



Staff report for AGM 12/10/17

Once again it has been a busy start to the new school year. Most of the children have settled well and the staff are getting to know their key children.

Staffing

Once again most of our staff team remain the same which is good for the children and makes working as a team easier.

Karen left pre-school and is now working in Foundation stage at St. Nics.

We have been delighted to welcome Holly and Paula to join our staff team recently and Leah (our NVQ level 2 Apprentice) has also joined us during the last year.

Key Person

Our staff have been getting to know their key children and as we become more familiar with likes / dislikes we can use that knowledge to ensure our planning meets the needs of individual children.

We are also busy completing 2 year old checks for our younger children and should be sharing these with parents over the next 2 – 3 weeks.

Admin.

Alison continues to deal with all of our admin tasks and ensures that we keep our records up to date.

Tracking tool

We will continue using the tracking tool to monitor the progress being made by the children and will use the information from this programme to pinpoint any areas that we need to improve on.

Training

Colene has now completed her level 2 NVQ in childcare and has already started working towards her level 3 qualification.

Our apprentice, Leah has almost completed her level 2 NVQ in childcare.

All staff ensure that they keep up to date with statutory training – Safeguarding, First Aid and Food Hygiene.

Children with Special Educational Needs and Disabilities

At the present time we have no children with additional needs but as always we will welcome them if they want / need a place.

Visits

We have enjoyed visits from Zoo Lab and hope to have more visits from them in the future.

We have made transition visits to St. Nics and New Marston and we feel strongly that this really helps to children to settle at their new settings.

We have also attended St. Nics to see school plays and join in with assemblies.



Events

Our Christmas Disco, Summer BBQ, Coffee mornings and Sing-a-longs have been well attended and we feel that these functions are important social events for both children and parents.

Students

In addition to our apprentice we have student placements from Oxford College.

At various times throughout the year we have students from local upper schools - use our setting for work experience.

We encourage these students as we believe childcare is an important job and experiencing the day to day running / activities at pre-school gives them the opportunity to see whether they would like a career working with young children.

Friday afternoons

The recent opportunity to use the hall on Friday afternoons means we will be able to offer 30 hours each week. We have decided to start this additional session from 3/11/17 and hope it will be successful.

Pauline has been promoted to supervisor and will be the person in charge on Friday afternoons.

Committee

We have had an extremely small committee for the last year which has meant that those involved have had to do more work / give extra time. Matt was our chairperson and gave pre-school and the staff lots of support. Holly has taken on the treasurer's role and also organises our shopping for us. Sarah has been brilliant at fund raising and despite having no children at pre-school is continuing as a committee member. Amy has kept our facebook page up to date. We would like to thank all of these people – we would not be able to run without this support and really hope that they are joined by other parents to help reduce the work load. The staff really appreciate the time and effort that the committee have put in – we couldn't manage without them. Thankyou.