



St. Oswalds Pre-School **SERVICE PLAN**

September 2019 to August 2020



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1. Executive Summary

The service provides pre-school provision for children aged 2– 5 in the local area. The pre-school is located in the park pavilion in the beautiful grounds of St Oswald's Park, Wren Close. The park is a lovely setting for the pre-school with play areas, grassed areas, flowers and trees. There is a secure outside play area for the sole use of the pre-school and Tots in the park which is our two year olds provision.

St. Oswald's has been operating for many years, and can accommodate 40 three year olds and twelve two year olds at any one time and is open from 8.45am to 3.30pm, each weekday, during school term time only.

There are five members of staff based in the Pre-School and three members of staff in our Tots in the park building. The service is managed by a Pre-School Manager, supported by a Deputy Manager/SENCO and three pre-school assistants and corporate support from the officers of the Council. Our two's provision has three members of staff one of whom is the room lead.

The pre-school service plan runs for the period covering the school year unlike other Town Council Service Plans which run from each financial year.

This plan sets out some overarching key information about the pre-school. This is supported with detailed action/development plans which are constantly being reviewed.

2. Our Service Vision

The pre-school service vision is:-

“To provide a high quality service where every child feels safe, is happy and has fun in a safe and secure learning environment”.

The vision is supported by a number of aims which are set out later in the plan.

3. Equalities Statement

Although this is an internal working document we have taken the decision to make this available to anyone whom may be interested in the work of Great Aycliffe Town Council.

Great Aycliffe Town Council is committed to the removal of all barriers preventing access to our services arising from - Age; Disability; Gender Reassignment; Marriage & Civil Partnership; Pregnancy & Maternity; Race; Religion & Belief; Sex or Sexual Orientation.

4. Great Aycliffe Town Council

In February 2005 the Council agreed the original strategic mission statement for the Town Council.

Following the town wide survey, undertaken as part of the Neighbourhood Plan process, from July to November 2014. A number of suggestions were made by members of the public which would more accurately reflect the Council's aspirations which is to be:

“A proactive and responsive Council, working in partnership, listening to and speaking up for the community, contributing towards making Great Aycliffe an excellent place in which to live for all its residents”

In support of this statement, the Council agreed a number of strategic aims, which are reviewed on a regular basis. These are still considered fit for purpose and will help achieve the overall vision.

The eight strategic aims are:-

In support of this statement, the Council agreed the following strategic Aims:

1. To provide good quality governance and management of the Council.
2. To manage the Council's finances and assets in a responsible manner.
3. To provide accessible, affordable leisure facilities and opportunities.
4. To provide pre-school education as appropriate in Great Aycliffe.
5. To contribute to the environmental improvement of Aycliffe by managing and developing parks, play areas and green spaces.
6. To help and encourage partnership working to improve the services and facilities for the residents of Great Aycliffe.
7. To encourage the residents of Great Aycliffe to become more involved in local democracy.
8. To research information and make the case for Great Aycliffe.

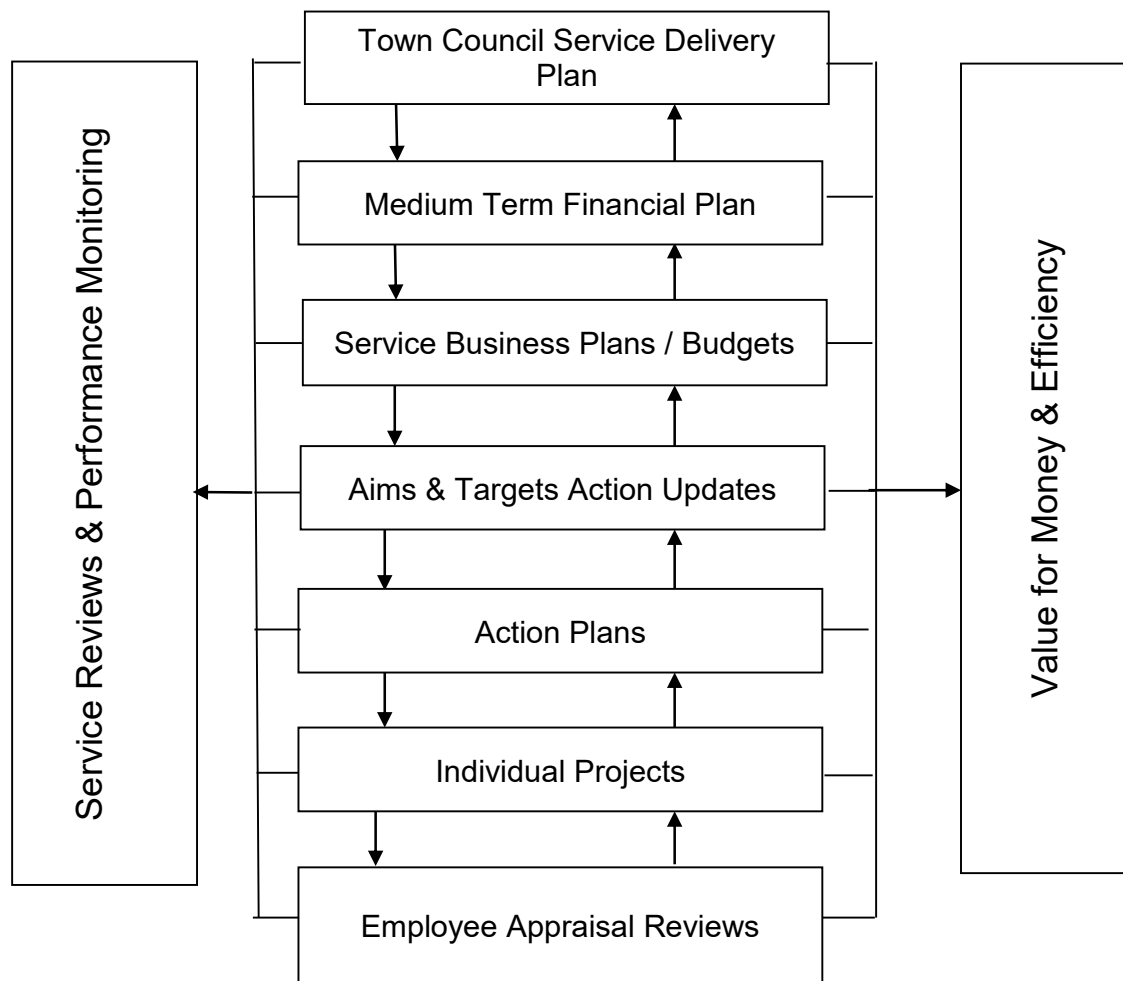
5. Contribution to Council's Strategic Aims

The Pre-School service will assist in achieving the Council's Aim 4.

“To provide pre-school education as appropriate in Great Aycliffe”

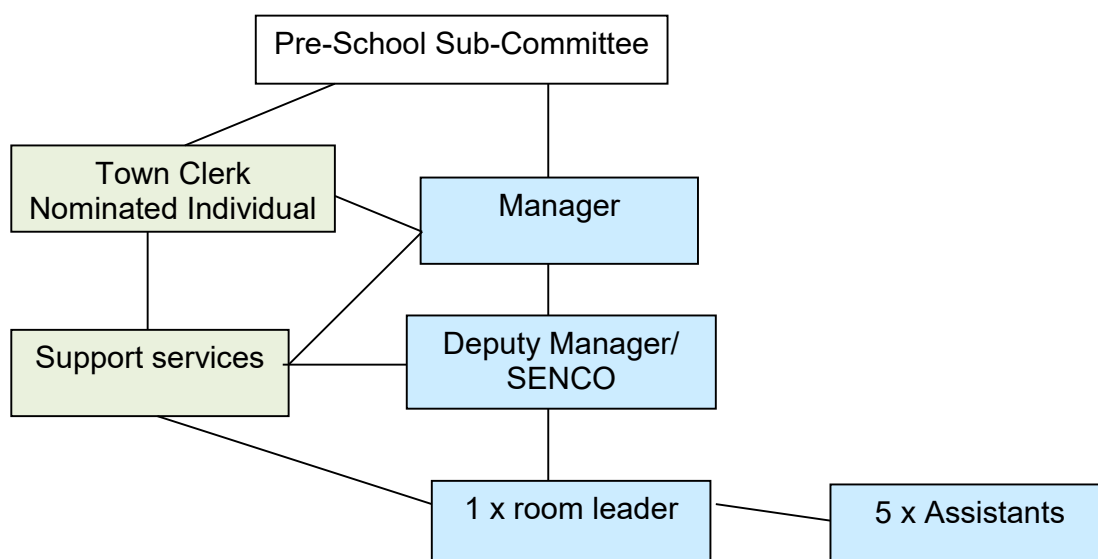
6. Performance Management Framework

The Council's approved performance management framework, as detailed below, helps to demonstrate how the Council's Strategic Aims and Targets set out in the Town Council Service Delivery Plan link to the Council's other strategies. It shows how they feed into the aims and objectives of individual service areas, right down to the objectives of individual officers, and how these combine to help the Council deliver its aims.



7. Pre-School Service Profile

A review of the service provision took place in January 2017 when a Pre-School Sub-Committee was set up and Manager and Deputy Manager/SENCO were appointed.



Work and improvements to the pre-school is on-going with guidance being sought from specialists.

The Manager is qualified to level 6. Five members of staff are qualified to level 3, two other members of staff are also qualified to level 6. All staff are encourage to undertake training and development throughout the year.

St. Oswald's Pre-School provides 40 places, both full and part time and is open from 8.45am to 3.30pm.

The Tots in the Park provides 12 places, both full and part time and is also open from 8.45am to 3.30pm.

8. Service Vision

The Pre-School vision as set out in section 2 is to provide a high quality service where every child feels safe, is happy and has fun in a safe and secure learning environment.

Great Aycliffe Town Council provides this service for the following reasons:

- The Council is committed to supporting the local community.
- The Council deems this provision to be necessary.
- The Council is satisfied that the service is valued by customers.
- The Council is satisfied that the service represents good value for money.

9. Service Aims

- To provide pre-school education as appropriate in Great Aycliffe.
- To provide high quality, pre-school provision that will enable families to reach their full potential.
- To ensure the teaching and learning at St. Oswald's Pre-School is of a high standard to enable all children to make progress toward the Early Learning Goals.
- To continue to provide a clear direction for the pre-school and ensure that it is constantly improving and moving forward.
- To continue to raise standards for all children.
- To ensure the safety of all children.
- To develop further and improve on our last Ofsted inspection result.

10. Service Objectives

- To provide a safe, stimulating and challenging environment for children, supervised by suitably qualified, experienced and dedicated staff.
- To provide 'peace of mind' to parents/carers who wish to place their children in the care of the Service.
- To ensure that children will be treated as individuals and nurtured.
- To offer a flexible service that is able to meet the needs of local families.

11. Investment in Employees

It is clearly acknowledged and recognised that the employees are the facilities greatest assets in a front line service and they should be constantly customer focused.

Annual appraisals and regular supervision sessions are completed and a training plan put in place to provide the training requested and/or required.

12. What we achieved last year

Over the last year there have been some major changes and we have achieved the following:-

- The sensory room has been redecorated and a new floor placed down giving it a much fresher inviting look. The staff have also redesigned the areas in the sensory room.
- We have undertaken a full review of our service provision.
- Updated the indoor provision creating an Art studio where the children can access a range of arts, craft and sensory play.
- We have expanded our library introducing more books and resources for parents to access and we have provided more information for parents to take away and use at home
- We have added a parent lending library to our provision
- Three members of staff are undertaking their Foundation Degree in Early Years Education and Care.
- Two members of staff are undertaking their level 2 in safeguarding and prevent, which will give them an awarded CACHE qualification once completed.
- The SENCo will be working towards her NCFE Cache L3 Award for Special Educational Needs Coordinator in Early Years Settings qualification
- Other training undertaken by various members of staff included:-
 - QA Level 3 Award in Paediatric First Aid
 - Prevent E-Learning (*on-line child safety & prevent people from being radicalised or becoming terrorists, what to look for*)
 - Level 2 Safeguarding Process Training
 - Level 2 Food Safety for Catering
 - Safeguarding masterclass
 - Dental awareness
 - Administering medicines
 - Signs of safety
 - Story telling
 - I like to move it, move it (physical activities)
 - Safeguarding children with additional needs
 - Cohort data

- Fire warden
- Neglect
- Manual handling
- Working at a height
- Planning in the moment
- Shape, space and measure
- Oh to be two (looking at your two year old provision)

St Oswald's Pre-school has an action plan which takes into account all development improvements identified throughout various inspections and our self evaluation process.

The action plans for 2019/2020 will be monitored regularly by the Manager.

13. What we plan to do next year.

In addition to the weekly planning and more specific action plan we aim to:-

- Continue to visit the local care home taking part in activities alongside the residents and sensory connections
- Hold an open evening and regular parents' evenings.
- Continue to have group time at the beginning of the sessions encouraging the children to share their ideas and interests
- Hold stay and play sessions, where parents have the opportunity to see what activities their children do at pre school and get a better insight into the pre - school day
- Organise visits from local emergency services.
- Organise days for parents to come in and read, cook and carry out activities with the children to ensure we work in partnership with our parents.
- Carry out baking activities with the children using the children's interests
- To develop the tots in the park making best use of the space provided.
- Provide staff with opportunities to widen their knowledge by attending the free training provided by Durham County Council.
- To ensure we are a healthy pre school and promote healthy eating with children and parents at lunch time
- To continue to work alongside the plastic pledge and reduce our use and waste of plastics
- Work alongside Durham music service to promote children's development in personal, social and emotional development and also to teach them more about music and rhyme. This will be done on a weekly basis with the same group of children for a year and will include assessments before and after.

14. P.E.S.T. Analysis

Introduction

This PEST analysis is merely a framework that categorizes the external issues and factors surrounding the **p**olitical, **e**conomic, **s**ocial and **t**echnological forces.

In analysing the macro-environment, it is important to identify the factors that might in turn affect a number of vital variables that are likely to influence the operation of the Pre-School Service.

PEST ANALYSIS FACTORS	NOTES	POTENTIAL IMPACT	IMPLICATION	AND	IMPORTANCE	ACTION
	How might the factors on the left impact on our business	High, Medium, Low Undetermined	<i>Type:</i> Strength Weakness Opportunity Threat	<i>Impact:</i> Increasing Unchanged Reducing Unknown	<i>Importance:</i> Critical Important Unimportant Unknown	
POLITICAL: Changes in Government policy	May affect funding and staffing	Medium	Opportunity	Unknown	Important	Ensure recommendations are implemented
POLITICAL: Ofsted inspections	Loss of the provision	High	Opportunity	Increasing	Critical	Ensure recommendations are implemented
ECONOMIC: Employment	Affects the spending resources available	High	Weakness	Reducing	Important	Keep prices and costs low
ECONOMIC: Energy use and costs	Instability of pricing	Medium	Threat	Increasing	Important	Be more aware of energy use and saving measures
SOCIAL: Job losses and increased unemployment	Childcare no longer needed or unable to afford	Medium	Threat	Increasing	Important	Keep prices and costs low. Additional funded hours now available.
TECHNOLOGICAL: Internet	Making information available on council website	Low	Opportunity	Unknown	Important	Ensure website is up to date and current information is advertised.
TECHNOLOGICAL: Internet	Improved use of Social media	High	Opportunity	Increasing	Important	Post regularly to closed group

14. S.W.O.T Analysis

In order to improve the Pre-School Service, it is important to analyse the existing internal strengths and weaknesses, opportunities and threats which may impact on service delivery.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Trained and experienced staff • Low charges • Reputation • Adult to child ratio of 1:13 • Partnership with parents • Partnerships with external services • Sole use of rooms • Good quality care • Communication • Secure and stimulating environments • Liaise with the community • Supported by the Council • Good Ofsted reports 	<ul style="list-style-type: none"> • Council committee structure - decision making • Paperwork • Recent changes in staff
Opportunities	Threats
<ul style="list-style-type: none"> • Increase marketing • More use of social media • Recent changes in staff • Take younger children • Operate summer play schemes • Self Evaluation Procedure / Development Plans • New Pre-School Sub-Committee • Changes to legislation 	<ul style="list-style-type: none"> • Slow take up of places • Further changes to staff • Reduction or withdrawal of funding • Removal of council support • Changes to legislation

15. Risk Analysis

The list below is the strategic business risks only and it is by no means exhaustive. Risk assessments are being undertaken in detail and reviewed on a regular basis.

Specific health and safety risks and risk assessments are not dealt with here.

Ref	Detail	Current control	L'hood	Impact	Score
S03	Withdrawal of Ofsted registration	Policies and procedures in place	1	1	Low
S15	Low uptake of places leading to loss of income	Unpredictable	1	2	Low
S16	Power failure - unable to provide service at Pre-School	None	1	3	Medium
S19	Future changes in legislation regarding grants and qualifications; ratios having a detrimental impact on service delivery	Monitoring legislation	2	1	Medium