

# Early years self-evaluation form

For provision on the Early Years Register

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**Age group:** Birth to 31 August following a child's fifth birthday

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**Published:** October 2013

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**Reference no:** 120332

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<b>Setting name</b>	Addlestone Preschool	
<b>Setting unique reference number</b>	160624	
<b>Setting address</b>	Milton Road	
	Addlestone	
	Surrey	
	Postcode	KT15 1NY
<b>Completed by (name and role)</b>	Rachel Flynn, Manager	
	Carol Harbridge, Deputy Manager	
<b>Date completed</b>	Ongoing from September 2017	

## **Meet the Staff**

We are fortunate to have a wonderful team of Pre-School Practitioners who all offer varied Childcare and working experiences to widen the possibilities for the children.

**Rachel Flynn, Manager:** NVQ Level 3 Qualified, Pediatric First Aid Trained, SENCO, Child Protection Liaison Officer, ILM Leadership and Management

**Carol Harbridge, Deputy Manager:** NVQ Level 3 Qualified, Pediatric First Aid Trained, Behaviour Management

**Sarah O'Sullivan, Pre-School Practitioner:** NVQ Level 3 Qualified, Pediatric First Aid Trained, Health & Safety Officer

**Melanie Osborn, Pre-School Assistant:** EYE Level 3 Qualified, Paediatric First Aid Trained

**Emily Sanderson, Pre-School Practitioner:** EYE Level 2 Qualified

**Emileigh Van Der Wart:** Pre-school Apprentice

## **Addlestone Pre-school Committee**

The committee is responsible for the Pre-School as an owner would be. They are in charge of everything from fundraising to maintenance and from recruitment through to yearly appraisals. The committee is re-elected every year at an AGM and everyone is welcome to attend the meetings and apply to be a committee member.

Committee Members are:

- Michelle Tucker, Chair
- Chris Bullett, Vice Chair
- Kristina Gorman, Treasurer
- Alison Bullett, Secretary
- *Position to be filled at October AGM 17*

## **Part A. Setting details and views of those who use the setting**

### **Section 1. Your setting**

In this section describe the main characteristics of your setting and the culture and backgrounds of the children who attend, including those who have special educational needs and/or disabilities, or speak English as an additional language. Refer to the *Early years self-evaluation form guidance*, page 5.

Addlestone Pre-school was established in 1986 on the current site, but has been running for approximately 45 years. The Pre-school is one large room with kitchen, children's toilets and a disabled/adult toilet included. There is direct access to an enclosed outside area which includes a sheltered, canopied area and a large wooden summer house. The pre-school is located in the grounds of Ongar Place School which is situated within a residential area. Access to the building is via a ramp to the main entrance for children/parents or small step to the side entrance.

There is a parent led committee which is re-elected at the AGM. Michelle Tucker will stand down as chairperson for the academic year 2017/18, after successfully leading the preschool for two years. During which time funding from Surrey County Council was secured allowing the preschool to replace a building that had reached the end of its usable life. This happened on schedule and to plan with the support of the staff, committee and parents. A new chairperson will be voted onto the committee at this Octobers AGM.

The pre-school has good links with Ongar Place School including regular use of their playground and contact with the Early Years teacher there. This was crucial to allow the new preschool building to go ahead and the addition of an extra metre of outdoor playground to house the new disabled access ramp.

Addlestone Pre-school operates universal 15 hour places from Monday to Friday, term time only (9:00 – 12:00). Monday to Thursday afternoons the younger children attend and we offer FEET spaces during these sessions. There is no provision on a Friday afternoon as this time is set aside for weekly staff meetings and planning.

As of this September we have offered a limited number of 30 hour places and all have been filled. Lunch club continues to run from Monday to Thursday lunch times from 12:00 – 12:30 and children attending bring their own packed lunch to share with their friends and the staff.

The pre-school is operated on a session by session basis. Morning sessions can take up to 24 children and afternoon sessions take 12 children, this number increases as the children are able to take more sessions (the ratio of child to practitioner means we can increase numbers as the children turn three).

The pre-school employs six members of staff, five of which hold an appropriate Early Years Qualification. One member of staff is employed as an apprentice.

There is also a volunteer that helps out during scheduled sessions. Staff are deployed daily on a rotational basis, this is logged on our daily planning. We have 35 children registered for the year 2017/18. Currently 5 of our children are FEET funded, 4 have taken a 30 hour funded place, 16 are using the universal funded places and 4 are paid for 2 year old places.

Recent training attended:

- Safeguarding Training attended by two members of staff
- Other training is planned see staff training and development plan.

Our planning is carried through to our outdoor area, supporting all the seven areas of learning. For example, when learning to recognise our numbers and count, this followed through to our outdoor area where we played hopscotch to reinforce the children's number recognition.

For children achieving more than what is expected of them, we extend their learning through a planned 1:1 learning experience or set ability based groups. We have close links with the Early Years teacher at Ongar Place School who is available for us to talk to and happy to give advice.

Continuing with:

- Focus on 'Every child matters' and cover each individual area.
- Targeted areas have been identified for personal development through observations of staff practice
- *360 degree reviews where staff complete formally recorded peer assessments. Aim to send staff on more/new training courses to bring this extended knowledge back into the preschool*
- Working towards making more individual planning for each child and grouping them on ability.

**Improvements since last self-evaluation:**

- Our lunch club has proved popular with both parents and children and we will continue to provide this throughout 2017/18.
- Full-day sessions have been offered to our morning children and several have taken places, we will monitor the effectiveness of these sessions and the financial impact to the preschool. Parents taking the full day sessions will have lunch club included (09:00 – 15:00) Monday – Thursday.
- Tapestry is now fully operational for all children and used to track/monitor individual and group progress. Parents now also have access to view and comment. At the end of the year parents are given a copy of their

child's journal on CD.

- Swimming lessons were offered during the summer term 2017 and due to the positive response from children and parents will run again in summer 2018.

## Section 2. Views of those who use your setting and who work with you

This section should record:

- the views of the children who attend your setting and those of their parents or carers
- the views of any professionals who work with you, especially the local authority, your local children's centre or any health professionals
- details of any quality assurance scheme you participate in

Include examples of the ways in which you seek views and any action you have taken to improve as a result of those views.

Refer to the *Early years self-evaluation form guidance*, page 6.

Letter from the reception teacher at Ongar Place school:

*"Dear Rachel, I would just like to let you know that I have been completing my baseline assessments for the new Reception children and have found your transition sheets most helpful and accurate. They are extremely easy to read and give me all of the information that I need to build a picture of each individual child that has come from Addlestone Pre-School. I am now confident that I have a perfect starting point for each child to continue their learning journey. Many thanks to you and your staff for making the transition so smooth. Kind regards, Mrs Kerry Brill (Reception Class Teacher), Ongar Place Primary School"*

Testimonials from parents 2016/17:

*"Addlestone Preschool is such a wonderful preschool. Children are made to feel welcome and special. We feel very lucky to have found this preschool for our son. His confidence has grown immensely and he has been extremely happy from day one!"*

*"My child goes into preschool happy and always has a fantastic time. I feel he has progressed very well in all areas during his time at Addlestone Preschool and this is all thanks to the wonderful, caring staff. Thank you."*

*"Meetings with my child's key worker provide all the information I require about his learning progress. Matched with the new Tapestry system it works very well".*

*"Excellent parent meetings with detailed files showing progression. Great notice boards with daily information".*

*"So much variety in terms of topics covered and I like the things they make/cook. It's always of a high quality. I know my child is well looked after and forming relationships with other children and adults".*

*"My son always comes home with lots to say about his time at preschool and is always telling me new things he has learnt".*

All children will continue to have a 'comments' and 'reading record book' in their bag which aims to be another opportunity for two-way communication. The book will now include updates on the learning that is taking place at preschool and encourage parents to extend the learning at home (for example by bringing in items linked to our learning for the children to share at preschool).

Parental questionnaires are sent out yearly to ensure that we have feedback from all parents and can continuously improve. We are keen to ensure that the opportunities we offer for a two-way dialogue are as efficient as possible.

There were 22\* responses to the annual questionnaire. A **58% response rate and an 8% increase** on the previous year. This year 19 responses said that their children 'loved' the preschool sessions and they were very happy with the care Addlestone Preschool provides.

**73% of parents were happy with the feedback provided by the preschool** and an additional 18% happy. This is an improvement on the previous year and comments suggest this is a result of introducing Tapestry.

**100% of parents were 'very happy'** to speak to staff (*an improvement on the previous year of 95%*) with any queries and specific comments were made about staff; 'always very approachable and helpful', 'always kind, understanding and happy to help', 'if I have ever emailed a question it has always been responded to quickly. Staff have always been helpful' and 'staff always make time for me if I need to discuss anything with them'.

Parents also made the following comments:

*"Meetings with my child's key worker provide all the information I require about his learning progress. Matched with the new Tapestry system it works very well"*

*"We get regular meetings throughout the year to discuss our child at preschool and any concerns we may have. The carers are also available at the beginning and end of the day to discuss any concerns we have. They are readily available and do not mind staying a bit later!"*

**95% of those parents that returned a completed questionnaire used the Addlestone website** matching last year's response with only one person that did not use the website.

A selection of other comments from the questionnaire can be seen below and will added to the testimonials section of the preschool website.

*"It is a fantastic preschool and I feel like Florence has been given a head start preparing for school".*

*"I moved my child from another nursery to this preschool and the difference in management and my child's development is huge I can't thank all the staff enough for making my child's preschool time so enjoyable, safe and fun. Outstanding".*

*"Addlestone Preschool is such a wonderful preschool. Children are made to feel welcome and special. We feel very lucky to have found this preschool for our son. His confidence has grown immensely and he has been extremely happy from day one!"*

*“Our child really enjoys attending. He learns a lot and really cares and trusts the staff at the preschool.”*

*“My child goes into preschool happy and always has a fantastic time. I feel he has progressed very well in all areas during his time at Addlestone Preschool and this is all thanks to the wonderful, caring staff. Thank you.”*

This year we introduced swimming lessons for our older morning children and the response from parents has been encouraging. Many commented on the importance of such a valuable skill and said that lessons were reasonable priced. Specific comments about swimming lessons included:

*“George loved his lessons and has got him very used to the water. I also found as he was doing his lessons in an environment he knows with friends he was more enthusiastic.”*

*“Learning skills in the water is a priceless lesson at a young age.”*

*“Lilly has really enjoyed the swimming lessons, great exercise a fantastic life skill and further teaches discipline and listening skills.”*

There were a few suggestions given for improving Addlestone Preschool. These were as follows and a comment has been given:

- more availability of places (1 response): we are at maximum capacity.
- larger outdoor area (3 responses): where ever possible opportunities will be sought.
- run swimming lessons for longer period (1 response): this is not possible.
- more frequent reminders about events and activities (1 response): this will be done through parent text, Facebook and website.

**In summary** the responses were exceptionally positive and demonstrate a year on year improvement in many areas. The increased response rate and large number of very complimentary comments is encouraging.

The results also demonstrate that the actions we have taken since last year’s questionnaire (‘introduction of tapestry/new building/swimming lessons) have been successful.

Again the size of the outdoor space was mentioned for improvement. It has been enlarged this with the extension of the preschool fence in September 2016. The preschool realise that further expansion of this area would be advantageous and will look for future opportunities to negotiate with the school and acquire additional land at the side entrance if ever possible.

**Actions as a result of this questionnaire** are:

- Continue to embed use of Tapestry and parent interaction through it,
- Offer swimming lessons during summer term 2018,
- Look for opportunities to expand outdoor area where they should arise and promote the use of Ongar school field and playground to both current and prospective parents,
- Increase number of parent texts relating to events/fundraising activities,
- Website overhaul planned for 2018/19 – budget to be added to forecasts

for this year,

- Maintain regular parent meetings and availability of staff at beginning/end of sessions.

\*(The hard copy questionnaire responses are available to view at Addlestone Preschool within our SEF folder for the appropriate year.)

Our next questionnaire will be sent out to parents during the spring term 2018.

The improved links with our local Children's Centre at Sayes Court have continued. Current leaflets are available from preschool, we have a link from our website and have signposted parents to the sessions/facilities that are on offer. These sessions are also promoted through our Facebook page as updates are sent over to the preschool assistant.

Our lunch club remains popular and parents that have siblings in both our morning and afternoon sessions and they have found it very helpful when managing the drop off/pick up times of their children.

We have a weekly blog on our website that ensures if parents/carers miss anything in our daily sheets, they can always read about our activities at the end of the week and see pictures in our photo gallery. Our website is an integral part of our communication with both current and prospective parents/carers.

We are continuing with:

- Boo Boo Bear, our preschool bear is given to each child throughout the year and they are encouraged to take him home and add pictures/words to the accompanying book. This helps parents and children bridge the gap between preschool and home life. Encouraging parents to continue the learning journey and allowing us to have a deeper understanding of our children.
- Our 'special box' has been proving a great success with the children. One child takes the box home each day and can bring in 3 items from home to share with their friends during registration. We are going to extend this link with home learning as we explore phonics. The children will be asked to bring in 3 items from home that begin with the letter sound we are exploring at preschool. This will continue throughout 2017/18. Children will now also take home a phonics activity sheet to share with their parents and complete. As they return the sheets they receive a smiley face stamp and certificate at the end of term.
- Wow stars are used as another form of linking parents, children and staff. Parents are encouraged to let us know when their child/children have achieved or done something special outside of preschool. We then ask the children to comment on their achievement and during our circle time.
- There is a daily notice board which highlights what we have been learning and parent meetings are held annually to review the children's

progress

- Staff meetings are held each Friday afternoon to allow us all to meet and discuss planning, improvements and any other issues arising on a weekly basis.
- We plan around the children's interests and have a daily group time, where the children are free to talk about their wants and interests. Key workers support their children with 1:1 times.
- Supervision and staff appraisals now form part of our training plan

## **Part B: The quality and standards of the early years provision**

This part of the form covers the judgements the inspector will make when evaluating your provision. It is important to have your own judgement about how well you are doing in these areas.

### **Section 3. How well the early years provision meets the needs of the range of children who attend**

This section is about the impact of your provision on children's learning and development. You should refer to:

- *Early years self-evaluation form guidance, page 7*
- *Evaluation schedule for inspections of registered early years provision, pages 6–11.*

**Evaluation:** We provide an enabling environment and have strong partnerships with both children and their parents and this allows us to; know the children, understand their needs and form a close keyworker relationship. The children in turn are comfortable to express likes and dislikes.

We feel that we provide stimulating resources inside. We are currently fundraising to enable us to provide more physical resources for our outside area, so children can take more risks eg. climbing and balancing equipment. We are also creating a planting/growing area. We understand each child's development and learning through daily observations. Through the observations we are able to evaluate children who need either extension or support in a particular area. The outcome from the observation would be noted and fed into planning for the following week. We also track the children's progress on a visual form. This enables us to easily see how children are progressing and shows any areas where a child needs extra support in order to become a more competent learner.

Each child is allocated a keyworker as we are a small setting this ensures that each keyworker has a good knowledge and understanding of each individual child's needs. This allows us to fulfil our aim of creating successful children who engage better in their learning and gain skills for future success in society.

We advocate children's sense of being through making sure children feel and are safe, and build wonderfully, playful, accepting and curious attachments with their key workers and other adults in the setting.

Children tend to settle quickly, are confident to express themselves freely and are comfortable in the pre-school environment. We welcome all children from

different backgrounds and cultures. We understand that each child is unique and respect different cultures by celebrating a variety of festivals and welcoming family members to come into the pre-school and share their experiences. We provide multicultural resources in both genders

We recognise that parents are children's first and main educators and work together to ensure that parents know what their child is learning. This is achieved through our daily notice boards, regular newsletters and our new website.

We work with outside professionals to support children who may have a special need. We provide planning around the children's interests and are flexible with our daily routine to ensure the children enjoy their learning. We try to group the children to their ability so the learning is appropriate to their development.

### **Your priorities for improvement**

- Working towards making more individual planning for each child and grouping them on ability. Action: We will look at new cohort of children and review each child's abilities to offer the chance of grouping our children based on their development. For example, when running a focused activity it is aimed at the different levels in order to maximise every child's learning. Tapestry will be used to help with this process.
- Aim to send staff on more and new training courses to bring this extended knowledge back into the preschool – this is to continue as an area for improvement.
- We have recently set out the areas of learning in the new preschool building and these will be monitored closely during the start of term to gauge usage, suitability and assess where improvements are required. Each area will be adapted as required throughout the terms ahead and reviewed with our 'evaluation of learning in continuous provision' sheets.
- We have looked at progression in writing and initiated a self-registration system. This has worked well and we now use a three step process (1 name cards with pictures, 2 name cards to encourage recognition, 3 self-registration sheets for all developing on to an individual sheet per child for the week, allowing us to reflect on individual children's progress and in turn use this to inform their next steps.
- Read, write, Inc – we are going to follow this format of phonics when encouraging early literacy and for letter formations. Our 'listening ears' encourage all children to join us for a walk through the outdoor environment and stop to listen for sounds around us. This leads us on to letter sounds as children progress.

My practice (is):

Outstanding: my practice is exemplary	
Good: my practice is strong	YES
Requires improvement: my practice is not good enough and I know it needs to improve	
Inadequate: my practice requires significant improvement	

## Section 4. The contribution of the early years provision to children's well-being

This section is about the effectiveness of your care practices in helping children feel emotionally secure and ensuring children are physically, mentally and emotionally healthy. You should refer to:

- *Early years self-evaluation form guidance, page 8*
- *Evaluation schedule for inspections of registered early years provision, 11–14.*

**Evaluation:** We strive to ensure children develop the characteristics of effective learning through playing and exploring. We encourage children to explore and show an interest in discovering new things. We encourage children to be independent learners by allowing children to do things for themselves and achieve their own outcome through trial and error, and feel a sense of achievement. We plan the environments around the children's interest and how they play. We provide things to enhance their learning and make sure we have lots of different textures for children to explore. We add learning resources to our continuous provisions to achieve our learning outcomes.

**Extent to which they feel safe:** Before the children start they are invited to come in to pre-school for a play session with their parent/carer, this enables both parent and child to get to know the staff and setting before they start. Addlestone Pre-school prides itself on the relaxed environment that helps the children to settle. Although we are relaxed we understand the importance of the children feeling happy and secure, which results in the children becoming positive learners. We value each child as an individual, if a child does not settle we will work with the parent/carer and put an individual care plan in place to suit the child.

Children forming strong attachments with their carer's, is at the heart of all we do. Key workers are allocated to individual children from the start, but they are able to change if they form a bond with a particular adult to ensure that they are getting the most out of their time at preschool and optimising their progress. This information is shared with parents on our daily sheets. We pride ourselves on knowing our key children inside out. Key workers meet with parents twice a year and there is an open door policy.

We are sensitive to parent's feelings in this process and are happy to support them. We use positive reward and praise so every child feels special and unique in their own achievements. We promote positive behaviour management in the classroom and work closely with parents to provide strategies to link home and preschool. All of which are positive eg. sticker charts, wow stars. We understand

that behaviour is age and stage related and can be affected by changes in their home life.

Working with parents is central to a child's behaviour and engagement. When a child starts at preschool parents are made aware of our relevant policies. Our settling and behaviour policies are set up to ensure children feel safe in the preschool environment and allow all staff/parents and children to have an understanding of how we can create a safe, secure and positive learning environment for all children.

**Extent to which children adopt healthy lifestyles:** We promote healthy eating at snack time and include activities that help the children learn about a healthy lifestyle. We encourage children to be physically active by making available a wide variety of physical activities daily. Throughout the year children learn about visits to the dentist, doctors and the role of people that help us achieve a healthy lifestyle. This includes visits from representatives in the local community.

We promote good standards of personal hygiene, encouraging children to hand wash, go to the toilet independently. Through songs, activities and regular reinforcement of the importance of personal hygiene in a healthy lifestyle. At least twice a week we use the school playground and make use of their physical equipment, as well as encouraging children to join in a physical activity.

We now offer swimming lessons for children during our summer term at Ongar Place school. These lessons are affordably priced and designed to introduce children to water safety and the benefits of this type of exercise. They also help with confidence, listening skills and independent self-care (dressing/undressing/safety measures).

We now run termly 'Yoganory' sessions for our children to provide a focus on mental well being. The children practice relaxation, breathing and quiet moments as they follow a story and form yoga moves. These inclusive sessions have proved popular with all of our children and parents.

**Extent to which make a positive contribution:** Children are encouraged to help take part in the preschool day and see how they can make a positive contribution. They are given roles which include helping with the snack, feeding the fish, bell ringing and helping at registration. This builds their confidence and gives them a sense of responsibility for their environment. The children respond well. We run a reward chart system and have reward stickers.

Children are encouraged to respect the diversity and difference within their friends. As they begin to mature through our preschool they start to understand

how everyone is different and everyone is special. Our celebration board lets us explore these differences and understand that children have different likes and dislikes to themselves and this is exciting as we can learn from each other's skills and interests.

**Extent to which develop skills for the future:** We provide an adult led activity each day, which covers all areas of learning through our half term. Through self-evaluation children are able to play and explore independently, which enables them to think critically and become creative learners.

We promote good role models in both adults and children by setting boundaries and rewarding positive behaviour and actions. Within pre-school children are naturally competitive and enjoy challenges we set for them to achieve. Adults will lead, then step back and allow the children to take control and decide when the task is finished.

Children are encouraged to be aware of their surrounding and everyday activities. Trips are undertaken to the local library, church and visits to the local shops, where children are included in the preparation and process. Children are encouraged to prepare for the transition to school, and work on the skills required to help in the new environment. For example getting themselves dressed, writing their name, recognising letters, counting and drawing pictures of themselves/family. We have received excellent feedback from the reception teacher.

**Priorities for improvement**

Whilst working through our last SEF we identified the following priorities:

- Using our 'evaluation of learning in continuous provision' sheets to monitor the areas.
- Based on Early Years advice we aim to set up a two way learning board to inform parents of the daily activities and learning taking place in preschool so that they can extend this learning at home. We have now introduced this for both our morning and afternoon children.
- Tapestry is now used to record observations and create children's profiles. Parents can access with a password and monitor progress themselves at any point throughout a child's time at preschool.

My practice (is):

Outstanding: my practice is exemplary	
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Good: my practice is strong	YES	raising standards improving lives
Requires improvement: my practice is not good enough and I know it needs to improve		
Inadequate: my practice requires significant improvement		

## Section 5. The leadership and management of the early years provision

This section is about the effectiveness of your leadership and management; or if you are a childminder how well you organise your service. It covers:

- meeting the requirements of the Early Years Foundation Stage
- self-evaluation and improvement planning
- performance management and professional development
- safeguarding
- partnership working.

You should refer to:

- *Early years self-evaluation form guidance*, page 9.
- *Evaluation schedule for inspections of registered early years provision*, pages 14–18.

**Evaluation:** The preschool manager and reception class teacher work hand-in-hand to ensure we met the new requirements of the EYFS. These policies are rigorously introduced to all staff. Staff have their own copies of the policies. Policies are collated in the preschool room and on our notice board.

The preschool manager and staff undertake weekly planning, preparation and assessment on a Friday afternoon where requirements are discussed. All staff are encouraged to take part and all views/input valued. We continually reflect and analyse our working practises to ensure the children reap the benefits of the very best outcomes.

The manager and deputy manager are working with staff to build on their knowledge of the characteristics of learning. Our aim is for all staff to be able to change and adapt to suit the children's individual learning.

**Example of self-evaluation and improvement planning:** We evaluate regularly to see which areas in our environment are working well, so we can change, adapt or add additional resources to enhance the children's learning experience. Early Years advisor supported the manager in an ECERS Audit for our two year old facilities.

We feel that we are able to evaluate our provision and constantly look at the cohort of children to see how they learn. We take into account gender and age and we adapt the classroom and outside area to suit.

Staff are exceptionally skilled at meeting individual children's needs and have outstanding skills and expertise in different areas. The deputy manager has immense knowledge and experience of the EYFS.

We have altered our way of working to ensure we can offer the extended 30 hour places to our parents by reviewing staffing, including a lunch club and adjusting our pricing strategy.

**Examples of performance management and professional development:**

Each and every staff member has individual supervision where we review their effectiveness and any support we are able to offer them to meet the requirements of EYFS. The preschool manager has her supervision with the chair of the committee.

**Rigorous safeguarding:** Safeguarding is our first priority. It underpins all we do. Records are stored and shared appropriately. We pride ourselves on our ability to communicate openly and in a trusting manner with parents as we believe that it is through these relationships with parents that we protect all children.

- To ensure the safety of children the manager makes sure that the child to adult ratio is at least the minimum statutory requirement, however most sessions will exceed this ratio. At arrival and departure time a member of staff is deployed and does not leave the door until all children have arrived or the last child has left. The manager then personally double checks the door to make sure that they are locked. Another member of staff is deployed to the main green gates (shared entrance into the preschool and Ongar school) this is then padlocked. The manager will only let children leave with another adult if a form has been previously filled out by the parent/carer or if we receive a telephone call from the parent/carer. The adult then needs to have the child's password before they are able to take the child.
- The manager holds regular fire drills and makes sure that they are done on different days of the week to incorporate all children.
- The manager makes sure that the health and safety officer is up to date with new requirements and that any daily checks are carried out by either the officer or deputy.
- Only visitors expected by previous arrangement are let in and sign in to the visitor book. Any unexpected visitors must have valid identification.

When staff start with the preschool the manager makes sure that they are aware that mobile phones are not to be used when children are in the building. Staff

are made aware that any urgent calls need to be made to the preschool landline. Our staff induction includes the importance of 'safeguarding'. We talk through child protection 'What to do if' and the referral procedure. This is followed by staff attending the workshop as soon as possible.

The deputy has been made responsible for overseeing the educational programme to ensure that all areas of learning are included as the manager felt that the deputy had more experience in this area. The manager and deputy manager both work together as a management team to ensure that we provide learning appropriate to the children's developmental abilities. Together they encourage staff to observe children by carrying out a focused child observation, which provides us with information on how the children learn socially and this helps all staff to get to know the characteristics of each child.

The preschool manager has completed an ILM Leadership and Management course and this has supported her and given her the knowledge and confidence to put in place systems to make sure that we have effective performance management. The manager is using Improvement/Development Plan to set and log targets. Through regular supervision any training or support needed is identified and individual goals put in place. A training and development plan for all staff is now in place and regularly updated.

SENCO: we pride ourselves on being able to recognise if a child has any SEN needs from very early on. We are very aware that this can be hard for the parent/carer to accept and feel we are compassionate when working with them. We understand this can be an emotional time and are there to support the parents when they are ready to take the next step. We closely work with outside agencies to give us strategies to support each individual need.

Staff building good relationships with parents allows the keyworker to have a good understanding of any language or cultural barriers that could delay the child's learning. We are then able to put strategies in place to ensure that the child feels included. The manager strives to provide total inclusion throughout the preschool and ensure that all children have the freedom to express themselves as an individual. **Examples of partnership working:** Early years advisor, reception class teacher, forums and meetings. Other preschools, staff at courses bringing back best practice. Addlestone Preschool is hosting TAC meetings during 2016/17 and fostering close links with the professionals involved.

**Your priorities for improvement**

- Targeted areas for personal development through observations of staff practice in line with the characteristics of effective learning
- 360 degree reviews where staff complete formally recorded peer assessments

My practice (is):

Outstanding: my practice is exemplary	
Good: my practice is strong	YES
Requires improvement: my practice is not good enough and I know it needs to improve	
Inadequate: my practice requires significant improvement	

## Section 6. The overall quality and standards of the early years provision

This section brings together the evaluation of all aspects of your practice, your identified priorities for improvement and the grades you have awarded yourself.

You should refer to:

- *Early years self-evaluation form guidance*, page 9
- *Evaluation schedule for inspections of registered early years provision*, pages 18–19.

The overall quality and standards of my early years provision (is):

Outstanding: my practice is exemplary	
Good: my practice is strong	YES
Requires improvement: my practice is not good enough and I know it needs to improve	
Inadequate: my practice requires significant improvement	

### Further comments

**Progress all children make in their learning and development:** We meet the needs of all children who attend our provision. Each child is unique and treated as an individual. This is very important to us and is reflected in our practice. Children are happy, feel part of a group, confident and comfortable within their self. When children start at preschool we encourage parents to complete an 'all about me' sheet. This enables us to find out important information about the children. We can put things in place so we are prepared for their start. Two year checks are completed and keyworkers fill out a summary and planning sheet which enables us to identify relevant next steps, support or extensions.

Developmental profiles are kept via tapestry for all children. This allows keyworkers to observe and evaluate how children are developing in each area of learning. When a child is observed achieving a step in their development, keyworkers are responsible for planning their next steps to extend their development. Strong key worker relationships ensure staff are aware of any help and support a child may need when starting.

Addlestone preschool promotes total inclusion and respect for both children and their families. Staff respect all cultures and backgrounds and offer support to ensure everyone feels comfortable and welcome attending the preschool.

**Children’s personal and emotional development:** Staff at Addlestone Preschool are extremely good at making children feel comfortable within the settling in process. Staff work with parents by using a settling in plan. If children are unsettled or do not leave their parent/carer independently we offer a warm and comfortable environment which we feel encourages children to settle quicker and fast become more independent learners. The keyworker plays a big role in children’s settling in, being responsible for creating a bond with both child and parent. Having a good relationship encourages parents to feel comfortable to be involved in their child’s personal development at preschool and children have that key person if they have any worries or concerns. Keyworkers are matched to a child before they start, but if for any reason a child creates a stronger bond with another adult we feel it is important to be flexible and can change their keyworker. The phrase “unique child” is very important to us and we encourage children to be individual, voice their own opinions, likes and dislikes. Children are respected and encouraged to respect others, their beliefs and cultures, backgrounds and especially their feelings. We as a preschool feel that a positive attitude is extremely important, this includes behaviour, inappropriate behaviour is dealt with in a positive way. Depending on the behaviour we apply different strategies and feel it is important for children to understand that it is the behaviour that is unacceptable

The manager (DSL) and deputy have up to date knowledge of the requirements of safeguarding and “what to do if” with clear understanding of the process of referral. Each staff member understands the importance of the process and of informing the DSL of any concerns. The preschool manager recently attended SSCB level 3 course and fed back to all staff, checking policies and procedures for accuracy and suitability.

We have an e-safety policy which covers the use of cameras, mobile phones, tablets and the internet and parents sign a consent form for photographs. It is of major importance that children stay safe and secure whilst at preschool.

**Safeguarding and the welfare of children:**

**Security;** we pride ourselves in providing a safe and secure environment. All members of staff adhere to the safety procedures, which include securing entrances and exits, staff ratios and children using the outdoor and toilet areas. This has recently been reviewed in line with the new building.

Our environment has age and stage appropriate resources, which provide a stimulating place for children to learn. We provide varied activities which enable children to learn and follow their interests. We have a good understanding of the importance of children’s play and believe children can learn through doing things they enjoy and naturally select. We especially believe in taking children’s leaning to their play rather than rigid learning.

**Health & exercise;** Children are provided with healthy snacks and encouraged to be independent in their selection of foods and to do things independently like hand washing, pouring drinks and clearing tables. We provide many different activities and routines to ensure children are active. We encourage children to join in physical activities, to ensure they have a good balance, express their self and sometimes just use up energy. We believe that this has a positive effect on their learning.

**FIP:** We evaluate our daily planning to look at how an activity has worked, whether we achieved a desired outcome and linked it correctly to learning outcomes. We observe children prior to key learning activities and group to ability. We complete 'focus child observations' which enable us to observed children in the session. This allows us to look at how children learn, play and how they use the environment. This enables us to support areas if we have concerns and to understand their characteristics of learning.

To ensure we continue to provide a quality provision for all children within preschool we as a team assess, plan and review every Friday afternoon at an all staff meeting. During these meetings we evaluate all aspects of the past week and discuss where, if necessary, there are areas in need of improvement. We are constantly looking at ways of changing the provision to build on how our children learn and play. We pride ourselves on being flexible within our planning so that we can follow the children's interests as they are observed. This keeps things current and means children can learn in a way that they enjoy. Taking children's learning to what interests them has an extremely positive effect within preschool and moving on to their transition.