

Nicole Hinrichs  
Central Inspection Support Team  
Dukes Court  
Dukes Street  
Woking  
GU21 5EP

6<sup>th</sup> June 2005

Dear Ms Hinrichs,

**Your ref: EY297375 - Yateley Manor School Nursery**

**Action plan in response to Inspection Report 11/03/2005**

**Item 1**

“ensure good support and team building is put into place to support staff in the nursery to enable all staff to feel valued and to ensure new staff members have a clear understanding of their roles and responsibilities, ensure effective systems are in place to monitor team development.”

The Head of Nursery is attending a professional development course, MN515 “Achieving more with your team” on the 26/6/05.

Two new members of staff, both fully qualified and experienced teachers, have been appointed with effect from September 2005. Induction has already started and they have visited the Nursery and had meetings with the Head of Nursery.

Weekly planning and evaluation meetings involving nursery staff have always been held but not all staff have always attended these. Attendance at these for all staff involved in planning and delivering the curriculum is now mandatory.

Team development will be monitored informally through regular discussion and formally through the annual appraisal process.

**Item 2**

“ensure all staff in the nursery have a good knowledge of stepping stones to the Early Learning Goals to ensure they can effectively support children’s learning.”

The appointment of experienced teachers to the Nursery will help ensure thorough professional knowledge of the stepping stones. Ancillary staff will be encouraged to go on courses to develop their knowledge. Part-time helpers will also be given greater induction and training in stepping stones to the Early Learning Goals.

**Item 3**

“Develop systems to share children’s time in the nursery on a daily basis with parents.”

A whiteboard has been set up just outside the Nursery entrance where the daily children’s activities are logged for parents to see.

Yours sincerely,

Wendy Peagam  
**Head of Wyndham’s**