

Ofsted  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD

**Telephone:** 0300 123 1231  
**Fax:** 0300 123 3159  
**Minicom:** 0161 618 8524  
**Email:** enquiries@ofsted.gov.uk  
**Web:** www.ofsted.gov.uk



Newhall Pre-School  
Mark Hall Community School  
First Avenue  
HARLOW  
Essex  
CM17 9LR

Our Reference EY461937

Dear Shelagh Maria Donovan

### **Monitoring for provision judged as inadequate**

An Ofsted inspector, Clair Stockings, monitored your provision on 11/09/2014 following your inspection where the provision was judged to be inadequate.

### **Outcome of monitoring**

As a result of our inspection on 19/05/2014, we sent you a notice to improve. If you were set actions at the inspection, or as a result of our subsequent monitoring or investigations, these are included at the end of this letter.

During the monitoring visit, the inspector talked with you about the steps taken to address the actions raised in the notice to improve. She observed activities and staff interaction with children. The inspector also spoke to individual members of staff. She looked at action plans and self-evaluation information. The inspector also looked at children's assessment records and activity planning. The inspector found that you have developed a practical action plan to support staff in prioritising and addressing the issues raised at your last inspection. There is also an appropriate process to evaluate daily practice at the nursery and the impact this has on children. This has further supported the staff team in looking at how to address the areas for improvement identified at inspection. The inspector noted that your ongoing evaluation process helps to ensure that any improvements are sustainable and continue to improve the provision for children.

At the monitoring visit, the inspector found that progress has been made regarding the systems in place for managing the performance of staff. There are regular supervisions and team meetings in place with targeted training and support for individual team members. There are monitoring systems, including annual appraisals, that ensure any targets and learning needs are met. The inspector noted that staff demonstrate a good understanding of their role and responsibilities. Through their practice, staff showed good commitment to the children, engaging them well in

activity and paying good attention to their individual needs. The staff team work well together to produce short, medium and long-term activity plans that are broken down into more specific, focussed activities geared to individual children. They regularly record their observations of children at play and now use these to inform future planning and the tracking of their progress. Children at the monitoring visit, were observed to be happy, settled and comfortable in the presence of staff who showed warmth and good means of support and engagement throughout. Children engage in a variety of activities, including dressing up, small world, sand and water play, with freedom of access to a good range of resources set out for them.

The inspector found that parents are encouraged to take part in their children's learning by attending formal or informal meetings or activities. They are provided with information about how staff promote their children's learning and development and their child's assessment records are available for them to view. Parents are beginning to provide relevant details about their child's progress, which informs planning for the next steps in their learning. They are encouraged to complete feedback forms to comment on the provision. Staff suggest activities for parents to continue at home to extend their child's learning and development. The inspector observed that parents and children are warmly welcomed into the setting.

Effective steps have been taken to improve the setting's documentation and record keeping. The inspector found that an ongoing record of children's and staff's attendance is now accurately maintained throughout the day. In addition, the contact details for Ofsted are now prominently displayed in the pre-school so that they are readily available for parents. Staff now have easy access to contact information that enables them to notify agencies with statutory responsibilities for safeguarding children without delay. Risk assessments have been reviewed to ensure that they clearly identify how potential risks that children come into contact with during their daily routine are to be managed in order to minimise these risks. In addition, daily checks of the outdoor environment are now consistently completed prior to children going outside. This supports the effective safeguarding procedures of the provision.

Having considered all the evidence, the inspector is of the opinion that the setting has taken prompt and effective action to address the points for improvement.

### **Next steps**

The next step will be a full inspection.

I hope that you have found the visit helpful in promoting improvement in your setting. If you have any further queries please contact us on the number at the top of this letter.

Yours sincerely

Nick Hudson  
National Director, Early Education

## Actions

Action	Due date	Closed date
improve the current system in place to ensure that an ongoing record of children's and staff's attendance is accurately maintained throughout the day	19/05/2014	11/09/2014
ensure that staff have consistent and easy access to contact information that enables them to notify agencies with statutory responsibilities for safeguarding children without delay	19/05/2014	11/09/2014
improve leadership by implementing effective monitoring and supervision of all practitioners to ensure children consistently receive good quality teaching and appropriate levels of challenge	02/06/2014	11/09/2014
ensure that contact details for Ofsted are made readily available for parents	19/05/2014	11/09/2014
ensure that daily checks in the outdoor environment are consistently completed prior to children accessing this area	19/05/2014	11/09/2014
ensure that annual risk assessments clearly identify how potential risks that children come into contact with during their daily routine are to be managed to minimise these risks	23/05/2014	11/09/2014
ensure that a written copy of the complaints procedure is made available to parents (compulsory part of the Childcare Register)	19/05/2014	11/09/2014
ensure that risk assessments are undertaken on the premises and equipment and that measures are taken to minimise any identified risks (compulsory part of the Childcare Register).	19/05/2014	11/09/2014
improve the two-way exchange of information with parents; provide them with information about children's next	09/06/2014	11/09/2014

steps in learning and ideas to extend their child's learning at home.