

Lanercost C of E Primary School



Proposal for the Change of Age Range at Lanercost CE Primary School

**Lanercost C of E Primary School, Lanercost, Brampton, Cumbria,
CA82HL**

Head Teacher: Mrs. Alison Clarricoats
Chair of Mrs. Elaine Nightingale
Governors:

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Date:- May 2010

A. Context

1. Demand and Governors Approval

- The school is in an area of rural deprivation, and following a study, we found that there was a need for Early Years provision for the younger members of our community i.e. children from 3 years of age. (See Appendix 1 for questionnaire used and results). By utilising existing buildings and staff, this facility has become an integral part of the school since October 2009 and will assist in the transition from early years to full school access for those children in our community who would otherwise be disadvantaged
- Our research has shown that there is currently no child care provision in the Lanercost area, the closest nursery schools and childminders being located in Brampton which is approximately 3 miles away and Gilsland which is 7 miles. Previous studies carried out in 2004/2005 have also shown these results to be consistent.
- Parents of children already attending Lanercost School verbally requested nursery provision for siblings.
- The increase in numbers at the lower end of the school has also had a beneficial effect on the children in Reception and Yr 1. Whereas access to certain activities may have been restricted due to small numbers, the children now have a wider variety of learning opportunities as a result of the increase in the size of their social group making some activities more available and more cost effective.
- To fulfil the Government's vision for all children to access high quality early years provision that helps them reach their full potential. There is a clear indication that continuous provision from nursery through to school age is beneficial and enables children to make the greatest progress.
- To provide a flexible approach which would enable parents to balance their family and work commitments.
- The final approval for the Early Years provision was given on 20th May 2009 at a full governors meeting and the approval to request change of age range status was agreed on the 22nd September 2009.

2. Description of Childcare or Early Years services

- The childcare that we provide at Lanercost CE Primary School, is for children who have reached the age of 3 (the term after their third birthday), a maximum number of eight places being available.
- The service started in October 2009, Monday to Friday from 9.30am to 12.00 noon but has since changed to run from 9.00am to 11.30am by parent's request. The facility operates during term time only.
- At present childcare is free of charge to parents funded through the extended

schools budget, however if change of age range status is granted the money attached to this will be used to support the cost of the provision.

- Nursery aged children are educated in accordance with the Early Years Foundation Stage Curriculum – Birth to 60 months. Activities are planned around the children's interests as well as introducing them to new ideas through a topic based approach. The children also have opportunities to access continuous provision indoors and out. The activities planned cover the six areas of learning and the children's progress is recorded using Cumbria's Child Progress Record. Activities are jointly planned by a qualified Early Years Teacher and an NVQ Level 3 Nursery Assistant.
- The Nursery children share a classroom/continuous provision and integrate with the Reception and Year 1 class. They are included in class trips and participate in whole school events including the Christmas Nativity, sports day races, Pancake Day and have the opportunity to access religious ceremonies and use the library van.

Market research

- Cumbria County Council's Children's Information Service, parents and the community were all consulted before setting up the childcare provision. We received no objections from any of the people that we consulted with. Brampton Nursery School was keen to work together with us and provide the wrap around care. Questionnaires were sent out to determine the demand and the following table shows the results. The small number of questionnaires sent out reflects the fact that Lanercost is situated in a rural area of Cumbria.

Summary of Market Research for Lanercost CE Primary Nursery Provision

Date Questionnaire sent	Number sent	Number returned	Number of days requested and or booked
March 2009	13	9	32
September 2009	15	7	19

- Initially 4 children were using the childcare provision. Additional children have since joined and we currently have 8 children on our register. There are 7 children requesting places in September 2010. Since the childcare provision has been opened, interest has been generated by advertising, resulting in a high level of requests for information and parents visiting our setting.
- Parents who use the setting have now increased their bookings over those days initially booked. A parent of a nursery child has said "This is the best thing that Lanercost has ever done!" Another parent commented that her child has settled into our provision far better than the other nursery she uses. She has since recommended us to a friend who lives in the same village.

“A fantastic facility that will ease my daughter’s transition into the reception class”

Admissions and Sustainability

- In order to maintain numbers it is intended to recruit children by word of mouth and recommendation, as siblings of children already attending school and by advertising locally and through toddler groups.
- The facility will be marketed through an advert in the Cumberland News, placing prospectuses in local village halls and toddler groups, and open days.
- We will communicate with users on an on-going basis either by regular newsletters, verbally or by holding review meetings with parents. Letters informing parents of school activities will also be sent home on a regular basis.

Strengths, weakness, opportunities and threats Analysis (SWOT)

<p style="text-align: center;">Strengths</p> <p>School Staff – NVQ Level 3 and QTS teacher with EY specialism. The premises – large outdoor area, purpose built classroom and facilities. The Governing Body – supportive and experienced in key areas. Location – rural location, easily accessible to parents, convenient for parents whose children already attend the school. Transition to reception - EYFS integrated unit Provision of childcare in a rurally deprived area Single Ofsted inspection Lanercost has strong links with the priory. Accurate assessments and tracking of progress from Nursery to Reception</p>	<p style="text-align: center;">Weaknesses</p> <p>Ability to predict exact numbers – the school traditionally has a high level of inward mobility mainly from families who are in the armed forces, making it difficult to predict exact future numbers.</p>
<p style="text-align: center;">Opportunities</p> <p>Staff Training New Early Years Foundation Stage Strategy Ability to use existing member of staff in other parts of school. Increased numbers in school, increased funding, retention of existing staff. Opportunity to develop accurate assessments and track progress from Nursery to Reception Greater numbers will allow more planned activities and visits and develop an enriched personal, social and emotional development of the children. Opportunity to be flexible and offer lunchtime provision. Increasing accessibility to good quality childcare in a rurally deprived area.</p>	<p style="text-align: center;">Threats</p> <p>The local Authority -</p>

Operational Management

- Day to day management responsibility was delegated to Mrs A Clarricoats (Head Teacher) at a full meeting of the Governing body held on 20th May 2009.
- The committee with monitoring responsibility consists of the following:-
 - Mrs A. Clarricoats – Head Teacher
 - Mrs Elaine Stringer – Parent Governor with responsibility for early years
 - Ms Kim Gilbert - Parent Governor
 - Miss Lois Edmondson – EY and Yr 1 Teacher

Staffing and Organisation

- The line manager for the nursery provision is Miss Edmondson (EYFS and Yr 1 teacher). Major policies/risk assessments and planning will be carried out by Miss Edmondson.
- The day to day care of the nursery children will be carried out by the nursery assistant and Miss Edmondson
- There will always be two members of staff present and a ratio of one adult to 8 children will be applied to nursery age range children.
- The teacher in charge will be paid on the Teachers Pay Scale M 1 - 6 and the nursery Assistant will be paid at Scale 1 of the JMB
- See attached job descriptions (Appendix 2)
- The Teacher in charge is on a permanent 0.57 contract and the Nursery assistant has a temporary one year contract for 12.5 hours per week
- Both members of staff are in post
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4. Premises

- The nursery children share a classroom and conservatory with reception and year 1 pupils. They have access to continuous provision areas within the indoor environment as well as our large outdoor area. There is a toilet facility located within the Early Years area.
- The nursery assistant is the key worker for nursery whilst the teacher is the key worker for reception and Yr 1.
- There are no storage issues as equipment will be shared by nursery and reception.
- There is a specific outdoor play area for Nursery and Reception children, which can be accessed at any time throughout the day. The play area is secured by fencing and has controlled access.
- The nursery children will use the facility from 9am to 11.30am
- Details of Administration Management can be found under the section "Finance"

5. Insurance

- Insurance arrangements are through Zurich Municipal for public liability.

6. Ofsted implications

- Ofsted will inspect the provision as part of the school inspection and report on it in the school's inspection report.

Finances

1. Financial Summary

- A financial forecast is attached and clearly details all income and expenditure.

2. School budget

- The nursery is currently funded through the extended schools budget, as shown in Appendix 3, however if change of age range status is granted, income will be generated through the free entitlement (DSG) (See financial forecast in Appendix 2).
- The school budget will improve as extra children will use the facility of Lanercost CE school as they will progress through the school. Whilst in the nursery there will be the extra cost associated cost of employing the member of staff
- Costs for materials specifically used by nursery aged children is reflected in the financial forecasts
- There would be additional opportunity to charge parents for access to increased hours during lunchtimes.

3. Financial management

- The finances will be managed by Claire Emmerson, school bursar and Helen Little, school administrator.
- Childcare/early years finances will be reviewed as part of quarterly school budget reviews that currently take place. Separate accounts/budgets will be set up for the childcare to monitor childcare provisions financial sustainability.
- The table below shows who will be responsible for each of the main finance related areas.

Business Administration task	Role	Name(s) (person or group)
Child and Family details	Administrator	Mrs H. Little
Attendance registers	Administrator	Mrs H. Little
Invoicing	N/A	
Debt collection	N/A	
Payments	N/A	
Staff – details, wages, leave	Administrator	Mrs H. Little
Financial record keeping	Bursar	Mrs C. Emmerson
Financial management – budgets	Bursar	Mrs C. Emmerson

Appendix 1 - Copy of form and information sent to parents used as market research

Nursery Education at Lanercost CE Primary

The Governors at Lanercost CE Primary are now providing a nursery provision for all children beginning in the term following their third birthday. This currently consists of 2.5 hours each day (9:30am to 12:00noon), five days a week. From September 2010 the provision will be extended to 3 hours each day.

This facility is offered through extended schools and consequently there is no charge for this provision.

We would like an updated assessment of the need for nursery education at Lanercost CE School and would appreciate your feedback.

Please can you return this questionnaire to Alison Clarricoats (the Head Teacher) as soon as possible?

1.	Do you have child/children under the age of 5?	Number
		Age(s)
		Dates of Birth
2.	Would you want to access free nursery education at Lanercost Primary School?	
3.	If so, when would you access the Nursery Education (See appendix)	
4.	Which days of the week would you use for the free Nursery Education places?	M. Tu. Wed. Thurs. Fri

Do you know of anyone else who might be interested in our nursery? If so, would you mind asking them if they would like further information or a copy of this questionnaire and let us know?

Thank you for taking the time to participate in this consultation. Please attach any further comments as deemed necessary.

Nursery Education

All children are eligible for Nursery Funded education in the term after their third birthday.

Children born between 1st January - March 31st - Summer Term (Term after Easter)

Children born between April 1st and 31st August - Autumn Term (Term after the summer holidays)

Children born between 1st September and 31st December - Spring Term (Term after Christmas)

Examples:

<u>Child Born</u>	<u>Access Nursery Funded Education</u>
1 st April - 31 st August 2006	Autumn Term: September 2009
1 st September - 31 st December 2006	Spring Term: January 2010
1 st January - 31 st March 2007	Summer Term: April 2010
1 st April - 31 st August 2007	Autumn Term: September 2010
1 st September - 31 st December 2007	Spring Term: January 2011
1 st January - 31 st March 2008	Summer Term: April 2011
1 st April - 31 st August 2008	Autumn Term: September 2011
1 st September - 31 st December 2008	Spring Term: January 2012
1 st January - 31 st March 2009	Summer Term: April 2012
1 st April - 31 st August 2009	Autumn Term: September 2012
1 st September - 31 st December 2009	Spring Term: January 2013
1 st January - 31 st March 2010	Summer Term: April 2013

Appendix 2

Lanercost CE School

Lois Edmondson

Teacher's Job Specification – September 2008

Job Specification

Teach KS1/Foundation pupils as directed by head for 0.57 FTE in accordance with Teacher's Pay and Conditions document 2001. The performance of these duties is under reasonable direction of the Headteacher and Governors

Job Description:

Permanent Part time contract as Key Stage One/Foundation teacher.
Minimum requirement 0.57 FTE (specific days negotiable) starting September 2008.
Teaching mixed year classes of pupils taken from Year R to Year 1.

What this means at Lanercost CE Primary School

To provide high quality teaching and cater for a range of learning styles, and to carry out other duties as required by the Headteacher. Alongside classroom duties, it is expected that the staff member will have complete dedication to the welfare of the children in their care and undertake other related responsibilities/duties

Curriculum:

The post requires that you should take an appropriate share of the responsibilities attached to teachers generally within the school in connection with the teaching of pupils, the preparation and marking of their work, and the promotion of their progress and welfare. Your responsibility in delivering the curriculum will initially be to

- Plan, prepare for and teach a class of Year 1 and reception children, with assistance of a classroom assistant
- Teach according to their learning needs, the pupils assigned, including the setting and marking of work to be carried out by the pupil in school or elsewhere
- Assess, record and report on the development, progress and attainment of pupils
- Promote the well being and progress of individual pupils and to advise on educational and social matters
- Register pupil attendance and to inform the secretary of any absences
- Maintain the ethos and philosophy of the school by ensuring the policies and organisations are carried out as agreed
- Maintain discipline in accordance with the school's Behaviour and Discipline policy
- To teach ICT skills across the curriculum and to continually extend and update personal ICT skills.
- To promote equal opportunities for all in the school regardless of gender, ability, race or religion

General Duties:

This will include:

- Co-ordinating the provision for a EYFS
- Co-ordinating the provision of the PE curriculum across the school
- Once per week leading the whole school collective worship.
- Playground duty at morning breaks
- Working closely within a high performing and hard working team of teachers and staff

Management

- Take responsibility for auditing, care and maintenance of equipment and materials in your class
- Actively work towards the general improvement of the school
- Share routine tasks related to the smooth running and management of the school and its resources
- Assist in the supervision of children within the building between 8.35am and 15.35pm
- Be actively responsible in monitoring, evaluating and reviewing the School improvement Plan and other policies

Parental and Community Involvement

- To welcome and work with parents as partners in the school, helping them to understand them to understand the educational value of the school and encourage their active participation.
- Be available to parents when necessary and attend a parents' meeting twice a year for a discussion of their progress
- To participate in activities which involve the whole school in the wider community

Professional Development

- You will be required to take part in Performance Management on an annual basis
- Attend relevant courses, twilight sessions and inset days

Appendix 2

Janette Reay

JOB DESCRIPTION – NURSERY ASSISTANT – LANERCOST CE PRIMARY SCHOOL - Scale 1/2

Purpose of Post

- 1 To contribute a high standard of physical, emotional, social and intellectual care for children placed in the Setting;
- 2 To support learning and development of all children and to contribute to observations and the next steps of their learning;
- 3 To give support to other personnel within the Setting;
- 4 To implement the daily routine in the Foundation Stage Unit
- 5 To undertake day to day nursery duties to ensure high standards of care, cleanliness and hygiene are maintained

Key Areas

- 1 Work with Children;
- 2 Team Work;
- 3 Liaise with Parents/carers.

Responsible to

Foundation Stage/Key Stage 1 teacher and Head teacher

Hours of Work

Monday to Friday, 9.00am – 11.30 am

Duties and Responsibilities

- 1 To contribute to a programme of activities suitable to the age range of children in conjunction with other staff;
- 2 To keep a proper record of achievement file on your key children, for parents/carers;
- 3 Work alongside parents/carers of special needs children to provide full integration in the Setting;
- 4 Support all staff and engage in a good staff team;
- 5 Liaise with and support parents/carers and other family members;
- 6 To attend ALL out of working hours activities, e.g. training, staff meetings,
- 7 To be flexible within working practices of Setting. Be prepared to help where needed e.g. preparation of classroom teaching materials and equipment and assisting with displays

- 8 Work alongside the head teacher and Foundation/Key Stage 1 teacher to ensure that the philosophy and ethos of high quality Early Years Foundation Stage teaching is provided
- 9 Adhere to the schools/Nursery's policies and procedures including those related to Safeguarding and equal opportunities
- 10 Recording accidents in the accident book. Ensure the Foundation/Key Stage 1 teacher has initialled the report before the parent receives it;
- 11 To be constantly aware of the needs of children;
- 12 To respect the confidentiality of information received;
- 13 To develop your role within the team especially with regard as a key worker;
- 14 Specific Child Care Tasks:
 - The preparation and completion of activities to suit the child's stage of development;
 - To work with individuals and groups to support expectations of acceptable personal and social behaviour and help to make these part of the learning experience
- 15 To be aware of the high profile of the Setting and to uphold its standards at all times.

Appendix 3 – Cash Flow

Cash Flow – Year One	September 2009 – March 2010	
	Sept-Dec 2009 73 days	Jan- Mar 2010 54 Days
Expenditure		
Salaries - 1 st staff member(*)	£1185	£876
Other on-costs (inc hol costs)	£259	£191
All salary costs	£1444	£1067
Insurance costs (estimate)	£100	
Administration costs	£25	£20
Activity and material costs	£100	£75
Total Expenditure for Year	£2,831	

This figure is less than 1% of the school budget for the year, well within the parameters of Extended Services provision of 8% of budget

*Based on scale 1 point 4, 0.38 contract.

Appendix 3 – Cash Flow (continued)

Cash Flow – Year 2	April 2010 – March 2011		
	Apr-Jul 2010	Sep- Dec 2010	Jan-Mar 2011
	63 days	70 days	63 days
Expenditure			
Salaries - 1 st staff member(*)	£1136	£1262	£1136
Other on-costs (inc hol costs)	£248	£275	£248
All salary costs	£1384	£1537	£1384
Insurance costs (estimate)	£150		
Administration costs	£20	£25	£20
Activity and material costs	£100	£100	£75
Total Expenditure for Year	£4,795		

This figure is less than 2 % of the school budget for the year, well within the parameters of Extended Services provision of 8% of the budget.

*£62 per week for 3 hours per day

Appendix 3 – Cash Flow (continued)

Cash Flow – Year 3	April 2011– March 2012		
	Apr-Jul 2011 57 days	Sep- Dec 2011 70 days	Jan-Mar 2012 63 days(estimated)
Expenditure			
Salaries - 1 st staff member(*)	£1081	£1328	£1195
Other on-costs (inc hol costs)	£236	£290	£261
All salary costs	£1317	£1618	£1456
Insurance costs (estimate)	£150		
Administration costs	£25	£30	£25
Activity and material costs	£120	£120	£120
Total Expenditure for Year	£4,981		

This figure is less than 2 % of the school budget for the year, well within the parameters of Extended Services provision of 8% of the budget.

*£62 per week for 3 hours per day

Appendix 3 – Forecast if change of age range status is granted, income will be generated through the free entitlement (DSG)

The table below shows that the nursery is viable with more than 4 children

**Lanercost CE School
Nursery calculations**

Assumes all children take up 5 sessions per week at 3 hours per session
38 weeks of term time

	NUMBER OF CHILDREN							
	1	2	3	4	5	6	7	8
Funding receivable	1,761	3,523	5,284	7,045	8,807	10,568	12,329	14,090
Direct costs								
Staffing (inc on costs)	6,960	6,960	6,960	6,960	6,960	6,960	6,960	6,960
Activity and material costs	250	250	250	250	400	400	500	500
Admin	100	100	100	100	150	150	150	150
	7,310	7,310	7,310	7,310	7,510	7,510	7,610	7,610
Surplus/(deficit)	(5,549)	(3,787)	(2,026)	(265)	1,297	3,058	4,719	6,480

The above shows that the nursery is viable with more than 4 children