

# ATTENBOROUGH CHURCH PRE-SCHOOL

England & Wales · Charity number 1024159

## Details

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Other names	ATTENBOROUGH CHURCH PLAYGROUP, ATTENBOROUGH CHURCH PRE-SCHOOL PLAYGROUP
Status	Registered
Legal form	Other
Registered	1993-07-26
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Website** [www.attenboroughchurchpreschool.com](http://www.attenboroughchurchpreschool.com)

## Activities

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**Objects:** The aims of the Pre-school are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:(a) offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;(b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;(c) Instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

**Activities:** Provision of early years education for children aged 2 1/2 to 5 years.

## Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space
- **What:** Education/training
- **Who:** Children/young People

## Geography

- Nottinghamshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£206,657	£193,137	-	-
2024-03-31	£160,983	£137,061	-	-
2023-03-31	£133,305	£143,883	-	-
2022-03-31	£152,446	£150,415	-	-
2021-03-31	£138,584	£138,524	-	-

## Trustees

Name	Role	Appointed
<b>Sarah England-Amoo</b>	Chair	2021-01-19
Claire Heysmond		2024-06-27
JOAN KOLOMYJEC		2023-02-22
Jade Longdon		2026-01-22
Laura Pounder		2022-05-14
Leanne Hall		2026-02-09
Sarah Gourdet		2023-10-22
Tamima England		2026-01-22
Toshimi Sato		2018-05-23

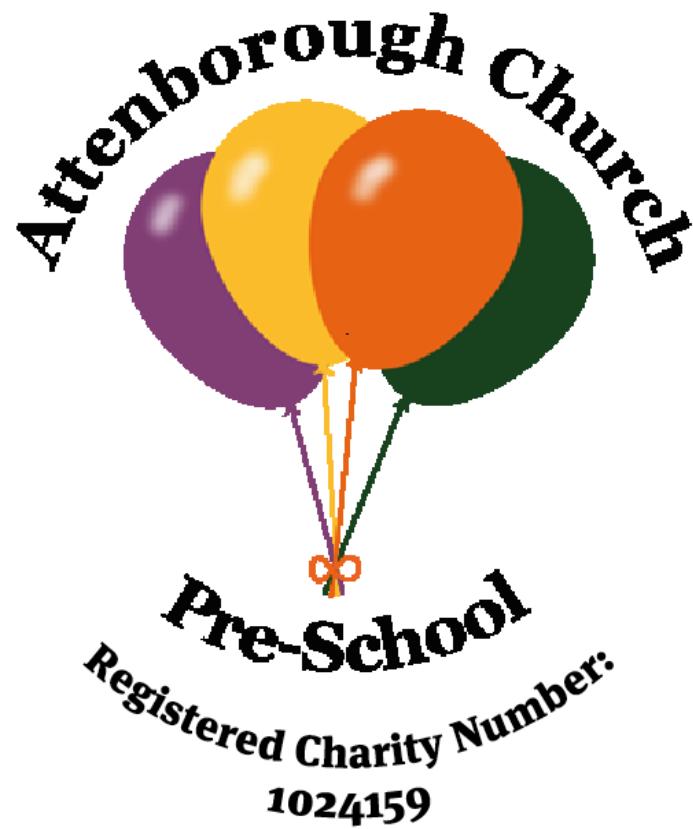
**ATTENBOROUGH CHURCH PRE-SCHOOL**

England & Wales - Charity number 1024159

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# Accounts

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**Annual Report 2024/2025**  
From the Management Committee

Together we care, play, learn, grow, succeed.

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**Attenborough Church Pre-School**  
**Report by the Management Committee – 16<sup>th</sup> June 2025**  
**For the period April 2024 to March 2025**

**1. INTRODUCTION**

It has been a pleasure to oversee another year of incredible progress and care at Attenborough Church Pre-School. I am proud to present this report on behalf of the Management Committee, and I warmly thank all those who contributed to this year's success.

The following report will be presented to parents/carers at the Pre-School's Annual General Meeting held on the 16<sup>th</sup> June 2025 in the Douglas Taylor Room, at 8pm. All parents/carers have been invited to attend the meeting.

This report provides parents/carers with:

- an overview of the Pre-School and Committee's activities during the year,
- a summary of changes to staffing and routines, and
- an opportunity to make recommendations for 2025/2026.

Any comments or suggestions arising from the report can be made directly to Sarah England-Amoo, Chairperson, by email to [chair@attenboroughchurchpreschool.com](mailto:chair@attenboroughchurchpreschool.com) or to Debby Stevens, Pre-School Manager during session times.

**2. ABOUT US**

**2.1 A charitable organisation providing early years education and care**

Attenborough Church Pre-School is a registered charity and as such we must abide by the Charity Commission's rules and requirements. Our constitution determines what our aims are, how we are run, and outlines the rules we must follow. We have chosen to adopt the Early Years Alliance model constitution and we do this annually at each AGM.

Our aims are known as our 'charity objects'. These are set out in our constitution and are "To enhance the development and education of children primarily under statutory school age by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability".

We are managed by a voluntary management committee who are the trustees of the charity and have responsibility for ensuring that the setting is run in accordance with our constitution, all relevant legislation, guidance and best practice. In 2024-25 the parent-led voluntary committee has continued to welcome a staff member whose contribution is very helpful.

As a provider of early years education we must follow the rules set by the government in the **Early Years Foundation Stage (EYFS)** statutory framework and ensure that our charity objects are in line with this framework. The EYFS prescribes the learning and development requirements, and the safeguarding and welfare requirements, of children from birth to 5 in the care of childcare providers. Ofsted measures us against the EYFS statutory framework to determine how well we are meeting its

requirements. We were visited by Ofsted in February 2023 for a routine inspection, where we were graded as 'good' in all areas.

We were also visited by Ofsted in February 2025 following a complaint regarding our policies and procedures in relation to the use of electronic devices in the setting. The Ofsted inspector noted that our policy had not been updated to reflect the change in our procedures and issued two actions to be completed. The management team updated all policies relating to the use of electronic devices, including the safeguarding policy, strengthened the wording of our parental permissions for Pre-school events and shows, updated our Privacy Notice, and took the decision to close down our Instagram and Tik Tok accounts as part of this review. All staff were trained in the new policies, and the Ofsted Inspector acknowledged that our response exceeded expectations.

To help us to ensure that our provision is the best it can be, and to ensure that we follow best-practice, we are members of the Early Years Alliance. During the academic year, we have continued to be supported by an Early Years Support Teacher from the Nottinghamshire Early Years team.

## **2.2 Our Vision**

Our intent is captured in our Vision Statement and Curriculum Offer, which was developed through collective input from the Management Committee and all of the Staff Team. Our Vision states that

“our aim is to nurture kind, happy, healthy, imaginative, reflective individuals with high self-esteem and a love of learning who are ready to make a positive contribution, form good relationships, make healthy choices and continue to flourish so that they may enjoy a well-balanced and successful future life as they fulfil their dreams”.

We have distilled our vision into a motto that features prominently within our day-to-day practice and encapsulates all that we do:

“Together we care, play, learn, grow, succeed.”

We work in partnership with parents, carers and the wider community, understanding that working together achieves more for our children.

## **2.3 How we are typically run on a day-to-day basis**

We provide an enjoyable early years education for 2-4 year olds and a Parent and Toddler Group for 0-5 year olds. We run 10 x 3 hour sessions per week in Attenborough Village Hall, from 9:15am to 12:15pm and 12:15pm to 3:15pm Monday to Friday, during term-time. Children can attend for the full 6 hour day, 9:15am to 3:15pm by taking a morning and afternoon session together. We also offer extended hours with a daily Breakfast Club from 8:00am to 9:15am, and an After-School Club which runs Monday to Thursday from 3:15pm to 4:30pm. Another session we provide is a Lunch Club which runs from 12:15 to 1:00pm, popular with our younger children who may not yet be ready for a full 6-hour day. We use the Douglas Taylor Room and the Main Hall for large and small group work and spend lots of time in our large garden. We are registered to have up to 50 children in session when using the two rooms, or up to 26 children in the Douglas Taylor room. We are registered for Full Day Care.

Children can start Pre-School anytime after their second birthday, with the majority of our children starting at the beginning of a term. The families that we serve are predominantly Attenborough, Chilwell, Toton and Long Eaton based, although we also serve families from slightly further afield. Our children are the centre of our organisation and we continuously strive to meet their needs and

serve their interests so that they may learn and develop and make excellent progress. We are an inclusive setting that welcomes all children and aims to provide learning experiences that are entirely free up to 15 or 30 hours per week depending on the family's funding entitlement. We allow funding to be used in all sessions that we offer. We also accept ad-hoc bookings if we have space on the day. Our parents value the flexibility that our breakfast club, after pre-school club and ad-hoc sessions allow them.

### **3. GOVERNANCE AND MANAGEMENT**

#### **3.1 Operational Plan**

We have an Operational Plan designed to meet Ofsted inspection criteria and to ensure that our day-to-day provision of education and care is consistently excellent. Our policies are informed by the requirements of the EYFS and are developed in conjunction with the Early Years Alliance. We update or introduce our policies throughout the year as necessary, and all new policies and changes are formally adopted at the AGM. It is from these policies that our practices and routines are developed, all of which are designed to provide the best possible experience that we can for our children.

#### **3.1 Improvement Plan**

The Pre-School Improvement Plan is a working document that includes contributions from the Committee and the Staff Team, as well as recommendations from Ofsted and feedback from parents. The Improvement Plan is reviewed regularly and ensures we continue to strive to be excellent and innovative in all that we do. We want to be outstanding for our children and we are committed to continuous improvement following thorough self-evaluation.

#### **3.1 Keeping up-to-date**

We stay up-to-date with current developments and issues in the early years sector through our membership of the Early Years Alliance and regular attendance at a range of local network meetings, mostly run by Nottinghamshire County Council Early Years Team. All staff attend regular training courses to ensure we are meeting all welfare requirements of the EYFS. We also encourage staff and committee members to undertake relevant online modular courses and read industry publications and articles. Where one member of staff has attended an external course or network briefing, we cascade that training to the rest of the Staff Team at our regular Staff Training Meetings.

We also participate in training sessions and make use of training resources provided by the Derbyshire and Nottinghamshire Stronger Practice Hub, which is funded by the government's Covid Recovery Programme, to help upskill staff working in early years education.

#### **3.2 Pre-School Management Committee**

We have been extremely fortunate to have had a strong Committee in 2024-25 who bring a variety of invaluable strengths to the team.

##### **2024/25 Main Officers:**

Sarah-England Amoo – Chairperson

##### **2024/25 Other Committee Members:**

Laura Pounder – Fundraising Officer from June 2022

Sarah Gourdet – Treasurer

Joan Kolomyjec – Trustee member

Catherine Shepherd – Secretary from May 2023 until Sept 2024.

Toshimi Sato – Staff Trustee

Claire Heysmond - Secretary from Sept 2024

Sarah England-Amoo continued in her role as the Chairperson. Thank you to Sarah for all of her support and commitment to Pre-School, especially assisting with the recruitment process and human resources processes during the past 12 months.

Claire Heysmond took over the role of secretary in September 2024, once her joining paperwork was finalised.

Sarah Gourdet joined the Committee in September 2023 and took on the Treasurer role upon joining.

Thank you to Laura Pounder and Joan Kolomyjec in the Committee for helping with the Pre-school fundraising events, they have been very successful.

We also have some committee member applications (Kate Wilson, Tamima England, Shelly Edwards) in progress and those members have also been very helpful with events this year.

#### **4. STAFFING**

We have been fortunate to have a very strong, highly qualified and dedicated Staff Team throughout 2024-25:

##### **4.1 April 2024-March 2025 Staffing:**

<b>NAME:</b>	<b>POSITION:</b>	<b>QUALIFICATION:</b>
Debby Stevens	Pre-School Manager	NPQ Early Years Leadership NVQ Level 3 In Childcare
Laura Dunn	Pre-School Finance Manager/ Early Years Teacher	Early Years Teacher Level 6
Amanda Scard	Deputy Pre-School Manager	NVQ Level 3 In Childcare
Louise Day	Early Years Teacher/Relief Deputy Manager	Early Years Teacher Level 6
Joelle Bartram	Pre-School Practitioner and Language Lead	NVQ Level 3 in Childcare
Toshimi Sato	Pre-School Practitioner	NVQ Level 3 In Childcare
Molly Joynes	Pre-School Practitioner (returned from maternity leave in January 2025)	NVQ Level 3 in Childcare
Stephanie Kerry	Pre-School Practitioner	NVQ Level 3 in Childcare
Jeanette Beadling	Pre-School Practitioner (left June 2024)	NVQ Level 3 in Childcare
Sophie Poole	Pre-School Practitioner (left September 2024)	NVQ Level 3 in Childcare
Kyra Canning	Apprentice Pre-School Practitioner (left January 2025)	Trainee Apprentice in NVQ Level 2 Childcare
Leigh-Anne Smart	Pre-School Practitioner	NVQ Level 3 in Childcare

Maisie Sampson-Giles	Pre-School Practitioner	NVQ Level 3 in Childcare
Laura Pounder	Pre-School Practitioner	NVQ Level 3 in Childcare
Sophia Kyriakou	Pre-School Practitioner (joined in June 2024, left in March 2025)	NVQ Level 3 in Childcare
Rachael O'Toole	Pre-School Practitioner (joined in January 2025)	NVQ Level 3 in Childcare
Ishani Withanage	Pre-School Practitioner (joined in January 2025)	NVQ Level 3 in Childcare

Our Pre-School Manager, Debby Stevens, continues to provide excellent leadership for the in-session team of staff, with administrative support from Laura Dunn and other members of the staff management team. We value a team approach to shaping and improving our provision, made possible through regular Staff Team meetings and Inset Day training. Each member of staff is supported and guided by the Pre-School Manager to develop their knowledge, focus on reflective practice and they are updated on any relevant changes. We use the Early Years Teacher Standards in our Appraisal and Supervision processes.

Debby completed a National Professional Qualification in Early Years Leadership in April 2024. This is a government funded course recognised as a Level 5 qualification in Early Years. We are really proud of Debby for taking on this additional challenge.

Amanda Scard, Deputy Pre-School Manager and SEND Co-ordinator, took the lead in liaising with local schools to provide as smooth a transition to school as possible for all of our leavers in Summer 2024. Amanda also continues to be responsible for updating our website and Facebook page, and liaising with the committee regarding marketing initiatives.

Louise Day, Early Years Teacher, continues to be responsible for curriculum planning and assessment, and has also completed Designated Safeguarding training to enable her to act as a Relief Deputy Manager.

Laura Dunn is the Finance Manager and performs all administrative duties relating to the financial aspects of running the setting, such as managing the funding and invoicing processes, payroll, budgeting, paying for services etc. Laura is also a qualified Early Years Teacher and helps out in sessions if needed, but her main role is an administrative one.

Joelle Bartram has been fully trained as the Language Lead for the setting. She leads small group work focussing on communication and language, liaises with outside professionals and feeds back relevant information and support strategies to the rest of the Staff Team.

#### **4.2 Staff changes**

We have experienced several staff changes during the 12 months of this Annual Report. We sadly said goodbye to Jeanette Beadling in June 2024 as she moved onto a management role within a wrap-around childcare provider. Jeanette was a strong member of our team who loved planning our physical curriculum and contributing lots of ideas for educational activities for the children.

Sophie Poole undertook her Level 2 and Level 3 NVQ childcare training as an apprentice with us and passed with Distinction, but sadly she left in September 2024 to work closer to home. We're confident she will continue to excel in her new position.

Sophia Kyriakou joined the team in June 2024, coming from a Day Nursery background, but left in March 2025 to pursue a more senior position elsewhere. Sophia had lots of energy and ideas to enhance the daily routines and took over the role of planning extra physical activities for the children after Jeanette's departure.

We also sadly said farewell to another staff member in January 2025 when Kyra Canning, our Level 2 Apprentice, left the setting due to a change in circumstances. We wish her well in whatever she chooses to pursue.

We wish all of our leavers all the best for the future.

During the year we also took on several new staff members. Laura Pounder was initially employed in March 2024 under a fixed term contract to provide extra staffing during our busiest term of the year (Summer), but we were very happy to make Laura a permanent member of staff in September 2025, albeit that Laura can only work one day a week at the moment. Leigh-Anne Smart, who initially joined in March 2024 on a temporary contract to provide maternity cover, was taken on as a permanent member of staff in December 2024. We are really pleased that we were able to keep Leigh-Anne after her temporary contract came to an end.

Molly Joynes returned from her maternity leave in January 2025 and we are thrilled to have Molly back at Pre-School.

We took on two further members of staff in January 2025, Ishani Withanage and Rachael O'Toole, both of whom are qualified and experienced early years educators who have each worked in a variety of settings. We welcome them both to the team and value the knowledge and experience that they bring with them.

We have an excellent Staff Team and the whole team works *extremely* hard to do the best for our children, by caring for them, offering them opportunities for play, learning and wonder, teaching them, and preparing them for school. The Staff team have again demonstrated great flexibility and commitment to Pre-school by taking on additional responsibilities this year, as well as changing their working hours as necessary. All staff are active contributors to our Staff Team Meetings.

On a personal note, I would like to thank each member of the Staff Team for their dedication, creativity, and care. The joyful, nurturing environment they create is evident every time I visit, and it is clear that the children thrive as a result of their work.

## **5. SAFEGUARDING - Maintaining a culture of vigilance and a climate of support**

As you will know, safeguarding our children is our number one priority at Pre-School. Nothing is more important to us than this. Safeguarding is all about keeping our community safe, free from harm or potential harm and ensuring our children are able to healthily grow and develop in circumstances consistent with the provision of safe and effective care.

A commitment to safeguarding is everywhere within our setting and each member of our Pre-School community has a role to play in keeping each other safe, be they a Committee member, a member of Staff, a parent, a carer or one of our children. It is important that we use our voices to share any safeguarding concerns that we may have, however big or small. If there is something that is niggling,

that you are worried about or something you are not sure about, please pass it on to Debby, Pre-School named Safeguarding Lead. Please see our website for further details.

## **6. CURRICULUM AND PROVISION**

### **6.1 Our curriculum – The Early Years Foundation Stage**

We follow the Early Years Foundation Stage (EYFS) framework and adopted the revised EYFS framework from September 2021. The revised framework requires practitioners to have a strong knowledge of child development, to know their children well through quality interactions with them, and to use their judgement in assessing a child's progress rather than relying on a restrictive list of developmental statements as per the previous Development Matters document. As a Staff Team, we welcome the revisions to the EYFS as our observations of children are more holistic and broad than the previous developmental statements.

We encourage all children to be curious and explore, through both child-led and adult-led play activities. We seek to develop a child's self-esteem, independence and self-regulation skills through sensitive interactions, encouragement, role-modelling and promoting the importance of being kind to each other, and being heard. All areas of the curriculum are covered every day through our continuous provision and the daily structured activities that we provide. This encompasses Personal, Social and Emotional Skills, Communication and Language Skills, Physical Development, Literacy, Maths, Understanding the World and Expressive Arts and Design.

Our planning process ensures that short-term, medium-term and long-term planning begins with a review of our children's next steps and interests, and activities are planned for each curriculum area specifically around these factors. We plan small group work to target specific areas of need, such as listening and attention, speech, understanding and expressing emotions etc. We have a broad theme for the half-term which allows more scope for exploring a topic through a variety of playful and creative interactions and enables us to be more flexible and follow the children's interests. We provide a safe, secure and stimulating indoor and outdoor learning environment with a wide range of resources to inspire our children's curiosity and support them to make outstanding progress. Our practitioners are highly skilled, role model our values, provide excellent care and education, and collectively strive for continuous improvement.

### **6.2 Rising 4's**

Our Rising 4's cohort includes all children who are in their last full academic school year in Pre-School. We plan to progress our Rising 4's children with educationally fun activities and additional resources that spark curiosity and wonder and a love of learning. We support our children to be confident, independent, resilient and prepared for their next step of education by the end of their Summer Term.

Rising 4's build up their listening and attention skills by sitting on the mat for short periods of whole-group time such as register time, a short topic discussion, show and tell, listening to a story and singing time. In free play and in adult-led activities we include resources that are specifically aimed at our older children to improve fine and gross motor skills, problem-solving skills, turn-taking, literacy and numeracy skills. The Rising 4's also take part in weekly PE sessions, which are not only fun and help develop physical skills, but also encourage children to follow instructions and provide lots of opportunities to practise dressing and undressing. We plan phonics activities that focus on listening and attention skills following regular consultation with local feeder schools who agree that

this provides a strong foundation for future phonic learning in formal education. We introduce a topic playfully throughout the week and reinforce it in a structured small group activity.

### **6.3 Outdoor learning**

Our fantastic garden area is a huge asset to our Pre-School. This year we have replaced our Wendy House, purchased a large easel and triangular den. We ensure our outdoor learning environment is used by each child, every day, whatever the weather and encourage all children to bring waterproofs and welly boots each day. Our planning, use of resources and our practitioner input ensures that we maximise the learning potential of our outdoor space.

### **6.4 Language Lead**

Joelle Bartram is our Language Lead, championing the importance of Communication and Language skills in our setting, including training and guiding other staff; every practitioner has a role to play in developing language skills and these skills are a key part of every child's development. The Language Lead helps to develop new resources and strategies to support all of our children. The Language Lead plans and delivers small group or one-to-one sessions to support language acquisition, as well as supporting children with their confidence in talking to others. Early intervention with speech and language delays is necessary to provide a child with the best possible outcomes for their communication skills. The Language Lead continues to liaise with outside agencies to ensure we are offering the right targeted support to individual children, where relevant.

### **6.5 Key-Person**

All children have a Key-Person who works with their family and keeps electronic development records and a Learning Journey for each child. Whatever the age of the child when they start and however long they might be with us, our aim is to quickly settle the child into the routine of the session. The Pre-School Manager oversees all staff in their Key-Person duties. Although each child's Key-Person is the main point of contact at Pre-School for the child and their family, every member of the Staff Team is involved in helping every child to learn, develop and be cared for.

## **7. ADMISSIONS AND LEAVERS**

We admit new starters throughout the year but our school leavers all leave together at the end of the Summer Term. Therefore the number of children on register fluctuates throughout the year and we inevitably experience a drop in numbers each year between the Summer and Autumn Terms. At the end of March 2024 we had a total of 47 children attending Pre-School. Over the year, a total of 38 children were admitted, 29 children moved on to school or nursery in July 2024 and a further 7 children left at other times during the financial year, due to changes of circumstances. At the end of March 2025, we had 49 children on our register.

When the children's Pre-School time has come to an end, they move on to several local schools, with the majority going to The Lanes Primary School, Chetwynd Spencer Primary Academy and Banks Road Infant School. We have been involved with all schools along with the Reception Coordinators in order to provide a smooth transition for our children. In Summer 2024, we had 26 children leaving to go to 10 different schools and 3 children going to nurseries. We liaised with the schools, welcomed several reception teachers into our setting to visit the children and sent staff members along with our children for their transition visits to both The Lanes Primary School and Chetwynd Spencer Academy. In Summer 2025, we will have 15 children going to 7 different schools, 2 children

moving onto a school nursery place, and 1 child moving to a day nursery for the longer hours available.

## **8. FUNDED PLACES AND FEES**

We continue to be committed to offering funded provision which allows children to access it with no hidden or additional charges. We allow parents to use their funding for all of the hours that we are open in a day, including breakfast club and afterschool clubs. If parents require more hours than their funding entitlement, then we will charge for the additional hours once all of the funding hours have been used up in the week. We do ask parents for a voluntary snack fee which is capped at a maximum of £10 per half-term, ranging from £2 to £10 per half-term depending on how many days a week the child attends the setting. This is voluntary and parents can opt-out if they choose to.

As part of a drive to get more parents back to work, the Government expanded Early Years Funding ('Free Entitlement') to children aged between 9 months and two years old, beginning with eligible children of working parents receiving 15 hours of funding per week from 1<sup>st</sup> April 2024.

### **8.1 Overview of Funding Streams**

There are currently 5 different types of funding available in Early Years Education, each with different eligibility criteria, and often with different rates of funding payable:

- Supported two year olds whose parents are in receipt of certain government benefits receive 15 hours of funding per week from the term after the child's second birthday
- Universal entitlement of 15 hours per week is available to all children from the term after the child's third birthday
- Working parents entitlement has 3 different funding streams, payable at different rates due to the age of the child, the level of care they need and the corresponding staff ratios
  - Children aged 9 months to two years old with working parents who meet the eligibility criteria receive 15 hours of funding per week from the term after the child has turned 9 months old
  - Children who are two years old with working parents who meet the eligibility criteria receive 15 hours of funding from the term after the child turns two years old
  - Children who are three years old with working parents who meet the eligibility criteria receive 30 hours funding per week from the term after the child has turned three years old.

### **8.2 Impact of Funding Expansion**

The expansion of the Early Years Funding entitlements has had a significant impact on our setting. At the end of the Spring Term 2024 before the new changes took effect, we had just two children on two year old funding. By the Summer Term 2024 we had 19 children receiving two year old funding. This is a dramatic increase in the number of two year olds attending our setting, and is why we have recruited several new members of staff this year in order to meet the ratio requirements for two year olds. In addition, the lowering of the age of entitlement to 9 months has also resulted in two year olds having funding in place on their second birthday and not having to wait until the term after their second birthday. This means that we will have some children starting with us as soon as they turn two years old, using the 9 month old plus entitlement during their first term.

There will be a further change in September 2025 when the working parents entitlement will give 30 hours of funding to all children whose parents meet the eligibility criteria and who are aged over 9

months old. We have 3 children on our register whose parents have expressed their intention to take up the 30 hours of funding for two year olds from September, and a further 3 children who will take between 18 and 24 hours using some of the new increased funding entitlement for two year olds. We are planning our staffing to meet the additional hours wanted by two year olds from September 2025.

During this financial year we had the following number of children on funding:  
52 in the Summer Term 2024, 30 in the Autumn Term 2024 and 39 in the Spring Term 2025.

### **8.3 30 hours provision**

Our opening hours are 41.25 hours per week, meaning we can provide 30 hours of free childcare for all those who are eligible. We don't operate an After-School Club on Fridays as we haven't had sufficient demand. We typically have 15-20 parents registered who will take a range of funded sessions up to 30 hours, this includes an option to share the 30 hours funding with one other setting. During the year, the uptake of 30 hours for children who are either fully funded or funded and fee paying, is high and continues to be very successful for us. In this financial year more than half of all children who are eligible for 30 hours funding are accessing all of their entitlement with us or sharing it with another setting, which is an increase compared to last year. Some children are attending for more than 30 hours, taking advantage of our breakfast and after-school clubs.

### **8.4 Ad-hoc sessions**

Ad-hoc sessions have continued to be a useful way of allowing children to trial sessions before booking them on a more permanent basis.

## **9. EXTENDED SERVICES**

### **9.1 Breakfast Club**

Breakfast Club runs from 8.00am - 9.15am. Children arrive between 8.00am and 8.30am, have a period of quiet play followed by breakfast of cereal, toast and a drink at 8.30am. From 9.00am, the children move into the routine for the usual morning or full day sessions. Breakfast sessions are proving to still be popular with both regular children and those using it on an ad-hoc basis.

### **9.2 Lunch Club**

Lunch club takes place from 12.15pm – 1.00pm and is open to any of our children. All children who attend an afternoon session automatically attend Lunch Club, whilst those attending a morning session can choose to stay until 1:00pm. Children bring their own packed lunch and eat at tables together, supported by a qualified preschool practitioner at each table. It is a sociable time where children chat with each other and staff whilst eating their lunch.

### **9.3 After Pre-School Club**

The After Pre-School Club runs from 3:15pm to 4:30pm from Mondays through to Thursdays. There is currently no After Pre-School Club on Fridays, due to a lack of sufficient demand. Whilst the After Pre-School Club is usually lower in attendance than the breakfast club, many parents book ad-hoc sessions for their children as needed and value the flexibility this offers.

## **10. ACCOMMODATION AND PREMISES**

We pay rent to the Attenborough Village Hall Management Committee for the use of the premises for 10 sessions per week plus Breakfast Club and After Pre-School Club. We use both the Douglas Taylor Room and the Main Hall for the majority of sessions, and the Eric Mason Room for Staff Meetings. Joan Kolomyjec, one of our Trustees, is the Chairperson of the Village Hall Committee, and we have frequent dialogue regarding possible improvements to the premises that are beneficial to Preschool as well as other user groups. There was a rent increase of 5% commencing on 1<sup>st</sup> April 2024. The toilets and reception area for the Main Hall were refurbished this year.

## **11. HEALTH AND SAFETY**

In addition to this, portable appliance checks are undertaken. Staff have attended or updated first aid and food hygiene training during the year. The Village Hall is responsible for annual fire checks but we have our own procedures and regular building evacuation drills are held at varying times in the week throughout the year. We undertake regular risk assessments, carry out health and safety checks on a daily basis and continually monitor our provision.

## **12. COMMUNICATION AND SOFTWARE**

### **12.1 Website and Social Media**

We use our website, Facebook page and Notts Help Yourself listing to communicate our vision and our curriculum offer and as a means for prospective parents to learn more about us. One of our new parents commented on how much useful information is on our website compared to some other settings they had looked at.

As well as keeping our parents, carers and wider community updated on some of the activities that are happening at Pre-School - our Facebook page has also been useful for advertising purposes. Please feel free to share the fantastic things that we do with your friends on Facebook (without including photographs of the children). We set up an Instagram account and Tik Tok account in 2024 but have decided to close them down as we felt they were more of a distraction than a useful tool, and very hard to manage due to all of the policies and procedures we adopt as a setting.

### **12.2 Family Nursery Management Software**

We use Family as a nursery management tool and the primary means of communication between parents and staff. We use Family to keep registration records of our children, learning and development observations and assessments, registers and attendance, invoicing purposes, and to share messages and photos with our families. Family also produce regular articles and blogs about early years topics which are both informative and interesting, and we share some of these articles with our staff as part of our reflective practice and continuous professional development programme.

### **12.3 Xero Accounting Software**

We use Xero accounting software to manage the Pre-School finances.

### **13. FUNDRAISING AND SOCIAL EVENTS**

Fundraising is very important for Pre-School as inevitably our costs continue to rise during the year. We also value our fundraising events as opportunities to bring our community together, to showcase a little of what we do and to celebrate our wonderful children.

In the summer, the children put on a performance of Going on a Bear Hunt on the stage, with a summer fayre afterwards. It was well supported by parents/carers and extended families. The Committee and Staff Team organised a raffle and games, tombola, bouncy castle, face painting, cake sale and other refreshments. It was lovely to see some of our previous children and their families returning to join in the summer fayre. The funds raised through this event were used to purchase the new Wendy House.

We also held our annual Sports Day during the summer term, inviting families to come and watch.

During the School Summer Holidays, the staff organised some 'Stay and Play' sessions for families to get together over the holidays. These were extremely popular.

At Christmas, we staged a Nativity performance in front of families, with a Christmas fayre afterwards. This was also a fantastic event, greatly enjoyed by all and thanks to the fundraising efforts of the committee and staff. The funds raised through this event were used to purchase a new 5-piece wooden kitchen and play food for our role play area.

In January the Committee organised a children's disco, with musical entertainment and face painting provided free of charge by the Daly family, whose children used to come to our Pre-School several years ago. The disco is a fun social event, which also raises funds for Pre-School through ticket sales, refreshment sales, lucky dip stand and face painting. Thank you to all of the Committee and the Daly family who helped make this event such a success.

We invited parents and carers into pre-school for a Mother's Day celebration this year, and are planning a similar event for Father's Day.

At the end of the Spring Term, we welcomed families into Pre-School to celebrate the children for our Easter Bonnet Parade. The Committee also organised a coffee morning and cake sale social event before the show, which was very well attended, and a raffle. It was wonderful to see so many of our families enjoying the parade and the children's performance of Easter songs.

We also raised money through commission from a variety of sources: Jane Stapleton photography, Easyfundraising, Amazon Smile, My Nametags and All My Own Work (Christmas cards)

Monies raised through fundraising activities have been used to purchase new equipment, including new floor mats, new 'layabout snuggle mats' to make a cosy reading area, new small world animals and some new dolls.

The Treasurer report will provide more detail on all of the fundraising activities undertaken this year.

### **14. FINANCIAL STATEMENT AND RESERVES POLICY**

The Pre-School accounts have been independently examined by Ian Newlove on 11th June 2025, concluding that no concerns came to light during this examination.

## **Reserves Policy**

We have a policy to hold enough funds in reserve in the event that we have to close, to cover the statutory redundancy payments of all qualifying staff and 3 months running costs including staff notice pay. Our reserves are currently higher than necessary, but having large reserves enabled us to continue operating during a difficult financial year two years ago, at a time when a number of settings in the area closed down due to financial pressures. The reserves tend to increase year on year as staff increase their length of service and the wage rates also increase. The reserves figure for the end of March 2025 is £57,994. We have adequate amounts held in reserves to cover this cost.

## **15. AIMS FOR THE FUTURE**

We achieved our aim for the previous financial year of staying financially viable, and we have built on this by having another successful year financially.

We aim to continue to provide an outstanding Pre-School for our children in a safe, secure and engaging surrounding which adheres to the government guidance and our own risk assessments. We intend to have more staff in session each day than the minimum specified by the EYFS Statutory Requirements, as we believe that we can provide a better quality of care and education for every child if we have more staff in the room. Being a not-for-profit organisation allows us to plan to use more of our funding and fee income for additional staff in this way.

We aim to maintain our excellent Staff Team through providing strong support, training, and a great place to work. We also reviewed our pay structure this year to ensure that all of our qualified staff are paid above the National Minimum Wage and at a comparable rate to other providers, to reflect their expertise, experience and responsibilities of their role. We hope that this will help us to retain the talent that we have within our organisation and demonstrate to the Staff Team how greatly valued they are.

We will continue to offer Pre-School sessions for 41.25 hours per week for all children running Mondays to Thursdays from 8:00am to 4:30pm, and Friday 8:00am to 3:15pm.

All of our endeavours will have maintaining or improving the quality of our provision at their heart so that our children are best able to learn and develop. We will continue to make decisions that take into account our long-term sustainability as well as any short-term needs.

## **16. FORMAL THANK YOUS**

### **16.1 Children and Parents**

We would like to thank our children for being the most important part of our Pre-School and for being such a delight. The ways in which you learn are captivating; we are privileged to observe you learn, grow and succeed.

We would like to thank our parents, firstly for choosing us and entrusting your precious children to our care, and secondly for supporting all of our events this year. We deeply value our partnerships with parents and we thank you for your part in this.

### **16.2 Reflection from the Pre-School Manager, Debby Stevens**

I'd like to officially thank all of the committee members, staff, parents and children for a wonderful year at Pre-School and we look forward to future learning opportunities.

### **16.3 Staff Team**

The Committee would like to formally thank the Staff Team for their continued professionalism, enthusiasm and dedication to Pre-School. It has been another challenging year for you as you demonstrated flexibility and commitment to adapt to the influx of two year olds arising from the new government funding entitlements, and to the changes in the staff team this year.

You all continue to prioritise the children above all else and we greatly value how happy our Pre-School children are in your care, as well as how fantastically well they learn and develop. You have helped all of the children enjoy their time at Pre-School whilst they start their formal educational journey. You are always welcome to new ideas, growth and improvement.

### **16.4 The Village Hall Committee**

We would like to thank the Village Hall Committee for continuing to let their premises to us, and for allowing some flexibility with our bookings.

## **17. CHAIRPERSON'S CLOSING MESSAGE**

On behalf of the Management Committee, I would like to extend our heartfelt thanks to our incredible Staff Team. Your warmth, dedication, flexibility and professionalism shine through in all that you do. You have navigated another year of change: from evolving government funding to welcoming an increasing number of two-year-olds, with skill and care. Our children are happy, nurtured and thriving because of your hard work. We are deeply grateful.

I would also like to thank each member of our Management Committee. You have voluntarily given your time and energy to ensure the successful running of Pre-School - overseeing finances, governance, staffing and strategy. Your commitment, often behind the scenes, is what allows us to offer the quality and stability our families rely on. I am grateful for the support, insight and teamwork you have brought to this role.

Thank you to those members who are continuing for the 2025–26 year, and a warm welcome to our new committee members. Together, I look forward to building on this year's success and continuing to support our Pre-School to grow, flourish and serve our children and families in the very best way.

Sarah England-Amoo(on behalf of the Management Committee)

Chairperson, Attenborough Church Pre-School

June 2025

# Statement of Assets and Liabilities

Attenborough Church Preschool

As at 31 March 2025

Registered Charity No. 1024159

	<b>Account</b>	<b>31 Mar 2025</b>	<b>31 Mar 2024</b>
<b>Fixed Assets</b>			
	<b>Tangible Assets</b>		
	Office Equipment	8,596	4,516
	Less Accumulated Depreciation on Office Equipment	-4,376	-3,864
<b>Total Fixed Assets</b>		<b>4,220</b>	<b>653</b>
<b>Current Assets</b>			
	<b>Cash at bank and in hand</b>		
	Deposit Account	111,007	91,097
	Current account	20,075	20,967
	Petty Cash	141	59
	<b>Total Cash at bank and in hand</b>	<b>131,223</b>	<b>112,123</b>
	Accounts Receivable	1,233	1,045
	Inventory	131	131
	Less Provision for Doubtful Debts	-434	0
<b>Total Current Assets</b>		<b>132,152</b>	<b>113,298</b>
<b>Current Liabilities</b>			
	Accruals	27,430	21,073
	Income in Advance	2,546	0
	Rounding	-2	-1
<b>Total Creditors: amounts falling due within one year</b>		<b>29,974</b>	<b>21,072</b>
	<b>Net Current Assets</b>	<b>102,178</b>	<b>92,226</b>
	<b>Total Assets less Current Liabilities</b>	<b>106,398</b>	<b>92,878</b>
	<b>Net Assets</b>	<b>106,398</b>	<b>92,878</b>
<b>Capital and Reserves</b>			
	Current Year Earnings	13,520	23,797
	Retained Earnings	92,878	69,081
<b>Total Capital and Reserves</b>		<b>106,398</b>	<b>92,878</b>

**Income and Expenditure**  
**Attenborough Church Preschool**  
**For the year ended 31 March 2025**  
Registered Charity No. 1024159

Account	31-Mar-25	31-Mar-24
<b>Receipts</b>		
Bank interest received	1,910	1,341
Donations	150	50
Fee Income	35,198	39,312
Funding Income	165,121	114,873
Grant Income Apprentice	0	500
Toddler Group	858	648
Voluntary snack payment	0	42
	<b>203,237</b>	<b>156,766</b>
<b>Other Receipts</b>		
Commission All My Own Work	81	144
Commission Amazon Smile	0	44
Commission Easy Fundraising	138	87
Commission My Nametags	48	0
Commission Photographs	47	98
Fundraising Autumn Event	0	44
Fundraising Disco	636	498
Fundraising Easter Event	70	323
Fundraising Nativity	955	1,101
Fundraising Summer Event	1,042	1,519
Stay and Play	403	229
<b>Total Other Receipts</b>	<b>3,420</b>	<b>4,087</b>
<b>Total Receipts</b>	<b>206,657</b>	<b>160,853</b>
<b>Payments</b>		
Advertising & Marketing	70	183
Bank Fees	74	77
Cleaning	135	107
Consumables	1,357	772
DBS Checks	0	248
Depreciation Expense	512	292
Equipment	4,751	637
Insurance	1,065	994
Ofsted Registration	50	50
Other Expenses	438	481
Payroll	922	861
Printing & Photocopying	974	216
Refreshments	782	749
Rent	21,197	18,358
Repairs & Maintenance	77	0
Staff salaries	156,484	109,735
Staff training	706	844
Subscriptions software	2,555	1,926
Telephone & Internet	144	160
Uniforms	461	0
Website	382	365
<b>Total Payments</b>	<b>193,137</b>	<b>137,056</b>
<b>Net Receipts/Losses</b>	<b>13,520</b>	<b>23,797</b>
Funds last year b/f	92,878	69,081
Funds this year c/f	106,398	92,878

Ian Newlove  
22 Larch Crescent  
Beeston  
Nottingham  
NG94DL

**Independent Examiner's report to the trustees of Attenborough Church Preschool**


I have completed the examination. I confirm that no material matters have come to our attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) regulations 2002 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Ian Newlove

A handwritten signature in black ink, appearing to read 'Ian Newlove', written in a cursive style.

Date 11<sup>th</sup> June 2025

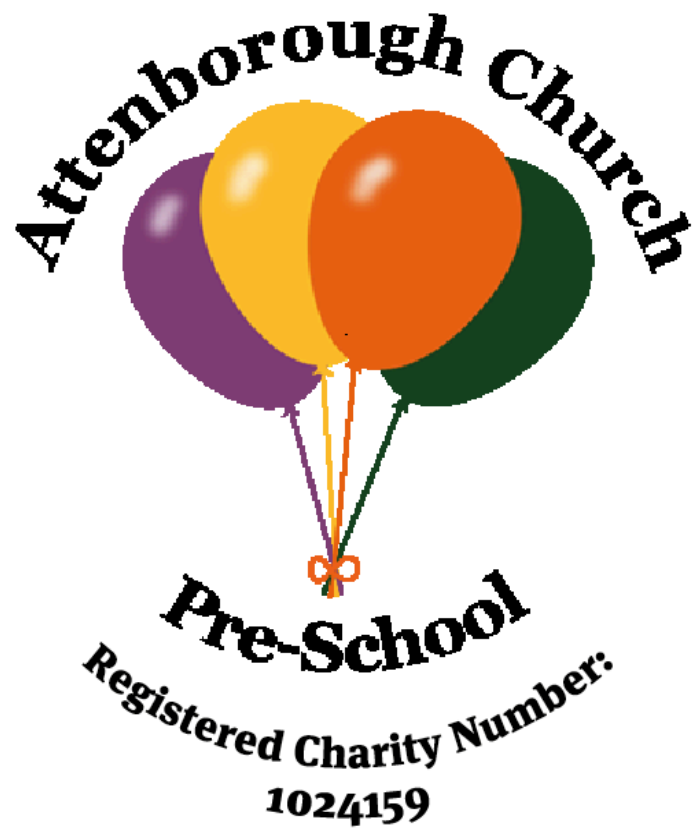
**ATTENBOROUGH CHURCH PRE-SCHOOL**

England & Wales - Charity number 1024159

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# Accounts

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**Annual Report 2023/2024**  
From the Management Committee

Together we care, play, learn, grow, succeed.

**Attenborough Church Pre-School**  
**Report by the Management Committee – 17<sup>th</sup> June 2024**  
**For the period April 2023 to March 2024**

**INTRODUCTION**

The following report will be presented to parents/carers at the Pre-School's Annual General Meeting held on the 17<sup>th</sup> June 2024 in the Douglas Taylor Room, at 8 p.m. All parents/carers have been invited to attend the meeting.

This report provides parents/carers with:

- an overview of the Pre-School and Committee's activities during the year,
- a summary of changes to staffing and routines, and
- an opportunity to make recommendations for 2023/2024.

Any comments or suggestions arising from the report can be made directly to Sarah England-Amoo, Chairperson, by email to [chair@attenboroughchurchpreschool.com](mailto:chair@attenboroughchurchpreschool.com) or to Debby Stevens, Pre-School Manager during session times.

**ABOUT US**

**A charitable organisation providing early years education and care**

Attenborough Church Pre-School is a registered charity and as such we must abide by the Charity Commission's rules and requirements. Our constitution determines what our aims are, how we are run, and outlines the rules we must follow. We have chosen to adopt the Early Years Alliance model constitution and we do this annually at each AGM.

Our aims are known as our 'charity objects'. These are set out in our constitution and are "To enhance the development and education of children primarily under statutory school age by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability".

We are managed by a voluntary management committee who are the trustees of the charity and have responsibility for ensuring that the setting is run in accordance with our constitution, all relevant legislation, guidance and best practice. In 2023-24 the parent-led voluntary committee has continued to welcome its two staff members whose contribution is very helpful.

As a provider of early years education we must follow the rules set by the government in the Early Years Foundation Stage (EYFS) statutory framework and ensure that our charity objects are in line with this framework. The EYFS prescribes the learning and development requirements, and the safeguarding and welfare requirements, of children from birth to 5 in the care of childcare providers. Ofsted measures us against the EYFS statutory framework to determine how well we are meeting its requirements. We were visited by Ofsted in February 2023 for a routine inspection, where we were graded as 'good' in all areas.

To help us to ensure that our provision is the best it can be, and to ensure that we follow best-practice, we are members of the Early Years Alliance. During the academic year, we have

continued to be supported by an Early Years Support Teacher from the Nottinghamshire Early Years team.

### **Our Vision**

Our intent is captured in our Vision Statement and Curriculum Offer, which was developed through collective input from the Management Committee and all of the Staff Team. Our Vision states that

“our aim is to nurture kind, happy, healthy, imaginative, reflective individuals with high self-esteem and a love of learning who are ready to make a positive contribution, form good relationships, make healthy choices and continue to flourish so that they may enjoy a well-balanced and successful future life as they fulfil their dreams”.

We have distilled our vision into a motto that features prominently within our day-to-day practice and encapsulates all that we do:

“Together we care, play, learn, grow, succeed.”

We work in partnership with parents, carers and the wider community, understanding that working together achieves more for our children.

### **How we are typically run on a day-to-day basis**

We provide an enjoyable Pre-School education for 2-4 year olds and a Parent and Toddler Group for 0-5 year olds. We run 10 x 3 hour sessions per week in Attenborough Village Hall, from 9:15am to 12:15pm and 12:15pm to 3:15pm Monday to Friday, during term-time. Children can attend for the full 6 hour day, 9:15am to 3:15pm by taking a morning and afternoon session together. We also offer extended hours with a daily Breakfast Club from 8:00am to 9:15am, and an After-School Club which runs Monday to Thursday from 3:15pm to 4:30pm. Another session we provide is a Lunch Club which runs from 12:15 to 1:00pm, popular with our younger children who may not yet be ready for a full 6-hour day. We use the Douglas Taylor Room and the Main Hall for large and small group work and spend lots of time in our large garden. We are registered to have up to 50 children in session when using the two rooms, or up to 26 children in the Douglas Taylor room. We are registered for Full Day Care.

Children start Pre-School from as early as 2 years 3 months or in the term after they turn 2 if they are eligible for 2-year funding. They may also start at the beginning of any half term after this age. The families that we serve are predominantly Attenborough, Chilwell, Toton and Long Eaton based, although we also serve families from slightly further afield. Our children are the centre of our organisation and we continuously strive to meet their needs and serve their interests so that they may learn and develop and make excellent progress. We are an inclusive setting that welcomes all children and aims to provide learning experiences that are entirely free up to 15 or 30 hours per week depending on the family's funding entitlement. We allow funding to be used in all sessions that we offer. We also accept ad-hoc bookings if we have space on the day. Our parents value the flexibility that our breakfast club, after pre-school club and ad-hoc sessions allow them.

### **Operational Plan**

We have an Operational Plan designed to meet Ofsted inspection criteria and to ensure that our day-to-day provision of education and care is consistently excellent. Our policies are informed by the requirements of the EYFS and are developed in conjunction with the Early Years Alliance. We update or introduce our policies throughout the year as necessary, and all new policies and changes are

formally adopted at the AGM. It is from these policies that our practices and routines are developed, all of which are designed to provide the best possible experience that we can for our children.

### **Improvement Plan**

The Pre-School Improvement Plan is a working document that includes contributions from the Committee and the Staff Team, as well as recommendations from Ofsted and feedback from parents. The Improvement Plan is reviewed regularly and ensures we continue to strive to be excellent and innovative in all that we do. We want to be outstanding for our children and we are committed to continuous improvement following thorough self-evaluation.

### **Keeping up-to-date**

We stay up-to-date with current developments and issues in the early years sector through our membership of the Early Years Alliance and regular attendance at a range of local network meetings, mostly run by Nottinghamshire County Council Early Years Team. All staff attend regular training courses to ensure we are meeting all welfare requirements of the EYFS. We also encourage staff and committee members to undertake relevant online modular courses. Where one member of staff has attended an external course or network briefing, we cascade that training to the rest of the Staff Team at our regular Staff Training Meetings.

### **Staffing**

We have been fortunate to have a very strong, highly qualified and dedicated Staff Team throughout 2023-24:

#### **April 2023-March 2024 Staffing:**

<b>NAME:</b>	<b>POSITION:</b>	<b>QUALIFICATION:</b>
Debby Stevens	Pre-School Manager	NVQ Level 3 In Childcare
Amanda Scard	Deputy Pre-School Manager	NVQ Level 3 In Childcare
Claire Vardy	Deputy Pre-School Manager (left in July 2023)	NVQ Level 3 In Childcare
Laura Dunn	Early Years Teacher/Admin Assistant	Early Years Teacher Level 6
Louise Day	Early Years Teacher/Admin Assistant	Early Years Teacher Level 6
Toshimi Sato	Pre-School Practitioner	NVQ Level 3 In Childcare
Molly Joynes	Pre-School Practitioner (on maternity leave from January 2024)	NVQ Level 3 in Childcare
Stephanie Kerry	Pre-School Practitioner (career break, returned in September 2023)	NVQ Level 3 in Childcare
Joelle Bartram	Pre-School Practitioner and Language Lead	NVQ Level 3 in Childcare
Jeanette Beadling	Pre-School Practitioner	NVQ Level 3 in Childcare
Sophie Poole	Apprentice Pre-School Practitioner /fully qualified Pre-School Practitioner since January 2024	NVQ Level 3 in Childcare (successfully completed NVQ Level 3 in Childcare in December 2023)
Kyra Canning	Apprentice Pre-School Practitioner (from January 2024)	Trainee in NVQ Level 2 Childcare
Leigh-Anne Smart	Pre-School Practitioner (from March 2024)	NVQ Level 3 in Childcare
Maisie Sampson-Giles	Pre-School Practitioner (from March 2024)	NVQ Level 3 in Childcare
Laura Pounder	Pre-School Practitioner (from March 2024)	NVQ Level 3 in Childcare

Our Pre-School Manager, Debby Stevens, continues to provide excellent leadership for the in-session team of staff, with administrative support during this year from Laura Dunn and other members of the staff management team. We value a team approach to shaping and improving our provision, made possible through regular Staff Team meetings and Inset Day training. Each member of staff is supported and guided by the Pre-School Manager to develop their knowledge, focus on reflective practice and they are updated on any relevant changes. We use the Early Years Teacher Standards in our Appraisal and Supervision processes.

Debby started a National Professional Qualification in Early Years Leadership in October 2022 and submitted her final assignment in April 2024. This is a government funded course that will give Debby a Level 6 qualification in Early Years and enhance her leadership skills and sector knowledge, and we are really proud of Debby for taking on this additional challenge.

We sadly said goodbye to Claire Vardy, Deputy Manager, at the end of the Summer Term 2023. Claire joined Pre-School in March 2013, progressing to Deputy Manager in 2019. Claire has been an extremely valued member of the Staff Team over the last 10 years, taking on a mentoring role to new staff members and apprentices, and we will miss her. Claire always worked at Tesco alongside her Pre-School hours and decided to apply for the full-time role of Tesco Community Champion when the position became available in 2023. Claire was successful in her application, and she continues to liaise with Pre-School through her new role and helps us with donations from Tesco wherever she can. We wish her all the best for the future.

Laura Dunn continues to perform all tasks relating to the financial administration of the setting and has taken a step back from curriculum planning.

Louise Day, Early Years Teacher, continues to be responsible for curriculum planning and assessment, as well as updating our policies and procedures and preparing the newsletter. Molly Joynes and Stephanie Kerry also assist Debby with various administrative tasks as the need arises.

Amanda Scard, Deputy Pre-School Manager and SEND Co-ordinator, took the lead in liaising with local schools to provide as smooth a transition to school as possible for all of our leavers in Summer 2023. Amanda also continues to be responsible for updating our website and Facebook page, and liaising with the committee regarding marketing initiatives.

Joelle Bartram has been fully trained as the Language Lead for the setting. She leads small group work focussing on communication and language, liaises with outside professionals and feeds back relevant information and support strategies to the rest of the Staff Team.

Stephanie Kerry took a short Career Break following her maternity leave, and returned to work in September 2023.

We are extremely proud of Sophie Poole for successfully completing her NVQ Level 3 in Childcare and gaining a Distinction grade. Congratulations Sophie! We are pleased to offer Sophie a permanent contract as a fully qualified Level 3 Pre-School Practitioner from January 2024.

We took on a new apprentice in January 2024 – Kyra Canning, who is working towards her NVQ Level 2 in Childcare. Welcome to Kyra.

We also saw Molly go off on maternity leave at the beginning of January 2024. Congratulations to Molly on the birth of her daughter. We recruited Leigh-Anne Smart, a fully qualified Level 3

practitioner, on a fixed term contract to the end of December 2024 as maternity cover for Molly. Welcome to Leigh-Anne.

The sudden influx of enquiries during the Spring Term from local parents wishing to take up the new funding entitlement (of 15 hours per week for working parents of two year old children in April 2024) led us to recruit two further staff members. We welcome Laura Pounder on a fixed term contract to the end of the Summer Term 2024, and Maisie Sampson-Giles has been taken on as a permanent member of staff. Leigh-Anne, Laura and Maisie all started in March 2024.

We have an excellent Staff Team and the whole team works *extremely* hard to do the best for our children, by caring for them, offering them opportunities for play, learning and wonder, teaching them, and preparing them for school. The staff team have again demonstrated great flexibility and commitment to preschool by taking on additional responsibilities this year, as well as changing their working hours as necessary. All staff are active contributors to our Staff Team Meetings.

### **Pre-School Management Committee**

#### **2023/24 Main Officers:**

Sarah-England Amoo – Chairperson

Kate Ball – Treasurer (stepped down in October 2023)

Sarah Gourdet – Treasurer (from October 2023)

Kirsty Rigby – Secretary (stepped down from committee in May 2023)

Catherine Shepherd – Secretary from May 2023.

Claire Heysmond will be replacing Catherine as Secretary, once her committee joining documents are finalised.

#### **Committee Members:**

Laura Pounder – Fundraising Officer from June 2022

Gill Moore - Trustee member from August 2021, stepped down in December 2023

Joan Kolomyjec – Trustee member from Feb 2023

Toshimi Sato – Staff Trustee

We have been extremely fortunate to have had a strong Committee in 2023-24 who bring a variety of invaluable strengths to the team.

Sarah England-Amoo continued in her role as the Chairperson. Thank you to Sarah for all of her support and commitment to Pre-School, especially assisting with the recruitment process during the Spring Term 2024.

Catherine Shepherd took on the Secretary role in May 2023. She will be formally stepping down from the committee when Claire Heysmond's committee joining paperwork is finalised. Claire Heysmond will then take-over the role of secretary.

We say goodbye to Kate Ball who has been the Treasurer of the Management Committee for several years. Thank you Kate for all your support over the years, the staff team and the committee really appreciate all that you have done for Pre-School. Sarah Gourdet joined the committee in September 2023 and has taken on the Treasurer role.

We also said goodbye to Gill Moore in December 2023.

Thank you to Laura Pounder and all of the committee for helping to organise these events, they have been very successful.

We welcome Sarah Gourdet to the Committee.

### **SAFEGUARDING - Maintaining a culture of vigilance and a climate of support**

As you will know, safeguarding our children is our number one priority at Pre-School. Nothing is more important to us than this. Safeguarding is all about keeping our community safe, free from harm or potential harm and ensuring our children are able to healthily grow and develop in circumstances consistent with the provision of safe and effective care.

A commitment to safeguarding is everywhere within our setting and each member of our Pre-School community has a role to play in keeping each other safe, be they a Committee member, a member of Staff, a parent, a carer or one of our children. It is important that we use our voices to share any safeguarding concerns that we may have, however big or small. If there is something that is niggling, that you are worried about or something you are not sure about, please pass it on to Debby, Pre-School named Safeguarding Lead. Please see our website for further details.

### **Our curriculum – The Early Years Foundation Stage**

We follow the Early Years Foundation Stage (EYFS) framework and adopted the revised EYFS framework from September 2021. The revised framework requires practitioners to have a strong knowledge of child development, to know their children well through quality interactions with them, and to use their judgement in assessing a child's progress rather than relying on a restrictive list of developmental statements as per the previous Development Matters document. As a Staff Team, we welcome the revisions to the EYFS as our observations of children are more holistic and broad than the previous developmental statements.

We encourage all children to be curious and explore, through both child-led and adult-led play activities. We seek to develop a child's self-esteem, independence and self-regulation skills through sensitive interactions, encouragement, role-modelling and promoting the importance of being kind to each other, and being heard. All areas of the curriculum are covered every day through our continuous provision and the daily structured activities that we provide. This encompasses Personal, Social and Emotional Skills, Communication and Language Skills, Physical Development, Literacy, Maths, Understanding the World and Expressive Arts and Design.

Our planning process ensures that short-term, medium-term and long-term planning begins with a review of our children's next steps and interests, and activities are planned for each curriculum area specifically around these factors. We plan small group work to target specific areas of need, such as listening and attention, speech, understanding and expressing emotions etc. We have a broad theme for the half-term which allows more scope for exploring a topic through a variety of playful and creative interactions and enables us to be more flexible and follow the children's interests. We provide a safe, secure and stimulating indoor and outdoor learning environment with a wide range of

resources to inspire our children's curiosity and support them to make outstanding progress. Our practitioners are highly skilled, role model our values, provide excellent care and education, and collectively strive for continuous improvement.

### **Rising 4's**

Our Rising 4's cohort includes all children who are in their last full academic school year in Pre-School. We plan to progress our Rising 4's children with educationally fun activities and additional resources that spark curiosity and wonder and a love of learning. We support our children to be confident, independent, resilient and prepared for their next step of education by the end of their Summer Term.

Rising 4's build up their listening and attention skills by sitting on the mat for short periods of whole-group time such as register time, a short topic discussion, show and tell, listening to a story and singing time. In free play and in adult-led activities we include resources that are specifically aimed at our older children to improve fine and gross motor skills, problem-solving skills, turn-taking, literacy and numeracy skills. The Rising 4's also take part in weekly PE sessions, which are not only fun and help develop physical skills, but also encourage children to follow instructions and provide lots of opportunities to practise dressing and undressing. We plan phonics activities that focus on listening and attention skills following regular consultation with local feeder schools who agree that this provides a strong foundation for future phonic learning in formal education. We introduce a topic playfully throughout the week and reinforce it in a structured small group activity.

### **Outdoor learning**

Our fantastic garden area is a huge asset to our Pre-School. This year we have refreshed our Forest Schools area with a woodland walkway, more tree stumps and bug hotel. We also added an outdoor instrument area. We ensure our outdoor learning environment is used by each child, every day, whatever the weather and encourage all children to bring waterproofs and welly boots each day. Our planning, use of resources and our practitioner input ensures that we maximise the learning potential of our outdoor space.

### **Language Lead**

Joelle Bartram is our Language Lead, championing the importance of Communication and Language skills in our setting, including training and guiding other staff; every practitioner has a role to play in developing language skills and these skills are a key part of every child's development. The Language Lead helps to develop new resources and strategies to support all of our children. The Language Lead plans and delivers small group or one-to-one sessions to support language acquisition, as well as supporting children with their confidence in talking to others. We use signs throughout the session, i.e. at snack time and singing, and incorporate signing into our fundraising shows. Early intervention with speech and language delays is necessary to provide a child with the best possible outcomes for their communication skills. The Language Lead continues to liaise with outside agencies to ensure we are offering the right targeted support to individual children, where relevant.

### **Key-Person**

All children have a Key-Person who works with their family and keeps electronic development records and a Learning Journey for each child. Whatever the age of the child when they start and however long they might be with us, our aim is to quickly settle the child into the routine of the session. The Pre-School Manager oversees all staff in their Key-Person duties. Although each child's

Key-Person is the main point of contact at Pre-School for the child and their family, every member of the Staff Team is involved in helping every child to learn, develop and be cared for.

### **Admissions and leavers**

We admit new starters throughout the year at the beginning of each half-term, but our school leavers all leave together at the end of the Summer Term. Therefore the number of children on register fluctuates throughout the year and we inevitably experience a drop in numbers each year between the Summer and Autumn Terms. At the end of March 2023 we had a total of 45 children attending Pre-School. Over the year, a total of 33 children were admitted, 24 children moved on to school or nursery in July 2023 and a further 7 children left at other times during the financial year, due to changes of circumstances. At the end of March 2024, we had 47 children on our register.

When the children's Pre-School time has come to an end, they move on to several local schools, with the majority going to The Lanes Primary School, Chetwynd Spencer Primary Academy and Banks Road Infant School. We have been involved with all schools along with the Reception Coordinators in order to provide a smooth transition for our children. In Summer 2023, we had 20 children leaving to go to 7 different schools. We liaised with the schools, welcomed several reception teachers into our setting to visit the children and sent staff members along with our children for their transition visits to both The Lanes Primary School and Chetwynd Spencer Academy. In Summer 2024, we will have 26 children going to 10 different schools and 1 child is moving onto a school nursery place.

### **Funded places**

Government Early Years Funding ('Free Entitlement') is currently undergoing a radical overhaul and expanding the number of funded hours offered to parents of two-year-olds. Up to 31 March 2024, two-year olds were only eligible for 15 hours funding if their families met certain eligibility criteria. By the end of March 2024 we had just two children receiving two-year old funding. The government childcare expansion to allow working parents to access 15 hours of funding for two-year-olds has resulted in an additional 17 children receiving two-year funding from 1<sup>st</sup> April 2024. This is a substantial increase for our setting, and the new funding entitlement has significantly changed the number of two-year olds attending early years education settings across the county. This stream of funding is going to increase again in September 2025, allowing working parents of two-year-olds to access up to 30 hours of funded childcare per week.

All children can access what is known as the 'universal funding' from the term after they are three years old, which provides them with 15 hours free provision per week. Working parents who meet certain criteria are able to access another 15 hours funding per week, giving a total of 30 hours funding for eligible families of 3 and 4 year olds.

Parents are eligible for the new two-year funding or 30 hours funding if they earn the equivalent of 16 hours at the National Minimum Wage or more to qualify and in a 2-parent household, both must be earning.

During this financial year we had the following number of children on funding:  
38 in the Summer Term 2023, 24 in the Autumn Term 2023 and 29 in the Spring Term 2024. The increase in funding entitlement has resulted in 51 children claiming funded hours at the beginning of the Summer Term 2024, a 34% increase year on year.

### **30 hours provision**

Our opening hours are 41.25 hours per week, meaning we can provide 30 hours of free childcare for all those who are eligible. We don't operate an After-School Club on Fridays as we haven't had sufficient demand. We typically have 15-20 parents registered who will take a range of funded sessions up to 30 hours, this includes an option to share the 30 hours funding with one other setting. During the year, the uptake of 30 hours for children who are either fully funded or funded and fee paying, is high and continues to be very successful for us. In this financial year approximately half of all children who are eligible for 30 hours funding are accessing all of their entitlement, compared to less than a third of eligible children in the previous year, and some children are attending for more than 30 hours, taking advantage of our breakfast and after-school clubs.

Ad-hoc sessions have continued to be a useful way of allowing children to trial sessions before booking them on a more permanent basis. We continue to be committed to offering funding provision which allows children to access it with no hidden or additional charges.

### **Breakfast Club**

We opened Breakfast Club in September 2020 to extend session availability from 8.00am, with the club running from 8.00am - 9.15am. Children arrive between 8.00am and 8.15am, have a period of quiet play followed by breakfast of cereal, toast and a drink at 8.30am. From 9.00am, the children move into the routine for the usual morning or full day sessions. 10 children have accessed this session on a regular basis during the year and regular ad-hoc sessions are taken and if numbers allow.

### **Lunch Club**

Lunch club takes place from 12.15pm – 1.00pm and is open to any of our children. All children who attend an afternoon session automatically attend Lunch Club, whilst those attending a morning session can choose to stay until 1:00pm. Children bring their own packed lunch and eat at tables together, supported by preschool practitioners as needed. It is a sociable time where children chat with each other and staff whilst eating their lunch.

### **After Pre-School Club**

We opened our After Pre-School Club provision from June 2022, running from 3:15pm to 4:30pm from Mondays through to Thursdays. There is currently no After Pre-School Club on Fridays, due to a lack of sufficient demand. Whilst the After Pre-School Club is usually lower in attendance, many parents book ad-hoc sessions for their children as needed and value the flexibility this offers.

### **Accommodation and Premises**

We pay rent to the Attenborough Village Hall Management Committee for the use of the premises for 10 sessions per week plus Breakfast Club and After Pre-School Club. We use both the Douglas Taylor Room and the Main Hall for the majority of sessions, and the Eric Mason Room for Staff Meetings. Joan Kolomyjec, one of our Trustees, is the Chairperson of the Village Hall Committee, and we have frequent dialogue regarding possible improvements to the premises that are beneficial to Preschool as well as other user groups. There was no rent increase during this financial year, but there is a rent increase of 5% commencing on 1<sup>st</sup> April 2024. The toilets for the Main Hall were refurbished this year.

### **Health and Safety**

In addition to this, portable appliance checks are undertaken. Staff have attended or updated first aid and food hygiene training during the year. The Village Hall is responsible for annual fire checks but we have our own procedures and regular building evacuation drills are held at varying times in the week throughout the year. We undertake regular risk assessments, carry out health and safety checks on a daily basis and continually monitor our provision.

### **Website and Social Media**

We use our website and Facebook page to communicate our vision and our curriculum offer and as a means for prospective parents to learn more about us. As well as keeping our parents, carers and wider community updated on some of the activities that are happening at Pre-School - our Facebook page has also been useful for advertising purposes. Please feel free to share the fantastic things that we do with your friends on Facebook (without including photographs of the children). We have also now set up an Instagram account as well to reach a wider audience.

### **Famly Nursery Management Software**

We use Famly as a nursery management tool and the primary means of communication between parents and staff. We introduced Famly in February 2022. We use Famly to keep registration records of our children, learning and development observations and assessments, registers and attendance, invoicing purposes, and to share messages and photos with our families.

### **Xero Accounting Software**

After a successful trial with Xero, the accounting software went live in March 2022 and is continuing to prove a useful addition to the administration of Pre-School finances.

### **Fundraising and Social Occasions**

Fundraising is very important for Pre-School as inevitably our costs continue to rise during the year. We also value our fundraising events as opportunities to bring our community together, to showcase a little of what we do and to celebrate our wonderful children.

In the summer, the children put on a performance of nursery rhymes on the stage, with a summer fayre afterwards. It was well supported by parents/carers and extended families. The committee and staff organised a raffle and games, tombola, bouncy castle, face painting, cake sale and other refreshments.

During the School Summer Holidays, the staff organised some 'Stay and Play' sessions for families to get together over the holidays. These were extremely popular.

In November the Committee organised a children's disco, with another one in March 2024. Musical entertainment and face painting was provided free of charge by the Daly family. These are fun social events, which also raised funds for Pre-School through ticket sales, refreshment sales, lucky dip stand and face painting. Thank you to all of the committee and the Daly family who helped make these events such a success.

At Christmas, we staged a Nativity performance in front of families, with a Christmas fayre afterwards. This was also a fantastic event, greatly enjoyed by all and thanks to the fundraising

efforts of the committee and staff. It also raised some much needed funds for Pre-School which we intend to use on a new Wendy House in the garden.

At the end of the Spring Term, we welcomed families into Pre-School to celebrate the children for our Easter Bonnet Parade. The committee also organised a coffee morning and cake sale social event before the show, which was very well attended, and a raffle. It was wonderful to see so many of our families enjoying the parade and the children's performance of Easter songs.

We also raised money through commission from a variety of sources: Jane Stapleton photography, Easyfundraising, Amazon Smile, My Nametags and All My Own Work (Christmas cards). In addition, we had a small autumn fundraiser where children fill a bag with autumnal nature items and bring them in to Pre-School to show everyone what they have found.

Monies raised through fundraising activities have been used to purchase some new tables and to put towards the cost of a new Wendy House.

The Treasurer report will provide more detail on all of the fundraising activities undertaken this year.

### **Financial Statement**

The Pre-School accounts have been independently examined by Ian Newlove on 14th June 2024, concluding that no concerns came to light during this examination.

### **Reserves Policy**

We have a policy to hold enough funds in reserve in the event that we have to close, to cover the statutory redundancy payments of all qualifying staff and 3 months running costs including staff notice pay. Our reserves are higher than is necessary, but that has allowed us to keep operating in the previous year despite making a loss of £10,578. The high retention of staff means that the amount we need to hold in reserves increases year on year as staff increase their length of service and wage rates also increase. The reserves figure for the end of March 2024 is £46,501. We have adequate amounts held in reserves to cover this cost.

### **Aims for the Future**

One of our key priorities this financial year was to recover the £10,568 loss that we made last year in order to safeguard the future of Pre-School. We kept a very close eye on all expenses, did not immediately replace Claire when she left in July, and waited to take on a new Apprentice, in order to keep the wages cost down. We have been successful in this aim, and have recovered all of the previous year loss as well as making further gains. We have not had to make anyone redundant during this difficult time, and indeed the turn around in demand for childcare places is such that we finish this financial year with three new staff members in order to meet this high level of demand.

The government has set aside a pot of money for one year as part of the Covid Recovery Programme, setting up regional 'Stronger Practice' hubs through which to best utilise this funding. Debby and Laura attended the launch of the Derbyshire and Nottinghamshire Stronger Practice Hub and through this scheme we have signed up to a number of training resources for our Staff Team that we have access to for a 12-month period at no cost. We aim to get the most out of these resources, using

them within our staff training meetings and inset days, to provide quality continuous professional development for all of the team.

We aim to continue to provide an outstanding Pre-School for our children in a safe, secure and engaging surrounding which adheres to the government guidance and our own risk assessments.

We aim to maintain our excellent Staff Team through providing strong support, training and a great place to work. We hope that this will help us to retain the talent that we have within our organisation and demonstrate to the Staff Team how greatly valued they are.

We will continue to offer Pre-School sessions for 41.25 hours per week for all children running Mondays to Thursdays from 8:00am to 4:30pm, and Friday 8:00am to 3:15pm.

All of our endeavours will have maintaining or improving the quality of our provision at their heart so that our children are best able to learn and develop. We will continue to make decisions that take into account our long-term sustainability as well as any short-term needs.

### **Formal Thank Yous**

#### **Children**

We would like to thank our children for being the most important part of our Pre-School and for being such a delight. The ways in which you learn are captivating; we are privileged to observe you learn, grow and succeed.

#### **Parents**

We would like to thank our parents, firstly for choosing us and entrusting your precious children to our care, and secondly for supporting all of our events this year. We value our parent partnerships and we thank you for your part in this.

### **Reflection from the Pre-School Manager, Debby Stevens**

I'd like to officially thank all of the committee members, staff, parents and children for a wonderful year at Pre-School and we look forward to future learning opportunities.

#### **Staff Team**

The Committee would like to formally thank the Staff Team for their continued professionalism, enthusiasm and dedication to Pre-School. It has been another challenging year for you as you demonstrated flexibility and commitment to ensure we did not incur another large loss, and had several staff changes this year due to retirement, moving on, maternity leave and four new staff joining the team.

You all continue to prioritise the children above all else and we greatly value how happy our Pre-School children are in your care, as well as how fantastically well they learn and develop. You have helped all of the children enjoy their time at Pre-School whilst they start their formal educational journey. You are always welcome to new ideas, growth and improvement, and have adapted to take on an unprecedented number of two year olds in the Summer Term 2024. Debby will complete the National Professional Qualification in Early Years Leadership during the Summer Term 2024, well done to Debby.

Thank you to Laura for preparing this report.

**The Village Hall Committee**

We would like to thank the Village Hall Committee for continuing to let their premises to us, and for allowing some flexibility with our bookings.

**Pre-School Management Committee**

As Pre-School Chairperson, on behalf of myself and the Staff Team I would like to thank each Committee Member and their families for your support and commitment over the last year. You have each voluntarily given up your time in order to maintain the successful running of Pre-School. Pre-School needs to have a Management Committee in order to operate and we thank you for being the people who have stepped up to be the accountable Trustees of our charity.

Thank you to the Committee Members who will be re-standing for 2023-24 and we look forward to welcoming new members to the Management Committee so that together the team can continue to support the Pre-School in the coming year and beyond.

Sarah England-Amoo on behalf of the Management Committee  
Pre-School Chairperson  
2023-24

June 2024

**Income and Expenditure**  
For the year ended 31 March 2024  
Attenborough Church Preschool  
Registered Charity No. 1024159

Account	31-Mar-24	31-Mar-23
<b>Receipts</b>		
Bank interest received	1,421	365
Blue Bag	0	5
Donations	100	91
Fee Income	39,312	27,164
Funding Income	114,873	99,261
Grant Income Apprentice	500	500
Toddler Group	648	816
Voluntary snack payment	42	785
	<b>156,896</b>	<b>128,986</b>
<b>Other Receipts</b>		
Commission All My Own Work	144	116
Commission Amazon Smile	44	64
Commission Easy Fundraising	87	63
Commission Photographs	98	58
Fundraising Autumn Event	44	86
Fundraising Disco	498	484
Fundraising Easter Event	323	347
Fundraising Nativity	1,101	909
Fundraising Summer Event	1,519	1,169
Grant Income Veolia	0	846
Stay and Play	229	178
<b>Total Other Receipts</b>	<b>4,087</b>	<b>4,318</b>
<b>Total Receipts</b>	<b>160,983</b>	<b>133,305</b>
<b>Payments</b>		
Advertising & Marketing	183	0
Bank Fees	77	86
Blue Bag Cost	0	450
Cleaning	107	100
Consumables	777	1,155
DBS Checks	248	0
Depreciation Expense	292	197
Equipment	637	267
Grant Spend Veolia	0	846
Insurance	994	966
Ofsted Registration	50	50
Other Expenses	481	414
Payroll	861	861
Printing & Photocopying	216	358
Refreshments	749	824
Rent	18,358	17,832
Repairs & Maintenance	0	100
Staff salaries	109,735	116,945
Staff training	844	884
Subscriptions software	1,926	886
Telephone & Internet	160	220
Uniforms	0	135

Website	365	307
<b>Total Payments</b>	<b>137,061</b>	<b>143,883</b>

<b>Net Receipts/Losses</b>	<b>23,921</b>	<b>-10,578</b>
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Funds last year b/f	69,087	79,665
Funds this year c/f	93,008	69,087

# Statement of Assets and Liabilities

As at 31 March 2024

Attenborough Church Preschool

Registered Charity No. 1024159

Account	31 Mar 2024	31 Mar 2023
<b><u>Fixed Assets</u></b>		
	<b>Tangible Assets</b>	
Office Equipment	4,516	3,950
Less Accumulated Depreciation on Office Equipment	-3,864	-3,572
<b>Total Fixed Assets</b>	<b>653</b>	<b>378</b>
<b><u>Current Assets</u></b>		
	<b>Cash at bank and in hand</b>	
Deposit Bank Account	91,176	71,755
Current Bank Account/Cash	21,076	14,176
<b>Total Cash at bank and in hand</b>	<b>112,252</b>	<b>85,932</b>
Accounts Receivable	1,045	0
Inventory	131	131
<b>Total Current Assets</b>	<b>113,427</b>	<b>86,062</b>
<b><u>Current Liabilities</u></b>		
Accruals	21,072	17,359
<b>Total Creditors: amounts falling due within one year</b>	<b>21,072</b>	<b>17,359</b>
	<b>Net Current Assets (Liabilities)</b>	<b>92,355 68,703</b>
	<b>Total Assets less Current Liabilities</b>	<b>93,008 69,081</b>
	<b><u>Net Assets</u></b>	<b>93,008 69,081</b>
<b><u>Capital and Reserves</u></b>		
Current Year Earnings	23,921	-10,578
Retained Earnings	69,087	79,665
<b>Total Capital and Reserves</b>	<b>93,008</b>	<b>69,087</b>

Ian Newlove  
22 Larch Crescent  
Beeston  
Nottingham  
NG94DL

**Independent Examiner's report to the trustees of Attenborough Church Preschool**

I have completed the examination. I confirm that no material matters have come to our attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) regulations 2002 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Ian Newlove

A handwritten signature in black ink that reads "Ian Newlove". The signature is written in a cursive style with a long, sweeping underline that extends to the left.

Date 14<sup>th</sup> June 2024

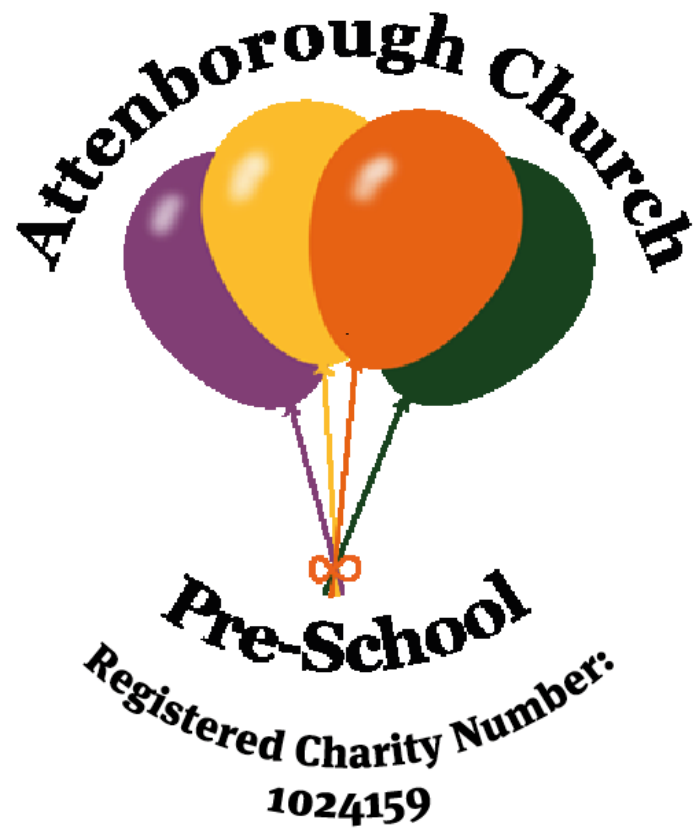
**ATTENBOROUGH CHURCH PRE-SCHOOL**

England & Wales - Charity number 1024159

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# Accounts

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**Annual Report 2022/2023**  
From the Management Committee

Together we care, play, learn, grow, succeed.

**Attenborough Church Pre-School**  
**Report by the Management Committee – 26<sup>th</sup> June 2023**  
**For the period April 2022 to March 2023**

**INTRODUCTION**

The following report will be presented to parents/carers at the Pre-School's Annual General Meeting held on the 26<sup>th</sup> June 2023 in the Douglas Taylor Room, at 8 p.m. All parents/carers have been invited to attend the meeting.

This report provides parents/carers with:

- an overview of the Pre-School and Committee's activities during the year,
- a summary of changes to staffing and routines, and
- an opportunity to make recommendations for 2023/2024.

Any comments or suggestions arising from the report can be made directly to Sarah England-Amoo, Chairperson, by email to [chair@attenboroughchurchpreschool.com](mailto:chair@attenboroughchurchpreschool.com) or to Debby Stevens, Pre-School Manager during session times.

## **ABOUT US**

### **A charity and a childcare provider**

Attenborough Church Pre-School is a registered charity and as such we must abide by the Charity Commission's rules and requirements. Our constitution determines what our aims are, how we are run, and outlines the rules we must follow. This is a requirement of the Charity Commission. We have chosen to adopt the Early Years Alliance (EYA/PSLA) model constitution and we do this annually at each AGM.

Our aims are known as our 'charity objects'. These are set out in our constitution and are "To enhance the development and education of children primarily under statutory school age by offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability".

We are managed by a voluntary management committee. The Committee Members are the trustees of the charity and have responsibility for ensuring that the setting is run in accordance with our constitution, all relevant legislation, guidance and best practice. In 2022-23 the parent-led voluntary committee has also continued to welcome its two staff members whose contribution is extremely helpful.

As a Pre-School we must follow the rules set by the government in the **Early Years Foundation Stage (EYFS)** statutory framework and ensure that our charity objects are in line with this framework. The EYFS prescribes the welfare and development requirements of children from birth to 5 in the care of childcare providers. Ofsted measures us against the EYFS statutory framework to determine how well we are meeting its requirements. We were visited by Ofsted in February 2023 for a routine inspection, where we were graded as 'good' in all areas.

To help us to ensure that our provision is the best it can be, and to ensure that we follow best-practice, we are members of the Early Years Alliance. During the academic year, we have continued to be supported by an Early Years Support Teacher from the Nottinghamshire Early Years team.

### **Our Vision**

Our intent is captured in our Vision Statement and Curriculum Offer, which was developed through collective input from the Management Committee and all of the Staff Team. Our Vision states that

"our aim is to nurture kind, happy, healthy, imaginative, reflective individuals with high self-esteem and a love of learning who are ready to make a positive contribution, form good relationships, make healthy choices and continue to flourish so that they may enjoy a well-balanced and successful future life as they fulfil their dreams".

We have distilled our vision into a motto that features prominently within our day-to-day practice and encapsulates all that we do:

"Together we care, play, learn, grow, succeed."

We work in partnership with parents, carers and the wider community, understanding that working together achieves more for our children.

### **How we are typically run on a day-to-day basis**

We provide an enjoyable Pre-School education for 2-4 year olds and a Parent and Toddler Group for 0-5 year olds. We run 10 x 3 hour sessions per week in Attenborough Village Hall, from 9:15am to 3:15pm Monday to Friday, during term-time. We also offer extended hours with a daily Breakfast Club from 8:00am to 9:15am, and an After-School Club which runs Monday to Thursday from 3:15pm to 4:30pm. Another session we provide is a Lunch Club which runs from 12:15 to 1:00pm, popular with our younger children who may not yet be ready for a full 6-hour day. We use the Douglas Taylor Room and the Main Hall for large and small group work, and spend lots of time in our large garden. We are registered to have up to 50 children in session when using the two rooms, or up to 26 children in the Douglas Taylor room. We are registered for Full Day Care.

Children start Pre-School from as early as 2 years 3 months or in the term after they turn 2 if they are eligible for 2-year funding. They may also start at the beginning of any half term after this age. The families that we serve are predominantly Attenborough, Chilwell, Toton and Long Eaton based, although we also serve families from slightly further afield. Our children are the centre of our organisation and we continuously strive to meet their needs and serve their interests so that they may learn and develop and make excellent progress. We are an inclusive setting that welcomes all children and aims to provide learning experiences that are entirely free up to 15 or 30 hours per week depending on the family's funding entitlement. We allow funding to be used in all sessions that we offer. We also accept ad-hoc bookings if we have space on the day. Our parents value the flexibility that our breakfast club, after pre-school club and ad-hoc sessions allow them.

### **Operational Plan**

We have an Operational Plan designed to meet Ofsted inspection criteria and to ensure that our day-to-day provision of education and care is consistently excellent. Our policies are informed by the requirements of the EYFS and are developed in conjunction with the Early Years Alliance. We update or introduce our policies throughout the year as necessary, and all new policies and changes are formally adopted at the AGM. It is from these policies that our practices and routines are developed, all of which are designed to provide the best possible experience that we can for our children.

### **Improvement Plan**

The Pre-School Improvement Plan is a working document that includes contributions from the Committee and the Staff Team, as well as recommendations from Ofsted and feedback from parents. The Improvement Plan is reviewed regularly and ensures we continue to strive to be excellent and innovative in all that we do. We want to be outstanding for our children and we are committed to continuous improvement following thorough self-evaluation.

### **Keeping up-to-date**

We stay up-to-date with current developments and issues in the early years sector through our membership of the Early Years Alliance and regular attendance at a range of local network meetings, mostly run by Nottinghamshire County Council Early Years Team. All staff attend regular training courses to ensure we are meeting all welfare requirements of the EYFS. We also encourage staff and committee members to undertake relevant online modular courses. Where one member of staff has attended an external course or network briefing, we cascade that training to the rest of the Staff Team at our regular Staff Training Meetings.

### **Staffing**

We have been fortunate to have a very strong, highly qualified and dedicated Staff Team of 13 throughout 2022-23:

**April 2022-March 2023 Staffing:**

<b>NAME:</b>	<b>POSITION:</b>	<b>QUALIFICATION:</b>
Debby Stevens	Pre-School Manager	NVQ Level 3 In Childcare
Joan Kolomyjec	Pre-School Administration Manager (retired October 2022)	NVQ Level 3 In Childcare
Amanda Scard	Deputy Pre-School Manager	NVQ Level 3 In Childcare
Claire Vardy	Deputy Pre-School Manager	NVQ Level 3 In Childcare
Laura Dunn	Early Years Teacher/Admin Assistant	Early Years Teacher Level 6
Louise Day	Early Years Teacher/Admin Assistant	Early Years Teacher Level 6
Julie Streets	Pre-School Practitioner (Language Lead) (retired March 2023)	NVQ Level 3 In Childcare
Toshimi Sato	Pre-School Practitioner	NVQ Level 3 In Childcare
Molly Joynes	Pre-School Practitioner	NVQ Level 3 in Childcare
Stephanie Kerry	Pre-School Practitioner (maternity leave April 2022 – April 2023)	NVQ Level 3 in Childcare
Joelle Bartram	Pre-School Practitioner	NVQ Level 3 in Childcare
Jeanette Beadling	Pre-School Practitioner (Started in April 2022)	NVQ Level 3 in Childcare
Sophie Poole	Apprentice Pre-School Practitioner	Trainee Level 3 in Childcare (successfully completed NVQ Level 2 in Childcare)

Our Pre-School Manager, Debby Stevens, continues to provide excellent leadership for the in-session team of staff, with support during this year from our highly experienced Administration Manager, Joan Kolomyjec and other members of the staff management team. We value a team approach to shaping and improving our provision, made possible through regular Staff Team meetings and Inset Day training. Each member of staff is supported and guided by the Pre-School Manager to develop their knowledge, focus on reflective practice and they are updated on any relevant changes. We use the Early Years Teacher Standards in our Appraisal and Supervision processes.

Debby started a National Professional Qualification in Early Years Leadership in October 2022, which should be completed by July 2024. This is a government funded course that will give Debby a Level 6 qualification in Early Years and enhance her leadership skills and sector knowledge, and we are really proud of Debby for taking on this additional challenge.

We sadly said goodbye to two staff members who retired this year. Our Administration Manager, Joan Kolomyjec, retired in October 2022. Joan had worked at Attenborough Church Pre-School for over 30 years, and has made a huge contribution to Pre-School during this time. Joan worked with several staff members to handover her roles and responsibilities before she retired, as her role has not been replaced by one person but apportioned across several existing staff members. Joan continues to be involved with Pre-School as she has now joined the Management Committee as a trustee, so we'll continue to benefit from all of her years of experience and wealth of knowledge. Thank you Joan for all that you have done for Pre-School as an employee and continue to do as a volunteer trustee.

Julie Streets also retired at the end of March 2023. Julie has worked at Pre-School for 8 years and spent many years before this working in the early years sector as both a voluntary committee member

at another pre-school and as a qualified practitioner. Julie Streets was our Language Lead during the year and provided valuable one-to-one and small group work to progress our children's communication and language skills, and their personal, social and emotional skills. Julie was also a staff member of the management committee, and has stepped down from the committee at the same time as retiring. Thank you Julie for all of your dedication to Pre-School over the last 8 years, and for passing over your Language Lead knowledge to Joelle Bartram.

We miss you both and wish you both all the best for the future.

Laura Dunn, Early Years Teacher, has taken over the financial administration duties as she has a background working in finance prior to re-training as an Early Years Teacher. Amanda Scard has taken on the responsibility of updating our website and Facebook page, and liaising with the committee regarding marketing initiatives. Claire Vardy, Deputy Pre-School Manager, has responsibility for mentoring apprentices and supporting the wider Staff Team in Health and Safety, and for purchase ordering. Louise Day and Laura Dunn, our Early Years Teachers, are responsible for curriculum planning and assessment. Louise has also taken on several administrative roles such as updating our policies and procedures and preparing the newsletter. Molly Joynes also assists Debby with various administrative tasks as the need arises.

Amanda Scard, Deputy Pre-School Manager, took a lead in liaising with local schools to provide as smooth a transition to school as possible for all of our leavers in Summer 2022.

Stephanie Kerry began her maternity leave in April 2022. Stephanie is taking a short Career Break during 2023 - We wish her all the best with her growing family.

We welcomed Jeanette Beadling to our team in April 2022 to cover Stephanie's maternity leave. Jeanette is an experienced Level 3 practitioner and a valuable addition to the Staff Team. She has been offered a permanent contract to stay at Pre-School after her temporary maternity cover contract expired.

Joelle Bartram has taken on the role of Language Lead following Julie's retirement and has begun her training in this role.

We have an excellent Staff Team and the whole team works *extremely* hard to do the best for our children, by caring for them, offering them opportunities for play, learning and wonder, teaching them, and preparing them for school. The staff team have again demonstrated great flexibility and commitment to preschool by taking on additional responsibilities this year, as well as changing their working hours as necessary. All staff are active contributors to our Staff Team Meetings.

### **Pre-School Management Committee**

### **2022/23 Main Officers:**

Nicola Bethel – Chairperson (stepped down from committee in June 2022)

Sarah-England Amoo – Chairperson from June 2022 ( Vice Chair April-May 2022)

Kate Ball – Treasurer

Kirsty Rigby – Secretary (stepped down from committee in May 2023)

Catherine Shepherd – Secretary from May 2023 (committee trustee from Nov 2022)

### **Committee Members:**

Joanne Brooks – Fundraising Officer (stepped down Oct 2022)

Laura Pounder – Fundraising Officer from June 2022

Gill Moore - Trustee member from August 2021

Joan Kolomyjec – Trustee member from Feb 2023

Julie Streets - Staff Trustee, stepped down March 2023

Toshimi Sato – Staff Trustee

We have been extremely fortunate to have had a strong Committee in 2022-23 who bring a variety of invaluable strengths to the team.

Nicola Bethel stood down from the committee in June 2022 as her youngest child moved up to school. Nicola had been on the committee for several years, as Vice Chair and then as Chairperson for two years. A big thank you to Nicola for all of her support and commitment to Pre-School over her years of involvement, it is greatly appreciated by all of the staff team.

We also said goodbye to Kirsty Rigby and Joanne Brooks as their families all moved up to school. We would like to thank them for all of their time and commitment to their committee roles.

Sarah England-Amoo took on the role of Chairperson following Nicola’s resignation, and she has continued to be a strong support to the staff team and to Pre-School.

We are pleased to welcome Laura Pounder to the management committee team. She brings with her a wealth of childcare experience, and has also taken on the role of Fundraising Officer.

Catherine Shepherd re-joined the management committee in November 2022 and took on the Secretary role in May 2023.

This year has seen the full return of our Pre-School fundraising events and shows, following on from the Covid-19 restrictions, and it has been wonderful to welcome families back into Pre-School again. Thank you to Laura Pounder and all of the committee for helping to organise these events, they have been very successful.

We are also very grateful to Joan Kolomyjec who has joined the management committee following her retirement in October 2022. Joan’s knowledge and experience is invaluable.

### **SAFEGUARDING - Maintaining a culture of vigilance and a climate of support**

As you will know, safeguarding our children is our number one priority at Pre-School. Nothing is more important to us than this. Safeguarding is all about keeping our community safe, free from harm or potential harm and ensuring our children are able to healthily grow and develop in circumstances consistent with the provision of safe and effective care.

A commitment to safeguarding is everywhere within our setting and each member of our Pre-School community has a role to play in keeping each other safe, be they a Committee member, a member of Staff, a parent, a carer or one of our children. It is important that we use our voices to share any safeguarding concerns that we may have, however big or small. If there is something that is niggling, that you are worried about or something you are not sure about, please pass it on to Debby, Pre-School named Safeguarding Lead. Please see our website for further details.

### **Our curriculum – The Early Years Foundation Stage**

We follow the Early Years Foundation Stage (EYFS) framework and adopted the revised EYFS framework from September 2021. The revised framework requires practitioners to have a strong knowledge of child development, to know their children well through quality interactions with them, and to use their judgement in assessing a child's progress rather than relying on a restrictive list of developmental statements as per the previous Development Matters document. As a Staff Team, we welcome the revisions to the EYFS as our observations of children are more holistic and broad than the previous developmental statements.

We encourage all children to be curious and explore, through both child-led and adult-led play activities. We seek to develop a child's self-esteem, independence and self-regulation skills through sensitive interactions, encouragement, role-modelling and promoting the importance of being kind to each other, and being heard. All areas of the curriculum are covered every day through our continuous provision and the daily structured activities that we provide. This encompasses Personal, Social and Emotional Skills, Communication and Language Skills, Physical Development, Literacy, Maths, Understanding the World and Expressive Arts and Design.

Our planning process ensures that short-term, medium-term and long-term planning begins with a review of our children's next steps and interests, and activities are planned for each curriculum area specifically around these factors. We plan small group work to target specific areas of need, such as listening and attention, speech, understanding and expressing emotions etc. We have a broad theme for the half-term which allows more scope for exploring a topic through a variety of playful and creative interactions and enables us to be more flexible and follow the children's interests. We provide a safe, secure and stimulating indoor and outdoor learning environment with a wide range of resources to inspire our children's curiosity and support them to make outstanding progress. Our practitioners are highly skilled, role model our values, provide excellent care and education, and collectively strive for continuous improvement.

### **Rising 4's**

Our Rising 4's cohort includes all children who are in their last full academic school year in Pre-School. We plan to progress our Rising 4's children with educationally fun activities and additional resources that spark curiosity and wonder and a love of learning. We support our children to be confident, independent, resilient and prepared for their next step of education by the end of their Summer Term.

Rising 4's build up their listening and attention skills by sitting on the mat for short periods of whole-group time such as register time, a short topic discussion, show and tell, listening to a story and singing time. In free play and in adult-led activities we include resources that are specifically aimed at our older children to improve fine and gross motor skills, problem-solving skills, turn-taking,

literacy and numeracy skills. The Rising 4's also take part in weekly PE sessions, which are not only fun and help develop physical skills, but also encourage children to follow instructions and provide lots of opportunities to practise dressing and undressing. We plan phonics activities that focus on listening and attention skills following regular consultation with local feeder schools who agree that this provides a strong foundation for future phonic learning in formal education. We introduce a topic playfully throughout the week and reinforce it in a structured small group activity. We have continued to follow Phase One of the Letters and Sounds Programme this year.

### **Outdoor learning**

Our fantastic garden area is a huge asset to our Pre-School. This year we received a grant from Veolia which was used to purchase a new rainbow picnic bench for the garden. We ensure that this invaluable learning environment is used by each child, every day, whatever the weather. Our planning, use of resources and our practitioner input ensures that we maximise the learning potential of our outdoor space.

### **Language Lead**

Julie Streets was our Language Lead during the year, championing the importance of Communication and Language skills in our setting, including training and guiding other staff; every practitioner has a role to play in developing language skills and these skills are a key part of every child's development. The Language Lead role is being taken on by Joelle Bartram, who attended her first training session in February 2023. The Language Lead helps to develop new resources and strategies to support all of our children. The Language Lead plans and delivers small group or one-to-one sessions to support language acquisition, as well as supporting children with their confidence in talking to others. We use signs throughout the session, i.e. at snack time and singing, and incorporate signing into our fundraising shows. Early intervention with speech and language delays is necessary to provide a child with the best possible outcomes for their communication skills. The Language Lead continues to liaise with outside agencies to ensure we are offering the right targeted support to individual children, where relevant.

### **Key-Person**

All children have a Key-Person who works with their family and keeps electronic development records and a Learning Journey for each child. Whatever the age of the child when they start and however long they might be with us, our aim is to quickly settle the child into the routine of the session. The Pre-School Manager oversees all staff in their Key-Person duties. Although each child's Key-Person is the main point of contact at Pre-School for the child and their family, every member of the Staff Team is involved in helping every child to learn, develop and be cared for.

### **Admissions and leavers**

We admit new starters throughout the year at the beginning of each half-term, but our school leavers all leave together at the end of the Summer Term. Therefore the number of children on register fluctuates throughout the year and we inevitably experience a drop in numbers each year between the Summer and Autumn Terms. At the end of March 2022 we had a total of 49 children attending Pre-School. Over the year, a total of 35 children were admitted, 32 children moved on to school or nursery in July 2022 and a further 7 children left at other times during the financial year, due to house moves and changes of circumstances. At the end of March 2023, we had 45 children on our register.

When the children's Pre-School time has come to an end, they move on to several local schools, with the majority going to The Lanes Primary School, Chetwynd Spencer Primary Academy and Banks Road Infant School. We have been involved with all schools along with the Reception Coordinators in order to provide a smooth transition for our children. In Summer 2022, we had 31 children leaving to go to 6 different schools. We liaised with the schools, welcomed several reception teachers into our setting to visit the children and sent staff members along with our children for their transition visits to both The Lanes Primary School and Chetwynd Spencer Academy. In Summer 2023, we will have 20 children going to 7 different schools/home schooling and 1 child is moving onto a school nursery place.

### **Funded places**

Government Early Years Funding ('Free Entitlement') enables children to have up to 15 hours free provision from the term after they are three years old. We are also eligible to receive two-year-old funding for those families that meet certain criteria, providing 15 hours funding per week from the term after the child is two years old. 30 hours funding is also available for families who meet the criteria.

During this financial year we had the following number of children on funding:  
38 in the Summer Term 2022, 21 in the Autumn Term 2022 and 31 in the Spring Term 2022.

### **30 hours provision**

Our weekly opening hours are above 30 hours per week, meaning we can provide 30 hours of free childcare for all those who are eligible. In April 2022 we were open to children for 36.25 hours each week offering 7.25 hours per day from 8:00am to 3:15pm. We trialled an After-School Club from June 2022 for 4 days a week, from Mondays to Thursdays, which took our opening hours to 41.25 hours per week. This was a successful trial, so we have continued to offer the After-School Club on Mondays to Thursdays from 3:15pm to 4:30pm. We don't operate an After-School Club on Fridays as we haven't had sufficient demand. During the year, the uptake of 30 hours for children who are either fully funded or funded and fee paying, is high and continues to be very successful for us. However, in this financial year less than a third of children who are eligible for 30 hours funding are accessing all of their entitlement. Parents can register for 30 hours funding if they are eligible; parents need to be earning the equivalent of 16 hours at NMW or more to qualify and in a 2-parent household, both must be earning. We typically have 15-20 parents registered who will take a range of funded sessions up to 30 hours, this includes an option to share the 30 hours funding with one other setting.

Ad-hoc sessions have continued to be a useful way of allowing children to trial sessions before booking them on a more permanent basis. We continue to be committed to offering 30 hours funding provision which allows children to access it with no hidden or additional charges.

### **Breakfast Club**

We opened Breakfast Club in September 2020 to extend session availability from 8.00am, with the club running from 8.00am - 9.15am. Children arrive between 8.00am and 8.15am, have a period of quiet play followed by breakfast of cereal, toast and a drink at 8.30am. From 9.00am, the children move into the routine for the usual morning or full day sessions. 8 children have accessed this session on a regular basis during the year and regular ad-hoc sessions are taken and if numbers allow.

### **Lunch Club**

Lunch club takes place from 12.15pm – 1.00pm and is open to any of our children. All children who attend an afternoon session automatically attend Lunch Club, whilst those attending a morning session can choose to stay until 1:00pm. Children bring their own packed lunch and eat at tables together, supported by preschool practitioners as needed. It is a sociable time where children chat with each other and staff whilst eating their lunch.

### **After Pre-School Club**

We opened our After Pre-School Club provision from June 2022, running from 3:15pm to 4:30pm from Mondays through to Thursdays. There is currently no After Pre-School Club on Fridays, due to a lack of sufficient demand. Whilst the After Pre-School Club is usually low in attendance, many parents book ad-hoc sessions for their children as needed and value the flexibility this offers.

### **Accommodation and Premises**

We pay rent to the Attenborough Village Hall Management Committee for the use of the premises for 10 sessions per week plus Breakfast Club and After Pre-School Club. We use both the Douglas Taylor Room and the Main Hall for the majority of sessions, and the Eric Mason Room for Breakfast Club. Joan Kolomyjec is now the Chairperson of the Village Hall Committee, and we have frequent dialogue regarding possible improvements to the premises that are beneficial to Preschool as well as other user groups. There was no rent increase during this Financial Year and no planned increase known as yet. Planning permission was granted for the canopy project, but is on hold currently due to the uncertain times presented by the Cost of Living Crisis - however, it is still on the Village Hall agenda.

### **Health and Safety**

In addition to this, portable appliance checks are undertaken. Staff have attended or updated first aid and food hygiene training during the year. The Village Hall is responsible for annual fire checks but we have our own procedures and regular building evacuation drills are held at varying times in the week throughout the year. We undertake regular risk assessments, carry out health and safety checks on a daily basis and continually monitor our provision.

### **Website and Facebook**

We use our website and Facebook page to communicate our vision and our curriculum offer and as a means for prospective parents to learn more about us. As well as keeping our parents, carers and wider community updated on some of the activities that are happening at Pre-School - our Facebook page has also been useful for advertising purposes. Please feel free to share the fantastic things that we do with your friends on Facebook (without including photographs of the children).

### **Famly Nursery Management Software**

We use Famly as a nursery management tool and the primary means of communication between parents and staff. We introduced Famly in February 2022. We use Famly to keep registration records of our children, learning and development observations and assessments, registers and attendance, invoicing purposes, and to share messages and photos with our families.

### **Xero Accounting Software**

After a successful trial with Xero, the accounting software went live in March 2022 and is continuing to prove a useful addition to the administration of Pre-School finances.

### **Fundraising and Social Occasions**

Fundraising is very important for Pre-School as inevitably our costs continue to rise during the year. We also value our fundraising events as opportunities to bring our community together, to showcase a little of what we do and to celebrate our wonderful children. We were thrilled to be able to invite families back into Pre-School for performances and events, following two years of restrictions caused by the Covid pandemic.

We held a Queen's Platinum Jubilee Garden Party in May and invited families to join us in Pre-school. The children made crowns and helped decorate a throne, and everyone enjoyed some party food and drinks.

In the summer, the children put on a performance of Aliens Love Underpants, with a summer fayre afterwards. It was well supported by parents/carers and extended families. The committee and staff organised a raffle and games, tombola, bouncy castle, face painting, cake sale and other refreshments.

During the School Summer Holidays, the committee organised some 'Stay and Play' sessions for families to get together over the holidays.

At Christmas, we staged a Nativity performance in front of families, with a Christmas fayre afterwards. This was also a fantastic event, greatly enjoyed by all and thanks to the fundraising efforts of the committee and staff. It also raised some much needed funds for Pre-School.

The committee organised a children's disco in March, with musical entertainment and face painting provided free of charge by the Daly family. It was a fun social event, which also raised funds for Pre-School through ticket sales, refreshment sales, lucky dip stand and face painting. Thank you to all of the committee and the Daly family who helped make this event such a success.

At the end of the Spring Term, we welcomed families into Pre-School to celebrate the children for our Easter Bonnet Parade. The committee also organised a coffee morning and cake sale social event before the show, which was very well attended, and a raffle. It was wonderful to see so many of our families enjoying the parade and the children's performance of Easter songs.

We also raised money through commission from a variety of sources: Jane Stapleton photography, Easyfundraising, Amazon Smile, My Nametags and All My Own Work (Christmas cards). In addition, we had a small autumn fundraiser where children fill a bag with autumnal nature items and bring them in to Pre-School to show everyone what they have found.

Monies raised through fundraising activities have traditionally been used to purchase new play equipment and resources. However, given the difficult financial climate we have been navigating this year, we had had to use some of the fundraising monies to support our operating costs.

The Treasurer report will provide more detail on all of the fundraising activities undertaken this year.

### **Veolia Grant**

We were successful in our application to the Veolia community grant scheme and were delighted to purchase a second rainbow picnic table for our garden.

### **Financial Statement**

The Pre-School accounts will be independently examined..

### **Reserves Policy**

We have a policy to hold enough funds in reserve in the event that we have to close, to cover the statutory redundancy payments of all qualifying staff and 3 months running costs including staff notice pay. Our reserves are higher than is necessary, but that has allowed us to keep operating this year despite making a loss of £10,578. We have had to draw funds out of the reserves in order to pay all of our financial responsibilities this year. We believe this is a temporary situation and aim to break even next year or to make a gain, so that we do not continue to draw on the reserves. The high retention of staff means that the amount we need to hold in reserves increases year on year as staff increase their length of service and wage rates also increase.

### **Aims for the Future**

This financial year has seen increasing financial pressures on early years providers, as well as on local families and the wider community. We sustained a considerable loss this year as we endeavoured to maintain our highly qualified and dedicated Staff Team despite the lower number of children in sessions and a rising cost base. We are aware that many settings struggle to attract and retain high quality practitioners, whereas we have a strong staff team with very low staff turnover. Recruiting staff and training them is in itself a costly business. The current staff team all showed flexibility in agreeing to reduce their hours in order to reduce the wages cost to Pre-School. We have seen that some families are postponing the start date of their child until they are eligible for funding, which has resulted in fewer two year olds joining Pre-School. Some families are also taking fewer sessions than previous families. This is likely to be due to the Cost of Living of Crisis and more flexible working arrangements for parents, with some parents fitting in childcare at home around their work commitments. There was also a dip in the birth-rate caused by parents postponing when to start a family, due to the Covid pandemic.

We aim to significantly improve the financial situation for next year, by keeping a very close eye on the finances each term. We aim to ensure our future sustainability, in order to continue to provide an outstanding Pre-School for our children in a safe, secure and engaging surrounding which adheres to the government guidance and our own risk assessments.

We aim to maintain our excellent Staff Team through providing strong support, training and a great place to work. We hope that this will help us to retain the talent that we have within our organisation and demonstrate to the Staff Team how greatly valued they are.

We will continue to offer Pre-School sessions for 41.25 hours per week for all children running Mondays to Thursdays from 8:00am to 4:30pm, and Friday 8:00am to 3:15pm.

All of our endeavours will have maintaining or improving the quality of our provision at their heart so that our children are best able to learn and develop. We will continue to make decisions that take into account our long-term sustainability as well as any short-term needs.

## **Formal Thank You's**

### **Children**

We would like to thank our children for being the most important part of our Pre-School and for being such a delight. The ways in which you learn are captivating; we are privileged to observe you learn, grow and succeed.

### **Parents**

We would like to thank our parents, firstly for choosing us and entrusting your precious children to our care, and secondly for supporting all of our events this year. We value our parent partnerships and we thank you for your part in this.

## **Reflection from the Pre-School Manager, Debby Stevens**

I'd like to officially thank all of the committee members, staff, parents and children for a wonderful year at Pre-School and we look forward to future learning opportunities.

### **Staff Team**

The Committee would like to formally thank the Staff Team for their continued professionalism, enthusiasm and dedication to Pre-School. It has been another challenging year for you, as well as the rest of the wider community, with the Cost of Living Crisis coming on the back of the years of Covid-related restrictions. During this difficult time you have continued to work extremely well together to support each other and our children.

You all continue to prioritise the children above all else and we greatly value how happy our Pre-School children are in your care, as well as how fantastically well they learn and develop. You have helped all of the children enjoy their time at Pre-School whilst they start their formal educational journey. You are always welcome to new ideas, growth and improvement, starting up the After-School Club this year to extend our provision. Debby has also started a National Professional Qualification in Early Years Leadership.

We appreciate all that you do and are very pleased that your work has been recognised by the Ofsted Inspector. Well done to Debby and the team for achieving a Good grade in all areas at the recent Ofsted Inspection in February 2023. It was wonderful to hear the round of applause from the parents when this was announced at the end of the Easter Bonnet Parade.

Thank you to Laura for preparing this report.

### **The Village Hall Committee**

We would like to thank the Village Hall Committee for continuing to let their premises to us, and for allowing some flexibility with our bookings.

### **Pre-School Management Committee**

As Pre-School Chairperson, on behalf of myself and the Staff Team I would like to thank each Committee Member and their families for your support and commitment over the last year. You have each voluntarily given up your time in order to maintain the successful running of Pre-School.

Pre-School needs to have a Management Committee in order to operate and we thank you for being the people who have stepped up to be the accountable Trustees of our charity.

Thank you to the Committee Members who will be re-standing for 2022-23 and we look forward to welcoming new members to the Management Committee so that together the team can continue to support the Pre-School in the coming year and beyond.

Sarah England-Amoo on behalf of the Management Committee  
Pre-School Chairperson  
2022-23

June 2023

# Income and Expenditure Account

## For the year ended 31 March 2023

Attenborough Church Pre-School

Registered Charity No. 1024159

Account	31-Mar-23	31-Mar-22
<b><u>Receipts</u></b>		
Bank interest received	365	11
Blue Bag	5	41
Donations	91	202
Fee income	27,164	32,050
Funding income	99,261	110,034
Grant income apprentice	500	5,000
Toddler Group	816	489
Voluntary snack payment	785	539
	128,986	148,365
<b><u>Other Receipts</u></b>		
Commission All My Own Work	116	139
Commission Amazon Smile	64	68
Commission Easy Fundraising	63	88
Commission My Nametags	0	45
Commission Photographs	58	256
Fundraising Autumn Event	86	58
Fundraising Disco	484	0
Fundraising Easter Event	347	521
Fundraising Nativity	909	718
Fundraising Summer Event	1,169	1,493
Grant Income Veolia	846	697
Stay and Play	178	0
<b>Total Other Receipts</b>	4,318	4,082
<b>Total Receipts</b>	133,305	152,447
<b><u>Payments</u></b>		
Audit and Accountancy Fees	0	180
Bank Fees	86	27
Blue Bag Cost	450	0
Cleaning	100	176
Consumables	1,155	1,489
Depreciation Expense	197	148
Equipment	267	807
Grant Spend Veolia	846	684
Insurance	966	947
Ofsted Registration	50	50
Other Expenses	414	921
Payroll	861	861
Printing & Photocopying	358	468

Refreshments	824	766
Rent	17,832	20,272
Repairs & Maintenance	100	0
Staff salaries	116,945	119,986
Staff training	884	300
Subscriptions & Software	886	1,690
Telephone & Internet	220	357
Uniform	135	0
Website	307	287
<b>Total Payments</b>	<b>143,883</b>	<b>150,415</b>
<b>Net Receipts/Losses</b>	<b>-10,578</b>	<b>2,031</b>

Funds last year b/f	79,665	77,634
Funds this year c/f	69,087	79,665

## Statement of Assets and Liabilities as at 31 March 2023

Attenborough Church Pre-School  
Registered Charity No. 1024159

Account	31-Mar-23	31-Mar-22
<b><u>Fixed Assets</u></b>		
<b>Tangible Assets</b>		
Office Equipment	3,950	3,950
Less Accumulated Depreciation on Office Equipment	-3,572	-3,375
<b>Total Fixed Assets</b>	<b>378</b>	<b>575</b>
<b><u>Current Assets</u></b>		
<b>Cash at bank and in hand</b>		
Deposit Bank Account	71,755	79,890
Current Bank Account/Cash	14,176	20,014
<b>Total Cash at bank and in hand</b>	<b>85,932</b>	<b>99,904</b>
Accounts Receivable	0	-652
Accrued Income	0	2,550
Inventory	131	131
<b>Total Current Assets</b>	<b>86,062</b>	<b>101,933</b>
<b><u>Current Liabilities</u></b>		
Accruals	17,358	22,843
<b>Total Creditors: amounts falling due within one year</b>	<b>17,358</b>	<b>22,843</b>
<b>Net Current Assets (Liabilities)</b>	<b>68,704</b>	<b>79,090</b>
<b>Total Assets less Current Liabilities</b>	<b>69,082</b>	<b>79,665</b>
<b><u>Net Assets</u></b>	<b>69,082</b>	<b>79,665</b>
<b><u>Capital and Reserves</u></b>		
Current Year Earnings	-10,578	2,031
Retained Earnings	79,665	77,634
<b>Total Capital and Reserves</b>	<b>69,087</b>	<b>79,665</b>

Ian Newlove  
22 Larch Crescent  
Beeston  
Nottingham  
NG94DL

**Independent Examiner's report to the trustees of Attenborough Church Preschool**

I have completed the examination. I confirm that no material matters have come to our attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content set out in the Charities (Accounts and Reports) regulations 2002 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Name: Ian Newlove



Date 11<sup>th</sup> October 2023

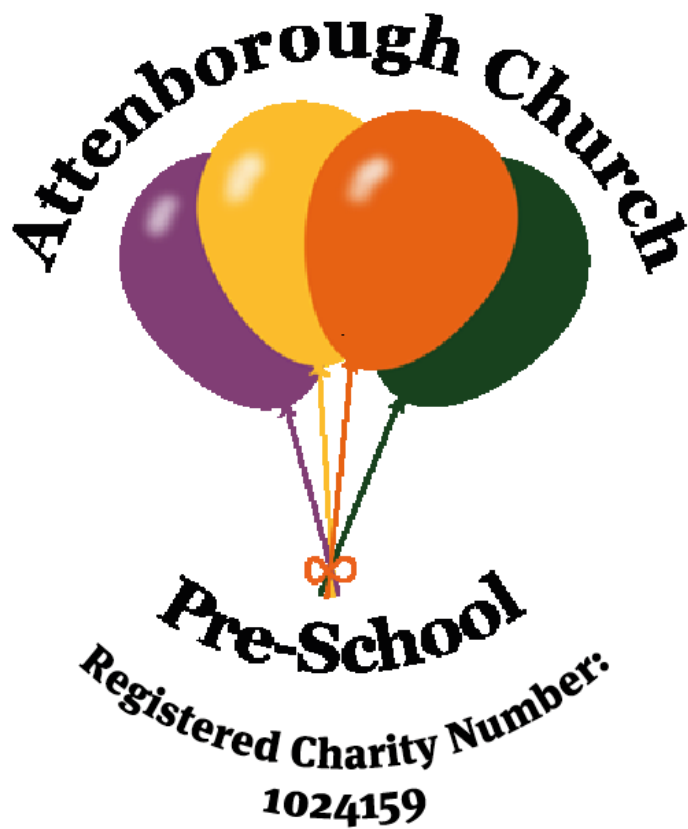
**ATTENBOROUGH CHURCH PRE-SCHOOL**

England & Wales - Charity number 1024159

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# Accounts

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**Annual Report 2021/2022**  
From the Management Committee

Together we care, play, learn, grow, succeed.

**Attenborough Church Pre-School**  
**Report by the Management Committee – April 2022**  
**For the period April 2021 to March 2022**

**INTRODUCTION**

The following report will be presented to parents/carers at the Pre-School's Annual General Meeting held on the 20<sup>th</sup> June 2022 in the Douglas Taylor Room, at 8 p.m. All parents/carers have been invited to attend the meeting.

This report provides parents/carers with:

- an overview of the Pre-School and Committee's activities during the year,
- a summary of changes to staffing and routines, and
- an opportunity to make recommendations for 2022/2023.

Any comments or suggestions arising from the report can be made directly to Nicola Bethel, Chairperson, by email to [chair@attenboroughchurchpreschool.com](mailto:chair@attenboroughchurchpreschool.com) or to Joan Kolomyjec, Administration Manager on 07714 577 171 or to Debby Stevens, Pre-School Manager during session times.

## **ABOUT US**

### **A Charity and a childcare provider**

Attenborough Church Pre-School is a registered charity and as such we must abide by the Charity Commission's rules and requirements. Our constitution determines what our aims are, how we are run, and outlines the rules we must follow. This is a requirement of the Charity Commission. We have chosen to adopt the Early Years Alliance (EYA/PSLA) model constitution and we do this annually at each AGM.

Our aims are known as our 'charity objects'. These are set out in our constitution and are "To enhance the development and education of children primarily under statutory school age by...offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability".

We are managed by a voluntary management committee. The Committee Members are the trustees of the charity and have responsibility for ensuring that the setting is run in accordance with our constitution, all relevant legislation, guidance and best practice. In 2021-22 the parent-led voluntary committee has also continued to welcome its two staff members whose contribution is extremely helpful.

As a Pre-School we must follow the rules set by the government in the **Early Years Foundation Stage (EYFS)** statutory framework and ensure that our charity objects are in line with this framework. The EYFS prescribes the welfare and development requirements of children from birth to 5 in the care of childcare providers. Ofsted measures us against the EYFS statutory framework to determine how well we are meeting its requirements. At our last inspection in March 2017 we were graded as a 'good' provider. As a result of the developments we have made since this inspection, we are aiming to secure and maintain an outstanding provision for our children.

To help us to ensure that our provision is the best it can be, and to ensure that we follow best-practice, we are members of the Early Years Alliance. During the academic year we have continued to be supported by an Early Years Support Teacher from the Nottinghamshire Early Years team.

### **Our Vision**

Our intent is captured in our Vision Statement and Curriculum Offer, which was developed through collective input from the Management Committee and all of the Staff Team. Our Vision states that

"our aim is to nurture kind, happy, healthy, imaginative, reflective individuals with high self-esteem and a love of learning who are ready to make a positive contribution, form good relationships, make healthy choices and continue to flourish so that they may enjoy a well-balanced and successful future life as they fulfil their dreams".

We have distilled our vision into a motto that now features more prominently within our day to day practice and encapsulates all that we do:

"Together we care, play, learn, grow, succeed."

We work in partnership with parents, carers and the wider community, understanding that working together achieves more for our children.

### **How we are typically run on a day-to-day basis**

We provide an enjoyable Pre-School education for 2-4 year olds and a Parent and Toddler Group for 0-5 year olds. We run 10 x 3 hour sessions per week in Attenborough Village Hall, from 9:15am to 3:15pm Monday to Friday, during term-time, and we offer a Breakfast Club from 8:00am to 9:15am. We use the Douglas Taylor Room and the Main Hall for large and small group work, and spend lots of time in our large garden. We are registered to have up to 48 children in session when using the two rooms, or up to 26 children in the Douglas Taylor room. We are registered for Full Day Care.

Children start Pre-School from as early as 2 years 3 months or in the term after they turn 2 if they are eligible for 2-year funding. They may also start at the beginning of any half term after this age. The families that we serve are predominantly Attenborough, Chilwell and Toton based, though we also serve families from slightly further afield. Our children are the centre of our organisation and we continuously strive to meet their needs and serve their interests so that they may learn and develop and make excellent progress. We are an inclusive setting that welcomes all children and aims to provide learning experiences that are entirely free up to 15 or 30 hours depending on the family's funding entitlement. We also offer a Breakfast Club, Lunch Club and are going to trial an After Pre-School Club from June 2022, which can be included within the funding hours or may incur an additional fee. This will run from 3.15pm until 4.30pm.

### **Operational Plan**

We have an Operational Plan designed to meet Ofsted inspection criteria and to ensure that our day-to-day provision of education and care is consistently excellent. Our policies are informed by the requirements of the EYFS and are developed in conjunction with the Early Years Alliance. We update or introduce our policies throughout the year as necessary, and all new policies and changes are formally adopted at the AGM. It is from these policies that our practices and routines are developed, all of which are designed to provide the best possible experience that we can for our children.

### **Improvement Plan**

The Pre-School Improvement Plan is a working document that includes contributions from the Committee and the Staff Team, as well as recommendations from Ofsted and feedback from parents. The Improvement Plan is reviewed regularly and ensures we continue to strive to be excellent and innovative in all that we do. We want to be outstanding for our children and we are committed to continuous improvement following thorough self-evaluation.

### **Keeping up-to-date**

We stay up-to-date with current developments and issues in the early years sector through our membership of the Early Years Alliance and regular attendance at a range of local network meetings, mostly run by Nottinghamshire County Council Early Years Team. All staff attend regular training courses to ensure we are meeting all welfare requirements of the EYFS and will be judged as doing so by Ofsted. We also encourage staff and committee members to undertake relevant online modular courses. Where one member of staff has attended an external course or network briefing, we cascade that training to the rest of the Staff Team at our regular Staff Training Meetings.

### **Staffing**

We have been fortunate to have a very strong, highly qualified and dedicated Staff Team of 14 throughout 2021-22:

**March 2021 Staffing:**

<b>NAME:</b>	<b>POSITION:</b>	<b>QUALIFICATION:</b>
Debby Stevens	Pre-School Manager	NVQ Level 3 In Childcare
Joan Kolomyjec	Pre-School Administration Manager	NVQ Level 3 In Childcare
Amanda Scard	Deputy Pre-School Manager	NVQ Level 3 In Childcare
Claire Vardy	Deputy Pre-School Manager	NVQ Level 3 In Childcare
Laura Dunn	Early Years Teacher/Admin Assistant	Early Years Teacher Level 6
Louise Day	Early Years Teacher/Admin Assistant	Early Years Teacher Level 6
Julie Streets	Pre-School Practitioner (Language Lead)	NVQ Level 3 In Childcare
Toshimi Sato	Pre-School Practitioner	NVQ Level 3 In Childcare
Molly Joynes	Pre-School Practitioner	NVQ Level 3 in Childcare
Stephanie Kerry	Pre-School Practitioner	NVQ Level 3 in Childcare
Joelle Bartram	Pre-School Practitioner	NVQ Level 3 in Childcare
Jess Hodges	Apprentice Pre-School Practitioner (left in Feb 2022)	Trainee Level 3 in Childcare
Ellie Cox	Apprentice Pre-School Practitioner (left in July 2021)	Trainee Level 2 in Childcare
Sophie Poole	Apprentice Pre-School Practitioner	Trainee Level 3 in Childcare (successfully completed NVQ Level 2 in Childcare)

Our Pre-School Manager, Debby Stevens, continues to provide excellent leadership for the in-session team of staff, with support from our highly experienced Administration Manager, Joan Kolomyjec. We value a team approach to shaping and improving our provision, made possible through regular Staff Team meetings and Inset Day training. Each member of staff is supported and guided by the Pre-School Manager to develop their knowledge, focus on reflective practice and they are updated on any relevant changes. We use the Early Years Teacher Standards in our improved Appraisal and Supervision processes.

Sophie Poole successfully completed her Level 2 qualification in March 2021 and is now working towards her Level 3 NVQ in Childcare. Sophie was nominated for an award by her assessor in the National Apprenticeship Awards in February 2022. Well done Sophie, your award is thoroughly deserved, you are a great asset to the team.

We sadly said goodbye to our other two apprentices, Ellie Cox in July 2021 and Jess Hodges in February 2022. Ellie decided to change her career focus and began a Sports qualification in September 2021. Jess continues to work in the early years sector and has taken a role with a day care nursery much closer to home. We wish you both all the best for the future.

During the year we have been looking at our succession planning to manage the future retirement of Joan Kolomyjec, our Administration Manager, who will be retiring during the financial year 2022/23. As such, several members of staff have taken on additional administrative responsibilities this year in preparation for a smooth handover when Joan retires. Joan has been an employee of Pre-School for over 30 years and has a vast wealth of knowledge and experience. You will be greatly missed Joan!

Amanda Scard, Deputy Pre-School Manager, took a lead in liaising with local schools to provide as smooth a transition to school as possible for all of our leavers in Summer 2021. In addition, Amanda has taken on the responsibility of updating our website and Facebook page. Claire Vardy, Deputy Pre-School Manager, has responsibility for mentoring apprentices and supporting the wider Staff Team. Claire has also taken on the role of purchase ordering during this year. Louise Day and Laura Dunn, our Early Years Teachers, are responsible for curriculum planning and assessment. Louise has also taken on several administrative roles such as updating our policies and procedures and preparing the newsletter. Laura has taken on various financial tasks such as preparing the payroll submission, funding, invoicing and accounting. Stephanie Kerry assisted Joan and Debby with various administrative tasks over the year. Stephanie begins her maternity leave in April, good luck Stephanie. We are pleased to be welcoming Jeanette Beadling to our team who will cover Stephanie's maternity leave. Molly will also be picking up some administrative duties during the maternity leave.

Julie Streets is our Language Lead and provides valuable one-to-one and small group work to progress our children's communication and language skills, and their personal, social and emotional skills.

We have an excellent Staff Team and the whole team work *extremely* hard to do the best for our children, by caring for them, offering them opportunities for play, learning and wonder, teaching them, and preparing them for school. The staff team have again demonstrated great flexibility and commitment to preschool by taking on additional responsibilities this year and coping with the changing demands of the coronavirus pandemic. All staff are active contributors to our Staff Team Meetings.

### **Pre-School Management Committee**

#### **2021/22 Main Officers:**

Nicola Bethel – Chairperson

Kate Ball – Treasurer

Sarah England-Amoo - Vice Chair

Francesca Rumbelow – Secretary

(resigned in May 21)

Kirsty Rigby - Secretary from May 21

#### **Committee Members:**

Joanne Brooks – Fundraising Officer

Gill Moore

Julie Streets - Staff Trustee

Toshimi Sato – Staff Trustee

We have been extremely fortunate to have had a strong Committee in 2021-22 who bring a variety of invaluable strengths to the team. We said goodbye to Francesca Rumbelow and her family as they moved away to Wales, and we would like to thank her for all of her commitment to her committee role. We are also pleased to be welcoming Laura Pounder to the team, who brings with her a wealth of childcare experience.

As in the prior year, fundraising has still been largely virtual due to the pandemic, with a lot being done via Tapestry and our licence to sell raffle tickets to parents. Thankfully we were able to invite all parents and families into Pre-School for our Easter Bonnet Parade and coffee morning. The Fundraising role is a separate role from the other functions that the Chairperson has, but this last year the Committee worked together to continue fundraising and we are enormously grateful to them for raising an amazing amount of money despite everything. Our two Staff Trustees continue to be valuable members of the Committee.

### **SAFEGUARDING - Maintaining a culture of vigilance and a climate of support**

As you will know, safeguarding our children is our number one priority at Pre-School. Nothing is more important to us than this. Safeguarding is all about keeping all of our community safe, free from harm or potential harm and ensuring our children are able to healthily grow and develop in circumstances consistent with the provision of safe and effective care.

A commitment to safeguarding is everywhere within our setting and each member of our Pre-School community has a role to play in keeping each other safe, be they a Committee member, a member of Staff, a parent, a carer or one of our children. It is important that we use our voices to share any safeguarding concerns that we may have, however big or small. If there is something that is niggling, that you are worried about or something you are not sure about, please pass it on to Debby, Pre-School named Safeguarding Lead. Please see our website for further details.

### **Our curriculum – The Early Years Foundation Stage**

We follow the Early Years Foundation Stage (EYFS) framework and adopted the revised EYFS framework from September 2021. The revised framework requires practitioners to have a strong knowledge of child development, to know their children well through quality interactions with them, and to use their judgement in assessing a child's progress rather than relying on a restrictive list of developmental statements as per the previous Development Matters document. As a Staff Team we welcome the revisions to the EYFS as our observations of children are more holistic and broad than the previous developmental statements.

We encourage all children to be curious and explore, through both child-led and adult-led play activities. We seek to develop a child's self-esteem, independence and self-regulation skills through sensitive interactions, encouragement, role-modelling and promoting the importance of being kind to each other, and being heard. All areas of the curriculum are covered every day through our continuous provision and the daily structured activities that we provide. This encompasses Personal, Social and Emotional Skills, Communication and Language Skills, Physical Development, Literacy, Maths, Understanding the World and Expressive Arts and Design.

Our planning process ensures that short-term, medium-term and long-term planning begins with a review of our children's next steps and interests, and activities are planned for each curriculum area specifically around these factors. We plan small group work to target specific areas of need, such as listening and attention, speech, understanding and expressing emotions etc. We have a broad theme for the half-term which allows more scope for exploring a topic through a variety of playful and creative interactions and enables us to be more flexible and follow the children's interests. We provide a safe, secure and stimulating indoor and outdoor learning environment with a wide range of

resources to inspire our children's curiosity and support them to make outstanding progress. Our practitioners are highly skilled, role model our values, provide excellent care and education, and collectively strive for continuous improvement.

### **Rising 4's**

Our Rising 4's cohort includes all children who are in their last full academic school year in Pre-School. We plan to progress our Rising 4's children with educationally fun activities and additional resources that spark curiosity and wonder and a love of learning. We support our children to be confident, independent, resilient and prepared for their next step of education by the end of their Summer Term.

Rising 4's build up their listening and attention skills by sitting on the mat for short periods of whole-group time such as register time, a short topic discussion, show and tell, listening to a story and singing time. In free play and in adult-led activities we include resources that are specifically aimed at our older children to improve fine and gross motor skills, problem-solving skills, turn-taking, literacy and numeracy skills. The Rising 4's also take part in weekly PE sessions, which are not only fun and help develop physical skills, but also encourage children to follow instructions and provides lots of opportunities to practice dressing and undressing. We are pleased to return to the wearing of PE kits from Summer Term 2021 (we temporarily stopped getting changed for PE as part of our Covid control policies). We plan phonics activities that focus on listening and attention skills following regular consultation with local feeder schools who agree that this provides a strong foundation for future phonic learning in formal education. We introduce a topic playfully throughout the week and reinforce it in a structured small group activity. We have continued to follow Phase One of the Letters and Sounds Programme this year but will review our phonics programme at the end of this academic year.

### **Outdoor learning**

Our fantastic garden area is a huge asset to our Pre-School. Last year we used the grants from Co-Op and Tesco to further improve our garden with sensory planting, a new mud kitchen, additional soil for our digging area, a raised play space for messy outdoor play, an outdoor sink, outdoor mats, picnic blankets and two wonderful new teepees. This year we received a grant from Veolia which was used to purchase a new rainbow picnic bench for the garden. A donation from a former family was used to purchase a passenger trike to add to the varied array of wheeled toys we have available to the children. We ensure that this invaluable learning environment is used by each child, every day, whatever the weather. Our planning, use of resources and our practitioner input ensures that we maximise the learning potential of our outdoor space.

### **Language Lead**

Julie Streets is our Language Lead who champions the importance of Communication and Language skills in our setting, including training and guiding other staff; every practitioner has a role to play in developing language skills and these skills are a key part of every child's development. Julie helps to develop new resources and strategies to support all of our children. Julie plans and delivers small group or one-to-one sessions to support language acquisition, as well as supporting children with their confidence in talking to others. We use signs throughout the session, i.e. at snack time and singing, and incorporate signing into our fundraising shows. Early intervention with speech and language delays is necessary to provide a child with the best possible outcomes for their communication skills. Julie continues to liaise with outside agencies to ensure we are offering the right targeted support to individual children, where relevant.

### **Key-Person**

All children have a Key-Person who works with their family and keeps electronic development records and a Learning Journey for each child. Whatever the age of the child when they start and however long they might be with us, our aim is to quickly settle the child into the routine of the session. The Pre-School Manager oversees all staff in their Key-Person duties. Although each child's Key-Person is the main point of contact at Pre-School for the child and their family, every member of the Staff Team is involved in helping every child to learn, develop and be cared for.

### **Admissions and leavers**

We admit new starters throughout the year at the beginning of each half-term, but our school leavers all leave together at the end of the Summer Term. Therefore the number of children on register fluctuates throughout the year and we inevitably experience a drop in numbers each year between the Summer and Autumn Terms. In April 2021 a total of 53 children were attending Pre-School. Over the year a total of 26 children were admitted, 26 children moved on to school or nursery in July 2021 and a further 3 children left at other times during the financial year due to house moves. At April 2022 we had 50 children on our register.

When the children's Pre-School time has come to an end, they move on to several local schools, with the majority going to The Lanes Primary School, Chetwynd Spencer Primary Academy and Banks Road Infant School. We have been involved with all schools along with the Reception Co-ordinators in order to provide a smooth transition for our children. In Summer 2021 we had 22 children leaving to go to 6 different schools. We liaised virtually with the schools as we were unable to visit in person due to continuing Covid restrictions, although we welcomed several reception teachers into our setting to visit the children. In Summer 2022 we will have 30 children going to 7 different schools and 1 child is leaving due to moving out of the area.

### **Funded places**

Government Early Years Funding ('Free Entitlement') enables children to have up to 15 hours free provision from the term after they are three years old. We are also eligible to receive two-year-old funding for those families that meet certain criteria, providing 15 hours funding per week from the term after the child is two years old. 30 hours funding is also available for families who meet the criteria.

During this financial year we had the following number of children on full funding:

42 in the Summer Term 2021, 32 in the Autumn Term 2021 and 38 in the Spring Term 2022. ■

### **30 hours provision**

During this financial year we have been open to children for 36.25 hours each week and so can offer 30 hours provision. During the year, the uptake of 30 hours for children who are either fully funded or funded and fee paying, is high and continues to be very successful for us. Many who are eligible for 30 hours funding are accessing all of their quota. Parents can register for 30 hours funding if they are eligible; parents need to be earning the equivalent of 16 hours at NMW or more to qualify and in a 2-parent household, both must be earning. We typically have 15-20 parents registered who will take a range of funded sessions up to 30 hours, this includes an option to share the 30 hours funding with one other setting.

Ad-hoc sessions have continued to be a useful way of allowing children to trial sessions before booking them on a more permanent basis. We continue to be committed to offering 30 hours funding provision which allows children to access it with no hidden or additional charges.

### **Breakfast Club**

We opened Breakfast Club in September 2020 to extend session availability from 8.00am, with the club running from 8.00am - 9.15am. Children arrive between 8.00am and 8.15am, have a period of quiet play followed by breakfast of cereal, toast and a drink at 8.30am. From 9.00am the children move into the routine for the usual morning or full day sessions. 8 children have accessed this session on a regular basis during the year and regular ad-hoc sessions are taken and if numbers allow.

### **Lunch Club**

Lunch club takes place from 12:15pm – 1:00pm and is open to any of our children. All children who attend an afternoon session automatically attend Lunch Club, whilst those attending a morning session can choose to stay until 1:00pm. Children bring their own packed lunch and eat at tables together, supported by preschool practitioners as needed. It is a sociable time where children chat with each other and staff whilst eating their lunch.

### **Accommodation and Premises**

We pay rent to the Attenborough Village Hall Management Committee for the use of the premises for 10 sessions per week plus Breakfast Club. We use both the Douglas Taylor Room and the Main Hall for the majority of sessions, and the Eric Mason Room for Breakfast Club. Joan Kolomyjec regularly attends the monthly Village Hall Committee meetings, ensuring frequent dialogue regarding possible improvements to the premises that are beneficial to Preschool as well as other user groups. There was no rent increase during this Financial Year and no planned increase known as yet. Planning permission was granted for the canopy project, but is on hold currently due to the uncertain times presented by the Coronavirus Pandemic but it is still on the Village Hall agenda.

### **Health and Safety**

We are inspected alongside the Village Hall by Broxtowe Borough Council's 'Food and Occupational Health Department', for a 'Health and Hygiene Inspection' and under the Food Hygiene Rating Scheme we were graded 5 (the highest grade awarded) for our procedures. In addition to this portable appliance checks are undertaken. Staff have attended or updated first aid and food hygiene training during the year. The Village Hall is responsible for annual fire checks but we have our own procedures and regular building evacuation drills are held at varying times in the week throughout the year. We undertake regular risk assessments, carry out health and safety checks on a daily basis and continually monitor our provision.

### **Website and Facebook**

We use our website and Facebook page to communicate our vision and our curriculum offer and as a means for prospective parents to learn more about us. As well as keeping our parents, carers and wider community updated on some of the activities that are happening at Pre-School, our Facebook page has also been a valuable tool for advertising for staff recruitment. Please feel free to share the fantastic things that we do with your friends on Facebook, without including photographs of the children.

### **Tapestry and Family Software Packages**

At the beginning of the financial year, Tapestry was our only software package. We use Tapestry as an electronic Learning Journey, to record photos, observations, and assessments of the children and share these with parents. The Pre-School Manager also publishes a weekly blog through Tapestry to communicate with all families. However, as part of our succession planning for Joan's retirement, the management committee agreed to research alternative nursery management software packages that would incorporate and automate other functions such as registers and invoicing, which Tapestry

does not offer. We chose Family as our software provider and went live with Family from February 2022. We are therefore phasing out our use of Tapestry.

Family is now used as the primary means of communication between parents and management staff and is proving to be very successful.

### **Xero Accounting Software**

The management committee also agreed to look into an accounting software package during this financial year. After a successful trial with Xero, the accounting software went live in March 2022.

### **Fundraising and Social Occasions**

Fundraising is very important for Pre-School as inevitably our costs continue to rise during the year. We also value our fundraising events as opportunities to bring our community together, to showcase a little of what we do and to celebrate our wonderful children. Unfortunately, once again we haven't been able to invite families to all of our usual events this year due to covid.

In the Summer the children rehearsed a performance of The Very Hungry Caterpillar. This was filmed and sent to parents through Tapestry as government restrictions forbade large gatherings at the time. The committee also organised a virtual raffle, which was very well supported by our families.

At Christmas we had intended to hold our first face-to-face performance in almost two years, but rising cases of coronavirus amongst the staff team, some of our families and in the wider community resulted in a late decision to cancel the event. Instead, the children's performance was recorded by staff and sent to parents through Tapestry. The committee organised another remote raffle and sold mystery bags (to replace the usual tombola). The Christmas party for the children still went ahead as planned and the children had a fabulous time.

At the end of the Spring Term, we were finally able to welcome families into Pre-School to celebrate the children for our Easter Bonnet Parade. The committee also organised a coffee morning and cake sale social event before the show, which was very well attended, and a raffle. It was wonderful to see so many of our families enjoying the parade and the children's performance of Easter songs.

We also raised money through commission from a variety of sources: Jane Stapleton photographs, Easyfundraising, Amazon Smile, My Nametags and All My Own Work (Christmas cards). In addition, we had a small autumn fundraiser where children fill a bag with autumnal nature items and bring them in to Pre-School to show everyone what they have found.

Monies raised through fundraising activities have enabled the purchase of new play and practical equipment to ensure our children continue to have an outstanding learning experience.

The Treasurer report will provide more detail on all of the fundraising activities undertaken this year.

### **Veolia Grant**

We were successful in our application to the Veolia community grant scheme and were delighted to purchase the rainbow picnic table for our garden.

### **Questionnaire**

Pre-School did not send out a questionnaire during this financial year but will be sending one out during Summer 2022. We ask all parents to rate us and give comments about various aspects of our provision. Parents' views are important to us and feed into our Improvement Plan.

**Financial Statement**

The Pre-School accounts are in the process of being finalised and independently examined by Tony D Jacques & Co Accountancy firm.

### **Aims for the Future**

In the financial year 2022-23 we will ensure that we are able to continue to respond to emerging situations such as Covid-19, effectively, safely and in a financially responsible way. Furthermore, we face the pressure of rising costs caused by high inflation and exacerbated by the situation in Ukraine. Safeguarding the future of Attenborough Church Pre-School in a climate where other providers are closing is of primary importance. We will aim, in the next academic year, to provide an outstanding Pre-School for our children, in a safe, secure and engaging surrounding which adheres to the government guidance and our own risk assessment.

We aim to maintain our excellent Staff Team through providing strong support, training and a great place to work. We hope that this will help us to retain the talent that we have within our organisation and demonstrate to the Staff Team how greatly valued they are.

We will continue to offer Pre-School sessions for 36.25 hours per week for all children and will be trialling an After Pre-School Club from June 2022 running Mondays to Thursdays from 3:15pm to 4:30pm, following a recent sent survey of our current parents. This would take our opening hours to 41.25 hours per week from June 2022.

The succession plan will be executed to ensure a smooth transition of all administrative and financial tasks from Joan to other staff upon her retirement.

We have applied for another Veolia grant for another picnic bench to further enhance our outside provision.

All of our endeavours will have maintaining or improving the quality of our provision at their heart so that our children are best able to learn and develop. We will continue to make decisions that take into account our long-term sustainability as well as any short-term needs.

### **Formal Thank Yous**

#### **Children**

The coronavirus pandemic has undoubtedly affected our children, with all of them being subject to disruption from their normal routines over the earliest years of their lives and the impact to children's development continues to be evident today. It has affected some children more than others, but we have tailored our provision to meet their individual needs and we never fail to be amazed by their resilience and enthusiasm. We would like to thank our children for being the most important part of our Pre-School and for being such a delight. The ways in which you learn are captivating; we are privileged to observe you learn, grow and succeed.

#### **Parents**

We would like to thank our parents, firstly for choosing us and entrusting your precious children to our care, and secondly for supporting all of the new processes and procedures which have had to be introduced to keep everyone safe during the pandemic. We are also grateful for your support and understanding in transitioning to our new nursery management software, Family, which has led to new ways of doing things, such as how we communicate with parents and how we invoice parents. It was a delight to be able to welcome you back into the building for keyperson catch-ups during the year but especially to be able to come together as a community for the Easter Bonnet Parade in March 2022. We value our parent partnerships and we thank you for your part in this.

### **Reflection from the Pre-School Manager, Debby Stevens**

I'd like to officially thank all of the committee members, staff, parents and children for a wonderful year at Pre-School and we look forward to future learning opportunities.

#### **Staff Team**

The Committee would like to formally thank the Staff Team for their continued professionalism, enthusiasm and dedication to Pre-School. It has been another challenging year for you, as well as the rest of the wider community. During this extremely difficult time you have continued to work extremely well together to support each other and our children.

You all continue to prioritise the children above all else and we greatly value how happy our Pre-School children are in your care, as well as how fantastically well they learn and develop. You have helped all of the children enjoy their time at Pre-School whilst they start their formal educational journey. You have even managed to introduce new ideas, developed and further improved our provision, (including introducing Family and Xero) over the course of the last year and are now about to trial an After School Club.

We appreciate all that you do and recognise the time that you invest voluntarily over and above your working hours. We can't think of a better team to lead us to being formally recognised as being outstanding and we feel you are fully deserving of that accolade and hope it comes to fruition. Thank you.

Particular thanks to Laura preparing this report and in particular for working many extra hours to ensure a smooth implementation of our new technologies allowing us to be in the best possible position to continue delivering an excellent service to our children and their families

#### **The Village Hall Committee**

We would like to thank the Village Hall Committee for continuing to let their premises to us, including when it has been shut to other users. We know how hard you have worked to respond during the Coronavirus Pandemic, to ensure all guidelines are being adhered to. Thank you.

#### **Pre-School Management Committee**

As Pre-School Chairperson, on behalf of myself and the Staff Team I would like to thank each Committee Member and their families for your support and commitment over the last year. You have each voluntarily given up your time in order to maintain the successful running of Pre-School during the pandemic and to support the drive to help Pre-School to become recognised as outstanding. Pre-School needs to have a Management Committee in order to operate and we thank you for being the people who have stepped up to be the accountable Trustees of our charity.

Thank you to the Committee Members who will be re-standing for 2022-23 and we look forward to welcoming new members to the Management Committee so that together the team can continue to support the Pre-School in the coming year and beyond.

Nicola Bethel on behalf of the Management Committee  
Pre-School Chairperson  
2021-22

June 2022



**Tony D Jacques & Co**  
ACCOUNTANTS & BUSINESS ADVISERS  
A Xeinadin Company

**Independent examiner's report to the trustees of Attenborough Church Preschool**

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

- 1 Accounting records were not kept in respect of the Trust or
- 2 The accounts do not accord with those records; or
- 3 The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Dawn Collison (FMAAT)

Date: 30 November 2022



Kingfisher House, 140 Nottingham Road, Long Eaton, Nottingham NG10 2EN  
Tel 0115 871 4598 Fax 0115 946 4498 Email [enquiries@tonyjacques.co.uk](mailto:enquiries@tonyjacques.co.uk)

[www.tonyjacques.co.uk](http://www.tonyjacques.co.uk)

Tony D Jacques & Co Accountants is a trading name of Tony Jacques YDD Limited. Registered in England No 11404789



# Income and Expenditure Account

Attenborough Church Preschool

Registered Charity No. 1024159

For the year ended 31 March 2022

<u>Account</u>	<u>2022</u>	<u>2021</u>
<b>Receipts</b>		
Bank interest received	11	45
Blue Bag	41	14
Donations	202	550
Fee Income	32,050	22,188
Funding Income	110,034	102,866
Furlough Income	0	7,070
Grant Income Apprentice	5,000	1,000
Grant Income Early Years ITT	0	1,260
Grant Income Tesco	0	1,166
Toddler Group	489	0
Voluntary snack payment	539	0
	<u>148,364</u>	<u>136,159</u>
<b>Other Receipts</b>		
Commission All My Own Work	139	70
Commission Amazon Smile	68	49
Commission Easy Fundraising	88	168
Commission My Nametags	45	21
Commission Photographs	256	89
Fundraising Autumn Event	58	62
Fundraising Easter Event	521	760
Fundraising Gin Night	0	32
Fundraising Nativity	718	869
Fundraising Summer Event	1,493	189
Grant income NCC Covid	0	60
Grant Income Veolia	697	0
PPE	0	56
<b>Total Other Receipts</b>	<u>4,082</u>	<u>2,425</u>
<b>Total Receipts</b>	<u>152,446</u>	<u>138,584</u>
<b>Payments</b>		
Advertising & Marketing	0	25
Audit & Accountancy fees	180	250
Bank Fees	27	0
Blue Bag Cost	0	278
Cleaning	176	416
Consumables	1,489	1,433
DBS Checks	0	128
Depreciation Expense	148	467
Equipment	807	1,533
Grant Spend Co-op	0	2,433
Grant Spend NCC Covid	0	60
Grant Spend Tesco	0	844
Grant Spend Veolia	684	0
Insurance	947	946
Ofsted Registration	50	50
Other Expenses	921	843
Payroll	861	861
Printing & Photocopying	468	337
Refreshments	766	283
Rent	20,272	13,489
Staff salaries	119,986	112,367
Staff training	300	455
Subscriptions software	1,690	154
Telephone & Internet	357	367
Uniform EYPP spend	0	122
Uniforms	0	110
Website	287	275
<b>Total Payments</b>	<u>150,415</u>	<u>138,524</u>
<b>Net Receipts</b>	<u>2,031</u>	<u>60</u>
Funds last year b/f	77,634	77,574
Funds this year c/f	<u>79,665</u>	<u>77,634</u>

**Statement of Assets and Liabilities**  
**as at 31 March 2022**  
**Attenborough Church Preschool**  
Registered Charity No. 1024159

<u>Account</u>	<u>31 Mar 2022</u>	<u>31 Mar 2021</u>
<b>Fixed Assets</b>		
<b>Tangible Assets</b>		
Office Equipment	3,950	4,100
Less Accumulated Depreciation on Office Equipment	-3,375	-3,706
<b>Total Fixed Assets</b>	<b>575</b>	<b>394</b>
<b>Current Assets</b>		
<b>Cash at bank and in hand</b>		
Deposit Bank Account	79,890	89,879
Current Bank Account/Cash	20,014	9,930
<b>Total Cash at bank and in hand</b>	<b>99,905</b>	<b>99,809</b>
Accounts Receivable	-652	1,130
Accrued Income	2,550	0
Inventory	131	131
<b>Total Current Assets</b>	<b>101,933</b>	<b>101,069</b>
<b>Current Liabilities</b>		
Accruals	22,843	23,831
Rounding	-1	-1
<b>Total Creditors: amounts falling due within one year</b>	<b>22,842</b>	<b>23,830</b>
<b>Net Current Assets (Liabilities)</b>	<b>79,090</b>	<b>77,239</b>
<b>Total Assets less Current Liabilities</b>	<b>79,665</b>	<b>77,634</b>
<b>Net Assets</b>	<b>79,665</b>	<b>77,634</b>
<b>Capital and Reserves</b>		
Current Year Earnings	2,031	60
Retained Earnings	77,634	77,574
<b>Total Capital and Reserves</b>	<b>79,665</b>	<b>77,634</b>



**Tony D Jacques & Co**  
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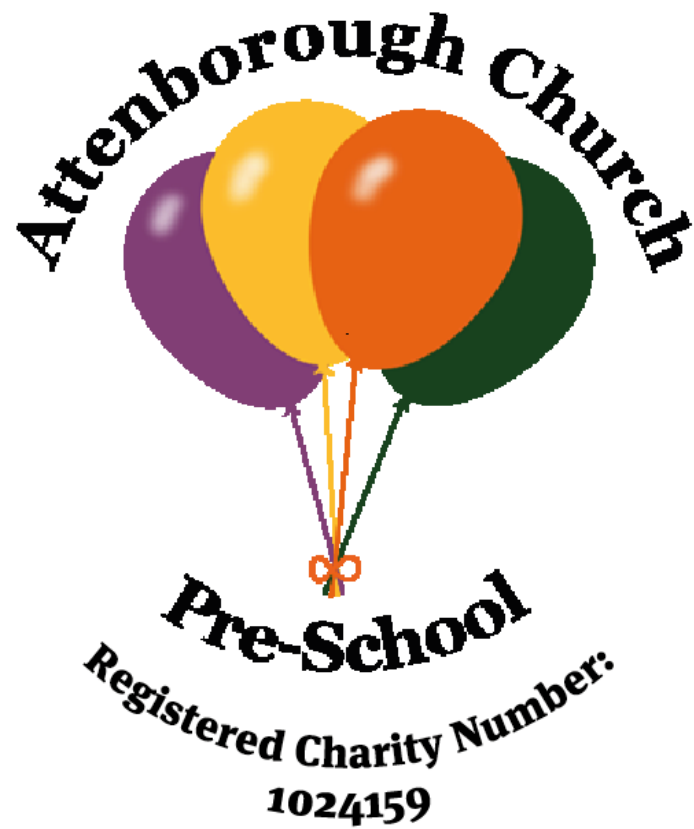
**ATTENBOROUGH CHURCH PRE-SCHOOL**

England & Wales - Charity number 1024159

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# Accounts

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**Annual Report 2020/2021**  
From the Management Committee

Together we care, play, learn, grow, succeed.

**Attenborough Church Pre-School**  
**Report by the Management Committee – April 2021**  
**For the period April 2020 to March 2021**

**INTRODUCTION**

The following report will be presented to parents/carers at the Pre-School's Annual General Meeting held on the 9<sup>th</sup> June 2021 in the Douglas Taylor Room or via Zoom, at 8 p.m. All parents have been invited to attend the meeting.

This report provides parents/carers with:

- an overview of the Pre-School and Committee's activities during the year, including managing the effects of the Coronavirus Pandemic
- a summary of changes to staffing and routines, and
- an opportunity to make recommendations for 2021/2022.

Any comments or suggestions arising from the report can be made directly to Nicola Bethel, Chairperson, by email to [chair@attenboroughchurchpreschool.com](mailto:chair@attenboroughchurchpreschool.com) or to Joan Kolomyjec, Administration Manager on 07714 577 171 or to Debby Stevens, Pre-School Manager during session times.

**SAFEGUARDING - Maintaining a culture of vigilance and a climate of support**

As you will know, safeguarding our children is our number one priority at Pre-School. Nothing is more important to us than this. Safeguarding is all about keeping all of our community safe, free from harm or potential harm and ensuring our children are able to healthily grow and develop in circumstances consistent with the provision of safe and effective care.

A commitment to safeguarding is everywhere within our setting and each member of our Pre-School community has a role to play in keeping each other safe, be they a Committee member, a member of Staff, a parent, a carer or one of our children. It is important that we use our voices to share any safeguarding concerns that we may have, however big or small. If there is something that is niggling, that you are worried about or something you are not sure about, please pass it on to Debby, Pre-School named Safeguarding Lead.

Please see our website for further details.

## **MANAGING THE EFFECTS OF THE CORONAVIRUS PANDEMIC**

At the beginning of the financial year 2020/2021 the country had recently entered the first national lockdown as a result of the Coronavirus Pandemic. The effects of the pandemic have been felt strongly across all areas of our organisation throughout the 12-month period ending 31<sup>st</sup> March 2021, and continue to affect everybody's lives. Our Annual Report reflects this unprecedented situation. Our day-to-day operations have changed frequently throughout this time as a result of the ever-changing backdrop of the pandemic, and our excellent Staff Team have risen to the challenges presented by Coronavirus. The committee has prioritised the safety of our Staff and children at all times as we work our way through this difficult time.

### **Day-to-day running during the pandemic**

We are very proud that our Staff Team were able to continue to provide sessions for 10 children of keyworker parents and/or vulnerable children during the first national lockdown, which took place during our Summer Term 2020. The vast majority of our children stayed at home during this time, as did the majority of our Staff Team who were not required in session due to the low numbers of children attending.

Government guidance changed during the final half-term of the academic year, allowing us to re-open from the 8<sup>th</sup> June 2020 for those parents that wanted to return, although there were recommended limits on the number of children within a bubble. We provided parents with various options and the bubble system allowed us to limit the number of children and staff mixing together. During the final few weeks of the Summer Term the majority of our children and staff had returned to Pre-School, although we delayed 9 new starters until September 2020. Our provision was greatly valued by those families who accessed it during the first national lockdown and built confidence amongst practitioners and parents that we could operate in a Covid-secure and child-friendly way.

We began the new academic year in September 2020 by opening fully to all families and welcoming our new starters. The management team agreed to create two separate bubbles of children and staff, (Bees and Butterflies) in order to limit the potential spread of a Coronavirus outbreak within the setting. Young children cannot practice social distancing between their peers and the staff, and it is vital to their development that their interactions with others remained as normal as possible. The bubble system is therefore one way to contain an outbreak. We decided to review this arrangement at each holiday to ensure it was still the most appropriate way of working. Each bubble had a mixture of age groups of children and a balanced mixture of the Staff Team. Due to the availability of the rooms that we use within the Village Hall and the varied hours worked by each member of staff, only one bubble was able to provide 30 hours childcare and access to the Breakfast Club. We did manage to ensure that all families who wanted 30 hours provision could access it. We maximised the use of our outdoor space as Coronavirus is harder to spread outdoors.

After the Christmas Break, pre-schools and nurseries were allowed to remain open despite the third national lockdown requiring all other educational settings to close except for the children of keyworker parents and/or vulnerable children. For a number of practical and educational reasons the management team decided to combine the two separate bubbles at the beginning of the Spring Term and operate as one bubble.

This provided all the children with opportunities to get to know each other properly. This is especially important for our older children who only have Spring and Summer terms left with us, so that they can build deeper bonds of friendship with other children who will go on to the same schools as them. It also allows greater flexibility of staffing and use of our resources and equipment, and means that all children can access the Breakfast Club or 30 hours childcare. We are

using all of the rooms and garden space for free-flow sessions, enabling the children to have more choice of which resources to use. Levels of engagement are usually high when children have selected an activity themselves, resulting in more opportunities for depth of learning.

We unfortunately had to close in February 2021 for 7 days due to 1 positive case just before February half term.

### **Infection control procedures**

We have closely followed government guidance regarding infection control procedures in order to stay open for our families whilst reducing the risk of the spread of infections. This includes enhanced cleaning of toys and equipment, removal or quarantine of certain resources that are hard to clean (e.g. soft toys), ensuring all rooms are ventilated with open windows and/or doors, greater frequency of handwashing for children and staff, staff maintaining a safe social distance between each other, staff wearing PPE for close personal care such as nappy changes or dealing with a sick child, ensuring that children entering the setting are not unwell, and restricting access to our building by only allowing visitors (including parents) entry in exceptional circumstances. We have also stopped our self-service snack and instead we place the snack items onto each child's plate. Part-way through the Autumn Term we introduced face coverings for staff on the door and parents at drop-off and pick-up. Towards the end of the spring term, when they became available, all staff began taking lateral flow tests twice-weekly.

### **Children**

Our children have been remarkably resilient during this past year. Ordinarily we allow parents into the building every morning but we had to change our drop-off and pick-up procedures to ensure that the children enter the building independently each morning. This process has been very successful and has not only helped the children to learn to take more responsibility for their belongings, but has also helped children separate from their carer and settle into Pre-School quickly and confidently.

We were particularly sad that we were unable to have a leavers' graduation ceremony (as well as a Summer Show) in Summer 2020 for the 28 children that left us to go to school. Our best wishes went to all leavers and their Learning Journals were made available.

### **Staffing**

The strength and flexibility of the management team and the management committee has been invaluable during the shifting restrictions and government guidance over the past year. The first lockdown had wide-ranging effects on the Staff Team. At various points in time we had members of the team shielding, isolating, being on furlough, changing their working hours to reflect their own families' changing needs, getting to grips with staff meetings over zoom, working from home, or working in session with the 10 keyworker and/or vulnerable children who continued to access our provision. The Staff Team have all shown great support for each other during this year and a determination to continue to provide an excellent experience for our Pre-School children. It is a credit to our Pre-School Manager, Debby Stevens, and our Administration Manager, Joan Kolomyjec, that the team continues to have high morale and high expectations of our curriculum offer for the children.

Government guidance states that Early Years practitioners should not wear Personal Protective Equipment during sessions, except for close personal care or where a child is displaying symptoms of Coronavirus, and should not practice social distancing from children. As a Staff Team, we strongly agreed that young children need to interact with us as they would normally do, and we continue to give children cuddles when they are upset and maintain the close contact that is so important for

children to feel happy, safe and secure. However, this inevitably leaves our staff exposed to greater levels of risk. The Staff Team greatly appreciate the support and understanding of parents who have kept their children at home when they have been unwell.

### **Parent Partnership**

It has been a very challenging year in terms of maintaining and developing strong partnerships with parents and carers, as we have had very little face-to-face contact. During the first national lockdown, Amanda Scard, Deputy Pre-School Manager, kept in touch with families via telephone calls and Louise Day, Early Years Teacher, posted activity ideas on Tapestry for the children at home.

As Pre-School opened up to all children again, parents have been very supportive of changes to our routines and policies as we navigate our way through the pandemic. We communicate children's achievements and Pre-School experiences with parents and carers through our online learning journey, Tapestry, and this has proved especially valuable this year. Parents are encouraged to comment on the staff posts on Tapestry and share information about their child's interests and achievements at home.

Debby began a weekly blog on Tapestry this year to keep parents informed as a response to the reduction in our face-to-face interactions. We send all parents a half-termly newsletter and also use our Facebook page and website to keep all parents up-to-date with events and news. We have added a selection of our policies for parents to access on our website as these are usually displayed in the setting for all parents to read. We have not been able to hold our termly open morning for parents, coffee mornings or face-to-face fundraising activities this year, and we have missed these social interactions with our families. We value highly our parent/carer partnership at all levels and can't wait to get back to a time when we can welcome parents into our setting again. We hope to resume these as soon as possible, with the health and safety of everyone remaining our priority. Our **Parent and Toddler Group** for 0-5 year olds has not operated at all throughout the financial year 2020-2021. It is ordinarily run by two staff members, is popular with local families, and is another opportunity for parents and children to get to know us. Please do tell your friends about us, ready for when we are able to re-open, hopefully from September 2021 with a new time slot of Friday afternoons, 1:15pm – 2:45pm.

### **Planning the curriculum and assessment**

Louise Day and Laura Dunn, our Early Years Teachers, are responsible for planning and assessment. They have had to be very flexible this year as our day-to-day organisation has changed from term to term, with partial closure in the Summer Term, a two-bubble mixed age group structure in the Autumn Term, and a one bubble free-flow structure in the Spring Term. In addition, the wider effects of school closures and restricted social interactions for our young children have all required adaptations to our planning practices. Louise and Laura meet weekly to reflect on our provision and assess how it is meeting the current requirements of all of our children.

In 2020-2021 we have revised our expectations of our Rising 4's cohort as children's development has inevitably been impacted by prolonged social restrictions. We have carefully thought about how to progress our children as sensitively and as playfully as possible. A larger portion of time has been given to settling children back into Pre-School routines and for the children to simply re-learn how to play with others, share resources, understand their own and others' emotions, get to know each other and build their own independence. We tailored some of our teacher-led literacy and numeracy activities to make them more active to reflect the fact that the Rising 4's were not ready to sit still and focus during the Autumn and Spring terms. This approach has enabled the children to continue to access these areas of learning in a way that was more suited to their needs. As the academic year has progressed, the children have been increasingly able to follow the instructions of

a teacher-led game and gradually have extended the amount of time that they are able to listen, attend and fully engage with the learning activity.

We ceased to ask the children to change into PE clothes during the Autumn and Spring terms as this requires a lot of close contact during the initial stages of children learning to dress and undress themselves. Instead, we continued to offer PE sessions and encouraged independence in this area by supporting children to take off their socks and shoes. We also encourage children to change from shoes to wellies by themselves, and to try to change their clothes with a little support from staff if they are wet from messy play or a toileting accident.

Our Rising 4's used to have a monthly visit to The Grange Nursing Home on Elm Avenue in Attenborough, where the children would sing for the residents and sometimes join in craft activities, supervised by Pre-School Staff. Unfortunately, the visits had to stop because of the pandemic, and the nursing home has now closed. These activities were enjoyed by all and Pre-School will miss this intergenerational opportunity. We will look into alternative opportunities as circumstances allow.

### **Financial Matters**

The pandemic has placed a great strain on our finances due to reduced income from having fewer children and increased costs such as providing PPE for staff. Fortunately, Nottinghamshire Early Years continued to provide funding for all funded children whilst we were closed to most children during Summer Term 2020, and based the level of funding for Autumn 2020 on Autumn 2019 figures. This was a huge help to Pre-School and mitigated some of our lost revenue. Five members of our staff were also placed on furlough (Job Retention Scheme) during the first national lockdown. Both of these financial supports were essential to keeping all of our staff employed and Pre-School open. The Village Hall supported Pre-School during the pandemic by only charging us for Main Hall usage during the Summer Term 2020, instigating an enhanced cleaning routine per government guidance, and allowing us to stay open when the Hall was closed to all other user groups.

## **ABOUT US**

### **A Charity and a childcare provider**

Pre-School is a registered charity which means that we must follow rules set out by the Charity Commission. As a charity, we must have a constitution that determines what our aims are and how we are run. We have chosen to adopt the Early Years Alliance (EYA/PSLA) model constitution and we do this annually at each AGM. It outlines the rules we must follow.

Our aims are known as our 'charity objects'. These are set out in our constitution and are "To enhance the development and education of children primarily under statutory school age by...offering appropriate play, education and care facilities, family learning and extended hours groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability".

We are a Committee-led charity. The Committee Members are the trustees of the charity and have responsibility for ensuring that the setting is run as it should be. In 2020-21 the parent-led voluntary committee has also continued to welcome its two staff members. Their input has continued to be invaluable.

As a Pre-School we must ensure that in meeting our charity objects we also follow the rules set by the government in the **Early Years Foundation Stage (EYFS)** statutory framework. This tells all childcare providers for children from birth to 5 what they must do to ensure they meet the welfare and development requirements of the children in their care. Ofsted measures us against the EYFS statutory framework to determine how well we are meeting its requirements. At our last inspection in March 2017 we were graded as a 'good' provider. As a result of the developments we have made since this inspection, we are aiming to secure and maintain an outstanding provision for our children which we hope will be graded as such when Ofsted next visit us during the next cycle of inspections starting from September 2019. Because of the Covid 19 Pandemic, Ofsted Inspections have been halted. They are due to re-start from May 2021.

To help us to ensure that our provision is the best it can be, and to ensure that we follow best-practice, we are members of the Early Years Alliance. During the academic year we have continued to be supported by an Early Years Support Teacher from the Nottinghamshire Early Years team.

### **How we are typically run on a day-to-day basis**

At Attenborough Church Pre-School we believe that "together we care, play, learn, grow and succeed". We provide an enjoyable Pre-School education for 2-4 year olds and ordinarily a Parent and Toddler Group for 0-5 year olds. We run 10 x 3 hour sessions per week in Attenborough Village Hall, from 9:15am to 3:15pm Monday to Friday, during term-time, and, in September 2020, introduced a Breakfast Club from 8:00am to 9:15am. We use the Douglas Taylor Room and the Main Hall for large and small group work. We are registered to have up to 48 children in session when using the two rooms, or up to 26 children in the Douglas Taylor room. We are registered for Full Day Care.

The families that we serve are predominantly Attenborough, Chilwell and Toton based, though we also serve families from slightly further afield. Our children are the centre of our organisation and we continuously strive to meet their needs and serve their interests so that they may learn and develop and make excellent progress. We are an inclusive setting that welcomes all children and aims to provide learning experiences that are entirely free to those who are eligible for funding or that are affordable and represent excellent value for fee payers. Children start Pre-School life from

as early as 2 years 3 months or in the term after they turn 2 if they are eligible for 2 year funding. Children may also start at the beginning of any half term after this age.

### **Operational Plan**

We have an Operational Plan designed to meet Ofsted inspection criteria and to ensure that our day-to-day provision of education and care is consistently excellent. Our policies are informed by the requirements of the EYFS and are developed in conjunction with the Early Years Alliance. We update or introduce our policies throughout the year as necessary, and all new policies and changes are formally adopted at the AGM. It is from these policies that our practices and routines are developed, all of which are designed to provide the best possible experience that we can for our children.

### **Improvement Plan**

The Pre-School Improvement Plan is a working document that includes contributions from the Committee and the Staff Team, as well as recommendations from Ofsted and feedback from parents. The Improvement Plan is reviewed regularly and ensures we continue to strive to be excellent and innovative in all that we do. We want to be outstanding for our children and we are committed to continuous improvement following thorough self-evaluation.

### **Keeping up-to-date**

In addition to being members of the Early Years Alliance we also regularly access a range of local network meetings, mostly run by Nottinghamshire County Council Early Years Team, to ensure that we are keeping up-to-date with issues that concern the Early Years sector. All staff attend regular training courses to ensure we are meeting all welfare requirements of the EYFS and will be judged as doing so by Ofsted. We also encourage staff and committee members to undertake relevant online modular courses. Where one member of staff has attended an external course or network briefing, we cascade that training to the rest of the Staff Team at our regular Staff Training Meetings.

### **Staffing**

We have been fortunate to have a very strong, highly qualified and dedicated Staff Team of 15 throughout 2020-21:

#### **March 2021 Staffing:**

<b>NAME:</b>	<b>POSITION:</b>	<b>QUALIFICATION:</b>
Debby Stevens	Pre-School Manager	NVQ Level 3 In Childcare
Joan Kolomyjec	Pre-School Administration Manager	NVQ Level 3 In Childcare
Amanda Scard	Deputy Pre-School Manager	NVQ Level 3 In Childcare
Claire Vardy	Deputy Pre-School Manager	NVQ Level 3 In Childcare
Laura Dunn	Early Years Teacher/Admin Assistant	Early Years Teacher Level 6
Louise Day	Early Years Teacher/Admin Assistant	Early Years Teacher Level 6
Julie Streets	Pre-School Practitioner (Language Lead)	NVQ Level 3 In Childcare
Toshimi Sato	Pre-School Practitioner	NVQ Level 3 In Childcare
Georgia Cockayne	Pre-School Practitioner (left Oct 2020)	NVQ Level 2 In Childcare
Molly Joynes	Pre-School Practitioner	Level 3 in Childcare (qualified in July 2020)
Stephanie Kerry	Pre-School Practitioner	Level 3 in Childcare
Joelle Bartram	Pre-School Practitioner	Level 3 in Childcare
Jess Hodges	Apprentice Pre-School Practitioner	Trainee Level 3 in Childcare
Ellie Cox	Apprentice Pre-School Practitioner	Trainee Level 2 in Childcare
Sophie Poole	Apprentice Pre-School Practitioner	Trainee Level 2 in Childcare

Our Pre-School Manager, Debby Stevens, continues to provide excellent leadership for the in-session team of staff, with support from our highly experienced Administration Manager, Joan Kolomyjec. We value a team approach to shaping and improving our provision, made possible through regular Staff Team meetings or Inset Day training. Each member of staff is supported and guided by the Pre-School Manager to develop their knowledge, focus on reflective practice and they are updated on any relevant changes. We use the Early Years Teacher Standards in our improved Appraisal and Supervision processes.

Molly Joynes successfully completed her NVQ Level 3 in Childcare in July 2020. Well done Molly, you are an asset to the team.

We sadly said goodbye to Georgia Cockayne in October 2020.

Jess Hodges, who began as a Level 2 apprentice with us just before the first national lockdown in 2020, has successfully completed her Level 2 qualification and is now working towards her Level 3 Childcare qualification. Well done Jess.

We recruited two more level 2 apprentices this year: Ellie Cox who joined us in October 2020 and Sophie Poole who joined the team from January 2021.

We also recruited two more experienced Level 3 practitioners who joined us in the Spring Term 2021, Stephanie Kerry and Joelle Bartram.

Amanda Scard, Deputy Pre-School Manager, took a lead in liaising with local schools to provide as smooth a transition to school as possible for all of our leavers in Summer 2020. Claire Vardy, Deputy Pre-School Manager, has responsibility for mentoring apprentices and supporting the wider Staff Team. Louise Day and Laura Dunn, our Early Years Teachers, are responsible for planning and assessment.

The new members of staff have all settled well into the team. We have an excellent Staff Team and the whole team work *extremely* hard to do the best for our children, by caring for them, offering them opportunities for play, learning and wonder, teaching them, and preparing them for school.

### **Pre-School Management Committee**

#### **2020/21 Main Officers:**

Nicola Bethel – Chairperson (from Oct 2020  
previously Vice Chair/Fundraising)  
Emily Brown (Chairperson to Oct 2020)  
Kate Ball – Treasurer  
Francesca Rumbelow – Secretary

#### **Committee Members:**

Joanne Brookes – Fundraising Officer  
Victoria Hallam  
Julie Streets - Staff Trustee  
Toshimi Sato – Staff Trustee

We have been extremely fortunate to have had a strong Committee in 2020-21 who bring a variety of invaluable strengths to the team. Fundraising has taken a different route this year due to the pandemic, a lot was done via Tapestry and purchasing a license to sell raffle tickets to parents. The Fundraising role was a separate role from the other functions that the Chairperson has, but this last year the whole Committee worked together to continue fundraising and we are enormously grateful to them for raising an amazing amount of money despite everything. Particular thanks to Nicola Bethel, Kate Ball and Joanne Brooks who have worked closely with the Staff team. Our two Staff Trustees continue to be valuable members of the Committee.

### **Our curriculum – The Early Years Foundation Stage**

We follow the Early Years Foundation Stage (EYFS) framework to develop a child's self-esteem and nurture their personal and social skills, alongside developing communication, literacy, numeracy, physical and expressive arts skills through both child-led and adult-led play activities and encouraging all children to be curious and explore. We tailor our planning to meet the needs of our children and as such it varies from year to year. We plan small group work to target personal, social and emotional skills, and language and communication skills. Our planning process ensures that short-term, medium-term and long-term planning begins with a review of our children's next steps and interests, and activities are planned specifically around these factors. We have a broad theme for the half-term which allows more scope for exploring a topic through a variety of playful and creative interactions and enables us to be more flexible and follow the children's interests. Medium-term planning ensures that all areas of the EYFS curriculum are covered not only through our continuous provision and skilful interactions with children, but also through the daily structured activities that we offer. We provide a safe, secure and stimulating indoor and outdoor learning environment with a wide range of resources to inspire our children's curiosity and support them to make outstanding progress. Our practitioners are highly skilled, role model our values, provide excellent care and education, and collectively strive for continuous improvement.

Our intent is captured in our Vision Statement and Curriculum Offer, which was developed through collective input from the Management Committee and all of the Staff Team. Our Vision states that

“our aim is to nurture kind, happy, healthy, imaginative, reflective individuals with high self-esteem and a love of learning who are ready to make a positive contribution, form good relationships, make healthy choices and continue to flourish so that they may enjoy a well-balanced and successful future life as they fulfil their dreams”.

We have distilled our vision into a motto that now features more prominently within our day to day practice and encapsulates all that we do:

“Together we care, play, learn, grow, succeed.”

We work in partnership with parents, carers and the wider community, understanding that working together achieves more for our children.

### **Rising 4's**

Once the children reach their last full academic school year in Pre-School they take part in Rising 4's activities, which are planned to progress our children with educationally fun activities that spark curiosity and wonder and a love of learning. We support our children to be confident, independent, resilient and prepared for their next step of education by the end of their Summer Term.

In 2020-21 we have trialled mixed age group sessions rather than having certain sessions only available to the Rising 4's cohorts as in previous years. Having mixed age groups benefits the children in many ways, such as the older children helping the younger children which is fantastic for their personal, social and emotional development as well as their language and communication skills. The younger children also greatly benefit from having more time interacting with the older cohort. However, we still feel it is necessary to provide the Rising 4's cohort with some time together as a group so that we can target certain activities towards their developing needs. We separate the Rising 3's and Rising 4's cohorts for a short period during the morning before snack time. The Rising 4's sit on the mat for register time, a short topic discussion or show and tell, and a story, whilst the Rising 3's have a welcome song and story.

We also separate the Rising 4's and Rising 3's cohorts for certain afternoon activities. This allows the Rising 4's to use resources that are specifically aimed at our older children to improve fine and gross motor skills, problem-solving skills, turn-taking, literacy and numeracy skills. PE sessions for the Rising 4's are not only fun and help develop physical skills, but also encourage children to follow instructions. Children will begin changing into PE clothes to practice dressing and undressing skills from the Summer Term 2021. We plan phonics activities that are introduced playfully throughout the day and reinforced in a structured small group activity in the afternoon. Our phonics programme focuses upon listening and attention skills, following Phase One of the Letters and Sounds programme. Over recent years we have consulted regularly with local feeder schools and have determined that playful Phase One phonics instruction provides children with the best foundation for future phonic learning in formal education.

### **Outdoor learning**

Our fantastic garden area is a huge asset to our Pre-School, and we have been able to improve it further with sensory planting, a superb new mud kitchen area, additional soil for our digging area, a raised play space for messy outdoor play, an outdoor sink, outdoor mats and picnic blankets and two wonderful new teepees, thanks to the funding we received from a Co-Op grant and Tesco Bags of Help grant. We ensure that this invaluable learning environment is used by each child, every day, whatever the weather. Our planning, use of resources and our practitioner input ensures that we maximise the learning potential of our outdoor space.

### **Language Lead**

We have a Language Lead role, which is fulfilled by Julie Streets. Communication and language skills are key to each child's development. Early intervention in speech and language delays is vital to provide a child with the best possible outcomes for their communication skills. We use a sign of the week and we encourage the children to use signs during the session, i.e. at snack time and singing. We also try to incorporate signing into our fundraising shows. Each member of our Staff Team has a role to play in the language development of our children and our Language Lead helps to guide this, helping to develop new resources and ensuring everyone implements a variety of strategies to support all of our children. Our Language Lead has successfully led small group work to support language acquisition, as well as small group work to support children with their confidence in talking to others. She continues to liaise with outside agencies to ensure we are offering the right targeted support to individual children, where relevant.

### **Key-Person**

Children start Pre-School life from as early as 2 years 3 months or in the term after they turn 2 if they are eligible for 2-year funding. They may also start at the beginning of any half term after this age. Whatever their age when they start and however long they might be with us, our aim is to quickly settle them into the routine of the session. All children have a Key-Person who works with their family and keeps development records and a Learning Journey for each child through the Tapestry electronic system. The Pre-School Manager is not only a Key-Person herself, but also oversees all staff in their Key-Person duties. Although each child's Key-Person is the main point of contact at Pre-School for the child and their family, every member of the Staff Team is involved in helping every child to learn, develop and be cared for. The requirement to create bubbles of children and staff earlier in the pandemic resulted in some Key-Person changes to ensure that the Key-Person was in the same bubble as their Key Children.

### **Admissions and leavers**

The number of children on register varies throughout the year because we admit new starters throughout the year but our school leavers all leave together at the end of the Summer Term, so we

inevitably experience a drop in numbers each year between the Summer and Autumn Terms. In April 2020 a total of 64 children should have been attending Pre-School if the national lockdown had not occurred. Over the year a total of 31 children were admitted, 34 children moved on to school or nursery in July 2020 and a further 5 children left at other times during the financial year due to house moves or not returning because of pandemic concerns. At April 2021 we had 56 children on our register.

When the children's Pre-School time has come to an end, they move on to several local schools. The main primary schools that we feed into are The Lanes Primary School, Chetwynd Primary Academy and Banks Road Infant School. We have been involved with all schools along with the Reception Co-ordinators in order to provide a smooth transition for our children. In Summer 2020 we had 28 children leaving to go to 8 different schools. We liaised virtually with the schools as we were unable to visit in person. In Summer 2021 we will have 22 children going to 6 different schools and 1 child is leaving due to moving out of the area.

### **Funded places**

Government Early Years Funding ('Free Entitlement') has continued into the current financial year, which means children can have up to 15 hours from the term after they are three years old. We are also eligible to receive two-year-old funding for those families that meet certain criteria, providing 15 hours funding per week from the term after the child is two years old. 30 hours funding is also available for families who meet the criteria.

During this financial year we had the following number of children on full funding: 43 in the Summer Term 2020, 21 in the Autumn Term 2020 and 34 in the Spring Term 2021. Numbers of funded children are lower when compared to the previous year due to the Coronavirus pandemic and a drop in the local birth rate.

### **30 hours provision**

We are open to children for 36.25 hours each week and so can offer 30 hours provision. In 2019-20 our Monday and Tuesday afternoons were exclusive sessions for the Rising 4's cohort only, meaning that our younger children could only access a maximum of 24 hours per week. The Staff Management Team and the Committee evaluated this position and agreed to move to mixed age sessions throughout the week for the financial year ending March 2021. During the year, the uptake of 30 hours for eligible children, who are either fully funded or funded and fee paying, is high and continues to be very successful for us. Many who are eligible for 30 hours funding are accessing all of their quota. Parents are now able to register for 30 hours funding if they are eligible, parents need to be earning the equivalent of 16 hours at NMW or more to qualify and in a 2-parent household, both must be earning. We typically have 10-15 parents registered who will take a range of funded sessions up to 30 hours, this includes an option to share the 30 hours funding with one other setting.

Ad-hoc sessions have continued to be a useful way of allowing children to trial sessions before booking them on a more permanent basis. We continue to be committed to offering 30 hours funding provision which allows children to access it with no hidden or additional charges.

### **Breakfast Club**

We opened Breakfast Club in September 2020 to extend session availability from 8.00am, with the club running from 8.00am - 9.15am. Children arrive between 8.00am and 8.15am, have a period of quiet play followed by breakfast of cereal, toast and a drink at 8.30am. From 9.00am the children move into the routine for the usual morning or full day sessions. 11 children have accessed this session on a regular basis since September and we also offer an ad-hoc basis if numbers allow.

### **Lunch Club**

All children who attend an afternoon session automatically attend Lunch Club. They supply their own packed lunch and eat at tables with the help of the Staff Team. In addition, any child attending any of our morning sessions are able to access Lunch Club from 12.15pm – 1.00pm. Lunch Club continues to be well attended, and is a sociable time where children chat with each other and staff whilst eating their lunch.

### **Accommodation and Premises**

We continue to pay rent to the Attenborough Village Hall Management Committee for the use of the premises for 10 sessions per week plus Breakfast Club. We use both the Douglas Taylor Room and the Main Hall for the majority of sessions, and the Eric Mason Room for Breakfast Club. We are very fortunate to have the use of these fantastic spaces as well as the wonderful garden. Joan Kolomyjec regularly attends the monthly Village Hall Committee meetings. There was no rent increase during this Financial Year and no planned increase known as yet. We continually liaise with the Village Hall Management Committee regarding improvements needed for our use. Planning permission was granted for the canopy project, but is on hold currently due to the uncertain times presented by the Coronavirus Pandemic.

### **Health and Safety**

We are inspected alongside the Village Hall by Broxtowe Borough Council's 'Food and Occupational Health Department', for a 'Health and Hygiene Inspection' and under the Food Hygiene Rating Scheme we were graded 5 (the highest grade awarded) for our procedures. In addition to this portable appliance checks are undertaken. Staff have attended or updated first aid and food hygiene training during the year. The Village Hall is responsible for annual fire checks but we have our own procedures and regular building evacuation drills are held at varying times in the week throughout the year. We undertake regular risk assessments, carry out health and safety checks on a daily basis and continually monitor our provision.

### **Website and Facebook**

We are now making better use of our website and Facebook to communicate our vision and our curriculum offer and as a means for prospective parents to learn more about us. Our website has also become more of a vehicle for getting information to our parents and carers by pushing brief messages out to them via text which signpost them to our website. As well as keeping our parents, carers and wider community updated on some of the activities that are happening at Pre-School, our Facebook page has also been a valuable tool for advertising for staff recruitment. Please feel free to share the fantastic things that we do with your friends on Facebook, without including photographs of the children.

### **Fundraising and Social Occasions**

Fundraising is, as ever, very important for Pre-School as inevitably our costs continue to rise during the year. We do, however, also view many of our fundraising events as opportunities to bring our community together, to showcase a little of what we do and to celebrate our wonderful children. Unfortunately, we haven't been able to invite families to our usual events this year, instead the Committee and Staff Team have continued to provide fundraising activities virtually.

At Christmas, instead of our usual nativity and bazaar we filmed the children singing Christmas songs whilst in nativity costume and posted this on Tapestry for parents to see. To accompany this we held a remote raffle and sold mystery bags (to replace the usual tombola). We were pleased to still be able to hold a Christmas party for the children. At Easter instead of our usual Easter Bonnet Parade we held a party for the children and again posted a recording of them singing Easter songs onto

Tapestry. We held a remote raffle and Guess the Name of the Rabbit. Thank you to all of the parents who supported these fundraising activities to support Pre-School.

We also raised some money through our Autumn bags, photo commission, Easyfundraising and Amazon Smile.

Monies raised through fundraising activities have enabled the purchase of new play and practical equipment to ensure our children continue to have an outstanding learning experience.

The Treasurer report will detail all of the fundraising activities undertaken.

### **Co-Op Local Community Fund**

Kate Ball, our Treasurer, who, along with Debby Stevens our Pre-School Manager, submitted a successful bid to the Co-Op making us eligible to receive the Co-Op Community Fund. We received a total of £3223. This fantastic total has now been put to excellent use and will have a hugely positive impact. There were tears of joy when the cheque was presented to us.

We have bought 6 Kindles and bumper cases to enable us to use Tapestry for example.

We have built a sensory garden, using the money to buy topsoil and lots of beautiful plants, herbs and rockery plants. We purchased lots of equipment for the mud kitchen, sensory equipment and wigwams.

### **Tesco Bags For Help Grant**

We were successful in our application to the Tesco Bags for Help scheme to improve our mud kitchen equipment in our garden. At the beginning of 2020 we were one of 3 charities who were receiving votes from the public in local Tesco stores. Thank you to those who supported us with their tokens. The in-store voting period was cut short by the Coronavirus Pandemic, so Tesco split the fund equally between the three groups, and we received £1166. We have built an area for a new mud kitchen, and the children are having a fantastic time using these new resources in the garden.

### **Questionnaire**

Pre-School did not send out a questionnaire during this financial year but will be sending one out during Summer 2021. We ask all parents to rate us and give comments about various aspects of our provision. Parents' views are important to us and feed into our Improvement Plan.

### **Financial Statement**

The Pre-School accounts are in the process of being finalised and independently examined by Tony D Jacques & Co Accountancy firm.

### **Aims for the Future**

In the financial year 2021-22 we will ensure that we are able to continue to respond to the Covid-19 situation effectively, safely and in a financially responsible way. Safeguarding the future of Attenborough Church Pre-School in a climate where other providers are closing is of primary importance. We will aim, in the next academic year, to provide an outstanding Pre-School for our children, in a safe, secure and engaging surrounding which adheres to the government guidance and our own risk assessment. We will use our self-evaluation processes and our Improvement Plan to guide us in making our already great provision even better, doing the best that we can within the constraints that the Covid 19 situation brings.

With the vaccine roll-out continuing at pace and numbers with COVID reducing we hope that 2021-22 will see much less disruption for the children than last year.

We will adopt the revised Early Years Foundation Stage Curriculum from September 2021.

We aim to maintain our excellent Staff Team through providing strong support, training and a great place to work. We hope that this will help us to retain the talent that we have within our organisation and demonstrate to the Staff Team how greatly valued they are.

We will continue to offer Pre-School sessions for 36.25 hours per week for all children.

All of our endeavours will have maintaining or improving the quality of our provision at their heart so that our children are best able to learn and develop. We will continue to make decisions that take into account our long-term sustainability as well as any short-term needs.

### **Formal Thank Yous**

#### **Children**

This pandemic has undoubtedly affected our children, with all of them being subject to disruption from their normal routines. It has affected some more than others, but we have tailored our provision to meet their individual needs and we never fail to be amazed by their resilience and enthusiasm. We would like to thank our children for being the most important part of our Pre-School and for being such a delight. The ways in which you learn are captivating; we are privileged to observe you learn, grow and succeed.

#### **Parents**

We would like to thank our parents, firstly for choosing us and entrusting your precious children to our care, and secondly for supporting all of the new processes and procedures which have had to be introduced this year to keep everyone safe. We look forward to welcoming you back into the building and to events as soon as we possibly can. We value our parent partnerships and we thank you for your part in this.

#### **Staff Team**

The Committee would like to formally thank the Staff Team for their continued professionalism, enthusiasm and dedication to Pre-School. This year has been particularly challenging for you, as well as the rest of the wider community. During this extremely difficult time you have continued to work extremely well together to support each other and our children.

You all continue to prioritise the children above all else and we greatly value how happy our Pre-School children are in your care, as well as how fantastically well they learn and develop. You have helped all of the children settle in / return remarkably well so that they can enjoy their time at Pre-

School whilst starting their formal educational journey. You have even managed to introduce new ideas, developed and further improved our provision and started a Breakfast Club over the course of the last year.

We appreciate all that you do and recognise the time that you invest voluntarily over and above your working hours. We can't think of a better team to lead us to being formally recognised as being outstanding and we feel you are fully deserving of that accolade and hope it comes to fruition. Thank you.

Particular thanks to Debby and Joan for working together on the hours and hours of planning that it took to remain open throughout the year in the safest possible way.

Thank you to Laura Dunn for helping to prepare this report.

### **The Village Hall Committee**

We would like to thank the Village Hall Committee for continuing to let their premises to us, including when it has been shut to other users. We know how hard you have worked to respond during the Coronavirus Pandemic, to ensure all guidelines are being adhered to. Thank you.

### **Pre-School Management Committee**

As Pre-School Chairperson, on behalf of myself and the Staff Team I would like to thank each Committee Member and their families for your support and commitment over the last year. You have each voluntarily given up your time in order to maintain the successful running of Pre-School during the pandemic and to support the drive to help Pre-School to become recognised as outstanding. Pre-School needs to have a Management Committee in order to operate and we thank you for being the people who have stepped up to be the accountable Trustees of our charity.

Thank you to Catherine Shepherd who stepped down as a Committee Member during the last year. We appreciate the work that you have done since Jan 2017 in this role, including the time that you were our Secretary.

Thank you to Emily Brown, our previous Chairperson, who stepped down in October after 5 years on the Committee (3 years of which were as Chairperson). Emily brought with her a huge amount of knowledge and experience in the education sector and she gave so much of her time voluntarily to support Pre-School. She gave a huge amount of support to the Staff Team. In her time as Chairperson she has striven to allow the Pre-School to be recognised as being outstanding by Ofsted – an accolade we all believe it truly deserves.

Thank you to Francesca Rumbelow and Victoria Hallam who are stepping down today. The time and expertise you have given has been greatly appreciated and you will be missed. Fran thank you for your work as Secretary.

Thank you to the Committee Members who will be re-standing for 2020-21 and we look forward to welcoming new members to the Management Committee so that together the team can continue to support the Pre-School in the coming year and beyond.

Nicola Bethel on behalf of the Management Committee  
Pre-School Chairperson  
2020-21

June 2021

### **Reflection from the Pre-School Manager, Debby Stevens**

Wow what a year it's been!

We certainly have been kept on our toes, so many changes, so many adaptations and learning and reflecting we have all done and so many decisions that have had to be made. If ever we had to pull together as one big fantastic team - it was this year!

I can't thank everyone enough for holding it together and supporting each other through the ups and the downs but we did stay open throughout the whole year. I am so proud that we did for our children. If anyone deserved normality through all of this it was Early Years and these foundation key learning years where social skills and communication with others is key and crucial. Children need children for their emotional wellbeing.

Thank you parents for trusting us to get it right for your little ones.

Our Staff Team and Committee have been absolutely fantastic and I'm not going to singly name them for their strengths because we needed it all from everyone, so just one massive thank you for keeping it together.

**Attenborough Church Pre-School**  
Registered Charity No. 1024159

**Statement of Assets and liabilities at 31st March 2021**

	£	£	£	£	
	<b><u>31st March 21</u></b>		<b><u>31st March 20</u></b>		Movement
<b><u>Fixed Assets</u></b>					
Tangible Assets	4,100		4,100		
Accumulated Depreciation	-3,706		-3,238		
		394		862	-468
<b><u>Current Assets</u></b>					
Debtors & Prepayments	1,130		1,218		-88
Stock	131		207		-77
<b><u>Bank</u></b>					
Current Bank Account/Cash	9,930		13,212		-3,282
Deposit Account	89,879		82,834		7,045
		101,069		97,471	3,598
Assets	<u>101,464</u>		<u>98,333</u>		<u>3,131</u>
<b><u>Current Liabilities</u></b>					
Accruals		-23,831		-20,759	-3,072
<b>Net Assets</b>		<u>77,634</u>		<u>77,574</u>	<u>59</u>
Represented By:					
B/fwd		77,574		61,189	16,385
Prior year reserves adjustment		0			
Prior year adjusted reserves		77,574			
Net Income over Expenditure		<u>60</u>		<u>16,385</u>	<u>-16,325</u>
		<u>77,634</u>		<u>77,574</u>	<u>60</u>
Signed by following trustees on behalf of all trustees:		0			
Name	Signature				
_____	_____				
_____	_____				

**Independent examiner's report to the trustees of Attenborough Church Preschool**

We have completed our examination. We confirm that no material matters have come to our attention in connection with the examination giving us cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

We have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: 

Name: Dawn Collison (MAAT)

Date: 6 October 2021



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