

Business Plan

For Maintained Nursery and Change of Age range

At Irthington Village School



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Introduction

Irthington Village School is located in the centre of Irthington, within Irthington parish which comprises the villages of Irthington, Newtown, Laversdale and Newby.

The school was originally built in 1875 but has been expanded several times since, most recently in 2008 when a new classroom was added to accommodate the increasing numbers of children on roll. The school now has three classrooms, a hall, a library, a Headteacher's office, a main office, a staffroom and a kitchen. It also has excellent outdoor facilities including a large grassed playing field, a wooden adventure play area, a garden, a fenced-off pond and a hard-surfaced playground. Alongside two of the classrooms there is a covered and enclosed decked area which can be used throughout the day, and whatever the weather, by the KS1 children.

We believe that there is a real need for nursery provision at Irthington. At present, the school offers a weekly 'Play and Learn' session for children who have reached three years of age. Currently, there are 8 children who attend this session on a regular basis, and parents have repeatedly expressed interest in the school extending this to a greater number of sessions. As a result, it is school's intention to offer a similar session each weekday morning from September 2011.

We are currently at Stage 5 of our formal development plan, (see attached).

Before offering this provision, which will be run under EYFS guidelines, the Governing Body reviewed a range of possible options:

- Extended Services provision run by the Governing Body
- Voluntary management committee run service
- Change of status for the school to 3 – 11 years.

After a lengthy consultation with all stakeholders the Governing Body concluded that in order to best meet the needs of all concerned, the only option is to apply for change of status. This was agreed by the Governing Body at a meeting on 24th January 2011. In the meantime, the Governing Body agreed that the 'Play and Learn' session should be extended in order to meet demand.

Parents within the catchment area currently have to seek nursery provision which is outside our locality. This in itself raises many difficulties such as transportation, cost and being in two places at one time as well as continuity of education in the early years in a school setting. Many of our parents resort to private nursery provision which is extremely costly. The Governing Body has been repeatedly approached with regards to the possibility of providing this provision. Consequently, in 2007 the school approached the Sure Start team, but at that time school only had two classrooms, and insufficient staff and facilities to operate Nursery Provision effectively.

'Play and Learn' was first conceived as meeting some of the requirements of the Extended Services Agenda, meeting the needs of local families without transport and in addition to our thriving Mothers and Toddlers group. Our 'Play and Learn' sessions have been in place for 5 years and are oversubscribed

and highly effective in helping prepare children for school. Parents and school staff have seen the positive impact of these sessions on our new starters as transition into the Reception class is seamless. As all the children are secure with the school environment, starting school is much less of an issue. Furthermore, children's progress through the EYFS curriculum can be more effectively tracked and the curriculum can be planned accordingly. As an interim measure we intend to extend these sessions to five mornings a week from the beginning of the Autumn Term 2011.

The 'Play and Learn' sessions are monitored by the Curriculum and Pastoral committee which reports directly to the Governing Body.

Nursery facility

Following a successful application for change of age status, it is anticipated that the maintained nursery provision will commence in September 2012 or earlier. Sessions will be 3 hours duration each, 5 times per week, in line with timescales from the LA and will run from 9.00am to 12.00 noon, Monday to Friday, during term time. Response from parents indicates that these timings are most suited to them, as many have older children at school, meaning that only one trip each morning is necessary to drop off their children.

Children will be able to attend the Nursery facility in the term following their third birthday, in line with LA guidelines. Parents will be able to use their LA funded nursery vouchers to pay for sessions.

The Nursery provision will replace the 'Play and Learn' sessions. Irthington Village School has already fully embraced the EYFS curriculum and all legal requirements have been followed for the last two years. In fact, our most recent SIP report stated that provision in EYFS at Irthington Village School is outstanding. Currently, the 'Play and Learn' does not have a detrimental impact on provision for the school aged children and school foresees that the extension to 'Play and learn' / Nursery provision will run in the same manner having no negative impact on existing school pupils or on the quality of provision for them. Nursery children will be fully incorporated into the school, joining Reception children in the EYFS setting, inside and outside, in the morning. Staffing will meet all requirements of staff: pupil ratios.

At the Governors' Meeting on 24th January 2011 it was agreed that the Curriculum and Pastoral Committee, reporting directly to the Governors, would monitor the Nursery provision. At this meeting the Governing Body delegated daily responsibility for the management of the Nursery to the Head Teacher.

The Curriculum and Pastoral Sub-Committee will ensure that all legal requirements for the Nursery are in place. The committee will also have responsibility for monitoring the management of the nursery and the quality of the provision.

The Financial Sub-Committee will monitor the Nursery budget through its sub-committee meetings. Within the whole school budget Nursery expenditure and funding will be costed separately and once operational in September will have its own code.

Advice and Support

The school has consulted with other local primary schools in the area, including those who have been successful in changing age range. School has also sought advice from Cumbria County Council, namely Mike Tuer, School Organisation Project Officer, Vanessa Connor, Resource Projects Team leader, Amanda Shaw Finance and Denise King, Team Leader Resource Projects, as to the viability of Nursery provision at Irthington and the procedures to be followed in order to achieve this.

Market Research

Market research was undertaken in our community which indicated to us that there were no alternative providers within the parish of Irthington. The market research also showed that there are disadvantages arising from the lack of facilities in this rural area, and that families would be delighted to have such a facility at the school. Indeed, a recent survey carried out by the parish council to inform the parish plan indicated a high demand for more facilities and services for young children within the parish. As a result, the parish council is highly committed to support us in this venture.

In February 2011, school distributed an initial questionnaire, and then a follow-up questionnaire to ascertain demand for Nursery provision at Irthington Village School. Following an encouraging response, with 32 questionnaires returned in total, school decided to go ahead with the extension to 'Play and Learn'. In June 2011, school sent out application packs and received applications for 10 children.

Some of the comments received from parents during Market Research are as follows:

"It would be helpful for me to drop my son off at school and my daughter off at Nursery at the same time."

"We are hoping to send our daughter to Irthington School and we would definitely send her to pre-school there if a nursery did open."

"It would be great that I could walk to Irthington School and drop off both children. My own needs would be 9.00am – 12.00noon, Monday – Friday for the nursery."

"I would definitely be keen to use a Nursery at school."

"I would definitely use it if I could fit work around it."

"Since my baby was born, my daughter has been quite unsettled at Nursery and I am sure if her older sister was around at school she would be much happier."

"A Nursery at Irthington School would be close to home and get them ready for school."

"I would like the Nursery to start at 9ish."

"I would like a Nursery that is close to home with people my son will be going to school with."

The nearest primary schools are Fir Ends, Crosby-on-Eden and Brampton. These schools have been consulted in writing as part of the consultation process and, along with other providers in the Brampton / Longtown area, informed of our intention to provide a Nursery facility. No correspondence or reaction was received either positive or negative.

If Irthington Village School were allowed to change age status and incorporate a maintained nursery provision within the school, it will continue the positive impact seen through our 'Play and Learn' sessions on children and families in our community. Children will be recruited from within the catchment area of the school via the local community network, notice boards within the parish, on the parish and school websites and in the parish magazine.

Strengths, Weaknesses, Opportunities and Threats

Strengths	Indoor and outdoor premises highly suited to EYFS Experienced and committed staff Proactive governors Supportive local community Experience of similar provision through existing 'Play and Learn' session
Weaknesses	Difficulty in making accurate long term projections of numbers
Opportunities	Potential to raise standards through implementation of the EYFS curriculum from 3 onwards within the same setting for a larger proportion of children Pupil tracking and early identification of individual need Meet the demands of parents (see market research) Meet needs identified within the parish plan Embrace Dame Claire Tickell's review and recommendations for early years
Threats	Possible LA view that only small numbers of families are affected, and as such insignificant.

Following the SWOT analysis, the Governing Body can foresee no reason why the proposed change of age status should not be successful.

Impact on School Budget.

At present, the costs associated with 'Play and Learn' provision are met from within the school budget under the Extended Services agenda, from fundraising the Governors carry out if they consider it necessary and from additional funding received, for example, from student placements. The expenditure for the maintained nursery will be no greater than the extended 'Play and Learn' sessions which will begin in September 2011. However, the School Budget will benefit via the nursery funding from the LA.

As can be seen from the Cash Flow / Expenditure Forecast (See Appendix 1), the costs to the School Budget are as follows, using the fiscal year:

Year 1 September 2011 – March 2012	£1090
Year 2 April 2012 – March 2013	£1615
Year 3 April 2013 – March 2014	£1622.50
Year 4 April 2014 – March 2015	£1622.50

The above figures are based on a Level 2 apprentice classroom assistant's salary for 15 hours per week. The qualified class teacher is already employed to teach the Reception children who will be working alongside. She currently runs 'Play and Learn' sessions and will continue to do so when these sessions are extended in September 2011.

At present, based on current figures, the LA nursery grant would provide £1015.35 per child for 15 hours per week from September 2011 – March 2012.

It can be concluded that 2 children attending full time would more than adequately cover the above costs.

In September 2011 we have 7 children who will attend our extended 'Play and Learn' sessions across the week, 2 of them full time, and 5 attending at least 2 sessions per week. In January 2012 we have applications for an additional 3 children, making a total of 10 children.

Organisational Structure

At Irthington Village School, Nursery age children and Reception children will be grouped together. School foresees that this will work extremely well, as curriculum entitlement for each cohort is similar, and will allow for each child to progress through the stages in Development matters at their own rate.

Within the EYFS classroom, resources and planning are prepared so that up to 75% of time is spent on child-initiated learning and continuous and enhanced provision.

The Nursery will be staffed by the Reception / Nursery class teacher and a teaching assistant with a ratio of 1 adult to up to 8 children.

The school's own insurance policy will apply to the Nursery.

Regular communication with parents of children at the nursery will take place through parents' notice boards and information letters. Parents will be invited to an annual parents evening, and will be able to meet with staff at any mutually convenient time to discuss any issues or concerns. Irthington Village School has excellent relationships with parents and families, and this will apply also to the parents and families of children at the Nursery.

Premises

Educational provision for all children at Irthington is enhanced by the facilities present at the school. The large field has fixed play equipment and an enclosed garden area. The EYFS classroom has a fully-enclosed secure outdoor decked area covered by a large canopy, allowing for open access to the outdoors.

Ofsted implications

Ofsted will inspect the maintained nursery as part of the whole school.

Since the introduction of EYFS, the Governing Body has closely monitored the Reception class and 'Play and Learn' sessions to ensure that all legal requirements have been fully met, and will continue to do so once Nursery provision is in place.

Conclusion

It is hoped that provision of a maintained nursery at Irthington School will contribute towards raised standards, with children's progress carefully and accurately tracked from nursery into reception and beyond. This will allow for personalised planning to be implemented and followed through early on. It has been noted that children who have attended other providers who then attend Irthington Village School take longer to settle. Children who have had no nursery provision at all are further behind, including poorer social skills, and sometimes poor vocabulary and language skills.

Our proposal to open a nursery at Irthington Village School is compatible with the findings of Dame Claire Tickell's Early Years Review which highlights the need to prepare children for learning, ensuring that they are "equipped for life, ready for school."

The Governing Body of Irthington Village School actively supports a change of age status for the school. We are also supported by the school and local community and the parish council who have formally given their support to us. The school attended the Parish Council Meeting on 6th July 2011 and as the

planned nursery provision meets the needs of the local community identified within the parish plan, the council have agreed not only to send a letter of support but also to investigate possible avenues of funding in the form of a start-up grant.

There are no other nursery providers within the parish of Irthington. Maintained Nursery provision at Irthington Village School will not impact on other providers or local schools, as shown by market research, as those interested in sending their children to nursery at Irthington live within the parish. A nursery at Irthington Village School will enhance the local community, providing a much needed service in a rural area.

Appendix 1

Cash Flow Forecasts – Additional expenditure following change of age status

Cash Flow – Year 1 September 2011 – March 2012		
Expenditure	Sept – Dec 2011 <i>68 days</i>	Jan – Mar 2012 <i>58 days</i>
Additional Staff Member*	£525	£435
Other on-costs (inc. holiday costs) (estimate)	£0	£0
National Insurance (0%rate – below threshold)	£0	£0
All Salary Costs	£525	£435
Administration costs	£20	£15
Activity & Material costs	£50	£45
Total Expenditure for Year		£1090
*Level 2 Teaching Assistant apprentice £37.50 per week, 3 hours per day		

Cash Flow – Year 2 April 2012 – March 2013			
Expenditure	April – Jul 2012 <i>63 days</i>	Sept - Dec 2012 <i>72 days</i>	Jan – Mar 2013 <i>54 days</i>
Additional Staff Member*	£487.50	£562.50	£405
Other on-costs (inc. holiday costs) (estimate)	£0	£0	£0
National Insurance (0%rate – below threshold)	£0	£0	£0
All Salary Costs	£487.50	£562.50	£405
Administration costs	£15	£20	£15
Activity & Material costs	£35	£40	£35
Total Expenditure for Year			£1615
*Level 2 Teaching Assistant apprentice £37.50 per week, 3 hours per day.			

Cash Flow – Year 3 April 2013 – March 2014 (Estimated days)			
Expenditure	April – Jul 2013 <i>64 days</i>	Sept - Dec 2013 <i>72 days</i>	Jan – Mar 2014 <i>54 days</i>
Additional Staff Member*	£495	£562.50	£405
Other on-costs (inc. holiday costs) (estimate)	£0	£0	£0
National Insurance (0%rate – below threshold)	£0	£0	£0
All Salary Costs	£495	£562.50	£405
Administration costs	£15	£20	£15
Activity & Material costs	£35	£40	£35
Total Expenditure for Year			£1622.50
*Level 2 / Level 3 Teaching Assistant apprentice per week, 3 hours per day.			

Cash Flow – Year 4 April 2014 – March 2015 (Estimated days)			
Expenditure	April – Jul 2014 <i>64 days</i>	Sept - Dec 2014 <i>72 days</i>	Jan – Mar 2015 <i>54 days</i>
Additional Staff Member*	£495	£562.50	£405
Other on-costs (inc. holiday costs) (estimate)	£0	£0	£0
National Insurance (0%rate – below threshold)	£0	£0	£0
All Salary Costs	£495	£562.50	£405
Administration costs	£15	£20	£15
Activity & Material costs	£33	£40	£35
Total Expenditure for Year			£1622.50
*Level 2 / Level 3 Teaching Assistant apprentice per week, 3 hours per day.			

Irthington Village School
Nursery development Plan
2010 - 2012

The aim of this plan is to ensure that Irthington School continues to provide a broad and balanced curriculum, where children are happy and secure in their learning, and where children's potential for intellectual, emotional, spiritual and physical learning is fully developed. The School Nursery Development Plan sets out the school's strategy and development planning for the two years from 2010 - 2012. The Plan is developed through discussion by, and consultation with, staff and governors and is informed by School Self-evaluation. School Self-evaluation will lead to development of the plan throughout the year. It will be reviewed annually.

CONTENTS:

- **Vision**
What the school aims to achieve.
- **Strategic Planning**
This section sets out the school's strategy for the nursery, for the next 2 years, to realise its vision and achieve its aims. It gives the school its direction.
- **Development Plan**
Priorities for the next 2 years are identified and drawn from the strategic plan. These priorities are determined through the process of School Self-evaluation as well as in response to external priorities, opportunities, requirements and the recommendations made by Ofsted following inspection of the school.
- **Action Plans**
The detailed operational plans for the year ahead, 2010- 2013

At Irthington Village School our aims are:

- 1. Create a happy, safe, caring learning environment.*
- 2. Provide a stimulating, balanced, broad and challenging curriculum.*
- 3. Pupils to develop an enquiring and discriminating mind and a desire for knowledge.*
- 4. To provide first hand experiences within the school, the community and participate in all relevant aspects of the wider world.*
- 5. To remove all barriers to learning thus creating equal opportunities for all.*
- 6. Encourage creativity and celebrate achievements across the full range of school activities.*
- 7. Enable and encourage all children to reach their full potential.*
- 8. To have tolerance and respect for everyone.*
- 9. To continually develop spiritual and moral values – honesty, integrity, kindness and good judgment*
- 10. Prepare pupils fully for the next stage of their lives: emotionally, socially and academically*
- 11. Enable and encourage everyone within the school community to contribute to and participate in the school's development.*

Strategic Intention:*Investigate and prepare for Nursery provision***Strategic Goals:**

- Develop Nursery/early Years unit
- Establish set up and running costs
- Organise staffing
- Daily nursery sessions which would ensure continuity for children
- Ensure NOR remains constant

The Development Plan 2010-2013

PUPILS				
Development Priority:	Timescale	Lead Responsibility	Success Criteria	Evaluation Strategy
<i>Identify need</i>	September – December 2010	FS	Data to support the theory that there is a need for nursery provision; questionnaires; informal feedback via toddler groups etc.	Data collection Analysis of data
<i>Governing Body</i>	January 2011	Head teacher and FS	Present data and analysis, projected costs (provisional), impact analysis etc Governing Body to decide way forward	Governing Body decision
<i>Market research</i>	Spring term 2011	FS	Formal questionnaires returned Data analysed	Indication of future roll 2011 – 2012 and 2012 - 2013

<i>Budget / Staffing</i>	March / April 2011	Headteacher and FS	Devise staffing models based on predicted numbers Review extended services offer to parents Establish separate extended services / nursery within budget Initial financial forecasts	Staffing models and budget approved by governors Separate code established within school budget
<i>Business Plan</i>	April – June 2011	Headteacher and FS	Contact EYFS advisor re county protocol and requirements Write to other nursery providers and local schools Approach Parish Council Devise Business Plan Formally invite parents to Extended Services provision for September 2011 Finalise / amend financial forecasts Secure staffing	Accurate picture of number on roll for September 2011 / staffing / budget implications Support from Parish Council Plan submitted to LA panel
<i>Run Extended Services Provision</i>	September 2011	Headteacher and FS Curriculum and Pastoral Sub-Committee	Play and Learn sessions will run 9 – 12 each weekday morning Nursery children successfully integrated into EYFS unit	Regular reviews of provision at staff meetings Provision monitored by Curriculum and Pastoral Sub-Committee Parental feedback
<i>Monitor budget / provision / staffing</i>	September 2011 – July 2012	Headteacher and FS Curriculum and Pastoral Sub-Committee Financial Sub-Committee	Delegated nursery budget will cover costs of staffing and resources High quality EYFS provision for Nursery and Reception children	Impact analysis of provision by Governing Body through sub-committee and full Governing Body meetings

<i>Change of age status confirmed</i>	April 2012	Local Authority Panel	Change of age status achieved Funding into school budget Sustainable nursery provision in place	Change of age status from 4 – 11 to 3 -11
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