



# Clyro C.I.W. Primary School

Many hands build a house, many hearts build a school.



## Clyro Pre School

## Operational Plan

Clyro Pre School's operational plan supports and underpins our statement of purpose. The use and review of the operational plan identifies where and how improvements and developments can be made in the service. Any changes to the operational plan will be reflected in the statement of purpose.

Setting Name: Clyro Pre School

Address: Clyro Pre School, Clyro, Herford, HR3 5LE

Postcode: HR3 5LE

Telephone Number: 01497820860

Legal Status/Management Structure: R1's- Sinead Griffiths and Rosie Bartholomew

Setting Leader: Rowan Kennedy-Brown

Setting Assistant: Christine Mills

CIW Registration Number: TBC

Age range of children: 3 and 4 year olds- Educational and Childcare hours offered.

Opening times: Term time only 8am-3.30pm

## Operational Plan (National Minimum Standard 14.1)

### Background Information

Our setting was previously run by Little Stars a Private Nursery Setting and the school has now taken over the provision to offer education and childcare hours for children from the term following their 3<sup>rd</sup> birthday.

We are open term time only from 8am-3.30pm. Our setting runs off the school site at Clyro Primary School.

### Aims and objectives:

We will:

- provide a safe, happy, caring and educational setting for children with the best possible care
- work closely with parent/carers to ensure we meet the children's personal needs, providing a service that parents can trust
- support children in all areas of development through play, care and learning to reach their full potential
- have well-being of our children at the forefront of our setting at all times
- provide a fun and stimulating environment
- educate children in our setting about society and the world that we live in
- we believe that the welfare, safety and protection of all the children in our care is paramount.

The Setting Leader has the responsibility of the roles: (With RI's Sinead Griffiths and Rosie Bartholomew)

- SENCO (Setting Leader Rowan Kennedy-Brown)
- Health and safety officer (RI's- Sinead Griffiths and Rosie Bartholomew)
- Child Protection Officer (RI's- Sinead Griffiths and Rosie Bartholomew)
- Child Protection Deputy Rowan Kennedy Brown
- First Aid (All staff members)

We will be registered with and inspected by CIW and follow the national minimum standards for childcare. We will also be Estyn inspected and deliver the Foundation Phase Curriculum. All staff will hold relevant qualifications as laid out in the Care Council for Wales Qualifications list and will have

completed the child protection training, relevant to their job role. All staff will also hold first aid certificates for First Aid training.

On a yearly basis we will send out questionnaires to the parents in order to review our service and to get feedback from service users, children and staff. We will then produce our quality of care report and forward a copy of this to the CIW.

We produce a quality of care action plan as a result of our quality of care review. By addressing the points from the action plan we ensure that the development of the business is in line with the needs of our service users.

All policies and procedures are reviewed on a yearly basis, including our Statement of Purpose. Our complaints procedure and a copy of this is on the school website under 'Clyro Pre School' and is accessible to all parents, who are informed of this at the start of the contract.

We keep all staff training up to date in the following courses; child protection, paediatric first aid and food safety. We ensure that there is a fully qualified member of staff on the premises at all times. We will attend all 3+ cluster training as required by Powys. We will attend any additional training that is beneficial for our staff and to meet the needs of the children in our care.

Clyro Pre School will be based on the site of the school at Clyro with a dedicated space for the 3+ funded sessions. This space will:

- Be welcoming for children and their families
- Have different areas of continuous provision set up to reflect the different areas of learning including; role play area, reading area, investigation area and quiet areas
- Allow the children to have access to resources to promote cross-curricular learning for example clipboards and pencils in the construction area.
- Have areas dedicated to small group work including tables and chairs for both adult led Foundation Phase activities and child led activities.
- Have child sized toilets and sinks.
- Have a cloakroom for the children to hang their coats and bags.
- Have a dedicated, secure outside area.

Full details of the provision.

Kitchen.

The setting has a kitchen area which is inaccessible to the children but it is used by the setting staff to support the children's activities such as baking.

### Toilets

The setting has its own children's toilets, there are 3 in total that are child sized and there is one cubicle for nappy changing. The children have access to the child sized sinks with soap dispensers and press taps to wash their hands. There is also a hand dryer for drying their hands or paper towels if preferred.

### Cloakroom

The children all have their own peg in the hallway of the cloakroom, with their names on where they can hang their coats and bags. There is a bench for the children to put their shoes on and store their slippers and there is shelving for their lunch boxes.

### Outside

We have our own secure outside play area and have access to the secure school playground, with a Forest School area. There is also a safe community play area for the children to play outside, called the 'Pirate Playground'.

Daily checks are carried out by the staff to ensure the premises are safe and suitable for use, which insures all of our equipment and resources meet safety standards and are suitable to meet the needs of the children in our care. We will purchase new resources with the input from the children and their parents to ensure we best meet their needs and interests.

We will promote our setting through online media sources and our service will be registered with the DEWIS and this information will be updated yearly. We will regularly advertise in local family magazines that are delivered to local schools and in the community.

We are registered for day care, term time only and we offer Breakfast club from 8am-9am.

## Routines

An example of a daily routine:

8:00-9:00am	drop off/breakfast
9:00-9:15am	drop off/welcome and settling in time
9:15-9:30am	circle time and group activities
9:30-10:00am	access to continuous provision and directed activities
10:00-10:15am	washing hands and snack time
10:15-11:15am	free play
11:15- 11:45am	story time/music time
11:45-12:00pm	getting ready for dinner and laying the table
12:00pm - 1:00pm	lunch time and outside play/free play (children eat lunch in the school hall)
1:00-2:00pm	afternoon activity
2:00pm	afternoon snack
2:30-3:00pm	outdoor play/community walk/free play
3:00-3.30pm	singing and stories and getting ready for home time

The setting offers a free flow access for children to the outdoor area.

This routine will change depending on the children's ages and specific requirements and any altered drop off time/pick up time.

## Dropping off and collecting your child

When you arrive at the setting, please ring the bell on the gate at the setting entrance. You will be welcomed by a member of staff and children will be welcomed into the building. During drop off time, staff will be available to speak to and pass on any messages to. When you collect your child, a member of staff will tell you about their day and answer any questions that you may have.

## Organisational Structure

Registered Person/Responsible Individual: Sinead Griffiths and Rosie Bartholomew

Play Leader/Setting Leader: Rowan Kennedy- Brown

Assistants: Christine Mills

### . Clyro Pre School staffing responsibilities:

- Recruits, vets and employs staff (and volunteers) in line with regulatory requirements which includes DBS.
- All staff receive induction which includes Health and Safety and Child Protection Policies and Procedures during their first week of employment.
- Staff are qualified to levels that meet or exceed National Minimum Standards for Regulated Day Care.
- Staff meetings are held weekly/monthly/termly to discuss any matters of concern and areas for development, outcomes of these meetings contribute to Clyro Pre School's action plan for improvement and ongoing review of quality of care.
- Staff training needs are reviewed during annual staff appraisals and supervisions.
- Maintains or exceeds legal adult to child ratio with a minimum of 2 members of staff always present.
- Staff are deployed effectively within the provision to ensure the safety and the welfare of the children
- All children are allocated to a member of staff who is their key work, the key worker is mainly responsible for their well being in a daily basis and ensures that information is re laid to the parent on collection
- Children are given opportunities to interact with all adults caring for them

## Policies and Procedures

Clyro Pre School implements policies and procedures that ensure the smooth operation of the provision and set out the standards to which the setting runs.

The policies and procedures can be found on the school website and a hard copy is available to view at the setting.

This Operational Plan, Statement of Purpose and all policies and procedures are reviewed and updated as necessary and/or in line with any changes in regulation and at least annually. Any changes to the service are notified to CIW. Parents are informed of any changes to policies and procedures that affect them, and they will be asked to sign a new copy of the parent/setting contract indicating acceptance.

### Setting Action Plan

The setting follows the following format and a copy of this will be shared on the school website or a hard copy can be requested from the setting.

Date	What needs to be improved / developed	How will we do this?	Who will do this?	Completion Date

This format is used for reviewing practice and developing action plans for improvement and ongoing review of quality of care.

This operational plan for Clyro Pre School was passed for use

On: December 2024

Date of planned review: December 2025