in the year (Sept 22)			Aug 2022 - all staff Review April 22
Develop user friendly system to link next steps to planning	New planning systems currently being worked on with EY Team during this process it will be tied into next steps.(nov22)			Oct 2022 - all staff Review once planning is more fully developed



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Review office space and resources to make administrative time more productive. Investigate workspaces/seating/storage	New office space set up (Aug 22)	This has allowed staff space to undertake administrative duties as well as have breaks and meetings. Administrative work does not disturb children's play (Oct 22)	Continue to develop	Oct 2022 - Caroline
Management and practitioners review guidelines for observations in order that all staff know what is expected of them	Discussed at the start of the summer term with all staff. (Aug 22)	All staff are involved in providing observations in a consistent way so that parents are kept informed, can feed back and next steps easily identified (Oct 22)	Once new staff are used to system review to improve observations	Oct 2022 - Caroline
Purchase new mobile and tablet devices to facilitate online observations	All staff have been provided with laptops for undertaking work. A mobile phone for use in the pre-school has been set up (Aug 22)	Work relating to children is kept confidential as personal mobile devices are not used for reports observations etc (Oct 22)	Look at purchasing each member of staff a work phone to be kept in the centre.	Aug 2022 – Laura Morag to take forward
Manager to review observations next steps and tracking with practitioners termly	This is now taking place on an ongoing basis	Staff with feedback from children and parents will look for evidence of impact over the next term		Ongoing – Caroline Review Jan 22
Trial monitoring key child each week and reviewing with manager/practitioners at agreed intervals	New systems for monitoring are being set up with new staff (Aug 22)		New systems to be reviewed with all staff later in the year.	Oct 2022 - all staff / Caroline Review April 22
ASN Monthly meeting with all staff – including wellbeing	Diary of staff meeting plans being worked through and additional items added (Sept 22) Next meetings are added to the diary as needed. (Nov22)	All staff are aware of ASN needs and wellbeing of the children.(Sept 22) Staff and parents feel that ASN needs of children are being met (Nov 22)	Devise system to allow parents, carers to feed back for monthly planning	Oct 2022 - all staff / Caroline
Consider Traffic light system record of SMART targets while at T1 and T2	To be reviewed with EY team (Nov 22)			Dec 2022 – all staff / Caroline



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Improvement Area 2: Orientating new staff

HGIOELC: 1.5 Leadership and management

NIF PRIORITY: Improvement in employability skills and sustained, positive school-leaver destinations for all young people

NIF DRIVER: School leadership/Teacher professionalism

NATIONAL STANDARDS: Staffing, leadership and management

HEALTH AND SOCIAL CARE STANDARDS:

3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

4.15 I experience stability in my care and support from people who know my needs, choices and wishes, even if there are changes in the service or organisation.

4.16 I am supported and cared for by people I know so that I experience consistency and continuity

Outcomes:

- *New practitioner engages and is involved meeting children and parents, so they all feel comfortable*
- *New staff has knowledge of setting and curriculum*
- *New manager familiar with key tasks*

KEY TASKS	HOW WELL ARE WE DOING	EVIDENCE OF IMPACT	AREAS FOR IMPROVEMENT	Key Dates / staff for implementation
Invite new practitioner to social events to meet parents	Rachel attended various events and activities prior to starting and was able to become familiar with the setting some of the children, parents and other staff (June 22)	A very smooth start to the new year with staff all working together well. Children settled quickly and staff and parents with good communication.(Sept 22)	Prior to starting staff all to work together to set up rooms prior to children starting (Aug 22 completed) Ask parents for views on transition	May 2022 – outgoing manager
Invite practitioner to transition sessions and involve in care plan				
Provide new staff with CfE, benchmarks, GIRFEC, Achievement of a level, HGIOELC, Inspection framework, National Standard, Realising the ambition, Induction resource	All important working documents were shared with new staff. (May22)	Staff told us they were aware of important information prior to starting (Aug22)	Reinforce understanding during induction process (completed Oct 22) Further reinforce for all staff during practice including self evaluation.	May 2022 – outgoing manager
New staff to familiarise with Risk assessments and policies	Staff have been shown all policies and risk assessments. Individual areas and policies have been highlighted during the induction process(Sept 22)	Staff feel that by reviewing policies they are more aware of their content and relevance. (Nov22)	Further understanding of policies to be highlighted in the review process. Risk Assessments to be included in the staff meeting diary of events	Aug 2022 - Caroline/ Rachel / Morag



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New manager to arrange induction supervision	Induction has taken place, reviewed and recorded. Further training has been identified(Oct 22)	This is recorded in staff personal notebook and staff were able to discuss their understanding of their duties and how the centre operates (Nov 22)	Further training identified to be sourced	Aug 2022 – Caroline / Rachel
Undergo Child protection & NAMS training	All staff have undertaken child protection training (Oct 22)	Practitioners and manager are fully aware of how to proceed in child protection issues (Oct22)	Looking to source full child protection course and another member of staff to get NAMS training when next available	Sept 22 – Caroline Update March 22
Induction period with outgoing manager to highlight documentation	New manager went through procedures and documentation with outgoing manager (May 22)	New manager has information on procedures and documentation to work through. (May 22)	Continue familiarisation with all relevant documentation	May 22 – outgoing manager
Meet with administrator to highlight key tasks	Reviewed documentation and retention with administrator (Aug 22)	New procedures set up and good working relationship developed allowing smooth running of the centre(Nov 22)	Look into uploading more of the paperwork into an online resource to increase availability to staff whilst improving confidentiality.	Aug 2022 – Morag and other staff
Outgoing manager to share safeguarding training and explain child protection responsibilities and share folder	New manager is aware of safeguarding from previous employment. Folder has been shared (May 22)	New manager is happy that she understand safeguarding procedures (Aug 22)	Access child protection specific to Dumfries & Galloway	May 2022 – outgoing manager
Outgoing manager to arrange GLOW log in	Still to be arranged			June 2022 – outgoing manager Review Jan22