

Bozeat Community Primary School & Nursery



Pre-School Business Plan 2021-22 Academic Year

Context and Background

The Pre-School Class opened at Bozeat Primary School in September 2014 and took over the provision previously provided by Bozeat Pre-School Playgroup which operated on the school site until July 2014. The facility was opened in response to local demand and through consultation with the Local Authority.

Historically the school has offered places to children who are aged 2 years and 9 months or older. With effect from September 2021 children will not be admitted until the term after their third birthday.

Due to reducing birth rates in the local community, over the last few years the facility has reduced the intake number from 26 to 20 children per year. Where numbers in the Pre-School and/or Reception Class have been low the 2 classes have been merged into a single Early Years Class. This has been particularly successful as it enables the Pre-School children to learn alongside the Reception children so they are better prepared for school life.

In the 2021-22 Academic Year, the Pre-School and Reception Class will continue to be operated as a single Early Years Class. The Class will be led by a senior teacher and supported by a class based Teaching Assistant and qualified Nursery Nurse.

The majority of pupils in the Pre-School apply for a school place at Bozeat Primary School although there is no guarantee that through attending the Pre-School, pupils will be allocated a place at the school. However, from September 2020 the School Admissions Policy has been changed so that in the event that applications to the school are over-subscribed, priority is given to those children who have attended Pre-School. This is noted as Priority 4 in the schools admissions criteria.

The facility is open between 9.00am and 3.30pm, week days, term time only operating to the same timetable as the Main School.

Sessions are bookable on a session by session basis and are charged as follows.

Mornings – 8.50am to 11.30am - £10.00

Afternoons 13.00pm to 15.25pm - £10.00

Lunch time cover is provided between 11.30am and 13.00pm for those pupils who need it, at a cost of £5.75 per child.

The recommended minimum booking for pupils starting in Pre-School is 4 sessions. This is equivalent to 10 hours per week.

Funding

The Pre-School offers free 3-4 year old funding for pupils attending the Early Years Class for up to 15 hours per week. This is available from the term after a child's 3rd birthday and up to 570 hours per year can be claimed under this initiative.

This funding is used by the school to cover the cost of the formal Nursery sessions only. Parents eligible for the 15 hours funding, and whom require lunch time cover are asked to pay for this provision.

Applications for this funding are processed by the school. Parents are asked to sign a parental contract confirming the hours attended at the nursery on a termly basis.

In specific circumstances, parents may be able to claim up to 30 hours free nursery funding from the Government. This funding can be used to help cover extended provision including the lunch time club and/or the Breakfast Club/After School clubs.

Applications for the top up funding (30 hour funding) are made direct by the parent to HMRC. The claim is then verified by the school on a termly basis. Guidance is issued to parents to help them with this.

Admissions

For the 2021-22 Academic Year the intake number to the Pre-School has been set at 16.

Applications for a place at the Pre-School are managed by the school. Places are allocated on a termly basis.

The deadline for applications for the 2021-22 Academic Year are as follows, although in exceptional circumstances applications are considered outside of these dates. Places are currently allocated on a first come first serve basis:

September 2021 Intake (Autumn Term):	28 May 2021
January 2022 Intake (Spring Term):	22 October 2021
April 2022 Intake (Summer Term):	11 February 2022

Maximum numbers are reached in the Nursery Class during the summer term.

Parents are offered the opportunity to amend the sessions their child attends the Pre-School on a termly basis. This provides increased stability of numbers in the setting each term and assists in the planning of staffing to ensure the correct ratios are met and enable more effective planning of lesson time when children are attending the sessions. Parents have the opportunity to cancel sessions (providing four weeks' notice if required).

Facilities

The Early Years Class will operate within the main school and have access to their own secure play area. When required, the pupils can also utilise the remainder of the school site for specific activities.

The administration functions associated with the Pre-School will continue to be managed by the main School Office.

Staffing

The staff in the Early Years Class are employed by the Nene Valley Partnership as employees of Bozeat Primary School. The staff adhere to the staffing policies operated by the school including the schools' annual appraisal policy.

The staffing structure from September 2021 will consist of 4 staff members as follows.

- Early Years Lead – Full Time – Experienced Teacher
- 2 x Nursery Nurses – Part Time - Level 3
- 1 x Full Time Teaching Assistant – Level 2

The structure and hours of work are based on current offered places and the take-up of those places.

Should numbers in the Pre-School grow significantly across the course of the year, the school may need to consider employing an additional Nursery Nurse to help provide the necessary support.

Legal Considerations

The school converted to an Academy in April 2019. As such, the Pre-School forms part of the Academy operations.

As the Pre-School is part of the school setting, the management and operation of the school are covered by the respective policies and procedures in place at the school. These are reviewed regularly by the Trustees of the Nene Valley Partnership and the Governing body of the school.

H&S requirements are managed and operated through the school.

The Pre-School adheres to the Early Years Foundation Stage Statutory Framework and operates in conjunction with the Reception Class at the school.

The school was rated as Requiring Improvement by Ofsted in November 2018 however this Ofsted grading no longer applies since the school converted to an Academy in April 2019.

The Pre-School provision was rated as Good during the Inspection and we are well on the way for this to be 'Outstanding' when the school is next inspected.

Advertising and Marketing (inc Catchment)

The Pre-School is advertised via a separate page on the school website. The prime catchment area for the Pre-School is the village of Bozeat and surrounding areas in line with the school catchment area.

Annual adverts promoting the nursery are issued in the local papers and via social media during the Spring and Summer terms. This will be extended as part of the schools overall marketing strategy in September 2021. Parents wanting to view the facilities are encouraged to ring and make individual appointments to view the school with the Early Years Class Teacher.

The school no longer issues a specific annual questionnaire to Pre-School parents. Parents views are sought via the annual school survey.

Operation and Development

The day to day operation and management of the Class is the responsibility of the Early Years Lead. The Early Years teacher leads on the Early Years development of the school in consultation with the Consultant Head Teacher.

The financial management of the Nursery is overseen by the School Business Manager and reported to the School Governing Body. The day to day management of resources is undertaken by both the Nursery Nurses and Early Years Lead.

Resources in the Pre-School are shared with the Reception Class at the school.

The curriculum developments for the Pre-School are considered as part of the School Development Plan.

Competition

There are no other Pre-School providers in the village. Parents requiring full year Pre-School provision tend to use private Nursery providers operating in the neighbouring villages.

Other local nurseries offering term time provision are located in or are part of school settings in their respective villages. The pricing structure operated by the school is in line with other facilities.

Key Objectives

- To continue to provide a safe, nurturing and stimulating environment so that all children enjoy their time in Pre-School.
- To ensure the Pre-School costs can be met from the available nursery grant funding and parent contributions.
- To continue to review the staffing structure and operation of the Early Years Unit as numbers continue to rise throughout the Year.
- To continue to invest any surplus nursery funding into developing the Early Years resources and learning environment (subject to agreement by the Trustees of the Academy Trust).

SWOT analysis of current provision

STRENGTHS: <ul style="list-style-type: none">• Experienced Staff• Run by experienced teacher who has previously lead the Early Years development in the school.• Improved outdoor play area• Shared Resources with school• Links with school curriculum	WEAKNESSES: <ul style="list-style-type: none">• Available funding• Expectations from parents• Fluctuating pupil numbers
OPPORTUNITIES: <ul style="list-style-type: none">• Merged Early Years Class• Performance now included in School Development Plan	THREATS: <ul style="list-style-type: none">• Reducing pupil numbers in village• Trustees opting not to reallocate surplus funding back into Pre-School Facilities.

Financial Planning

In line with Academy accounting period, the budget for the Pre-School will be set for the Academic Year. The following budget was agreed by Governors in April 2021 as the provisional budget for the 2021-22 Academic Year.

The figures will be reviewed and revised as necessary on a termly basis through the School Resources Committee and reported back to the Full Governing body:

Expenditure:

- Salaries (basic hours only) - £21356
- Salaries – Part of Early Years Lead salary - £10,000
- Salaries (provisional allowance overtime for Spring and Summer Terms) - £5,000
- Employer Liability Insurance/Premises/Rates - £0.00 (Part of overall school costs)
- Office Costs - £250
- Resources - £2500
- Nappy Bins contract - £350 (proportion of Hygiene Services Contract)*
- FSM Costs - £1,311 (3 x children)
- Energy Costs/Water - £0.00 – Part of Main School budget
- Cleaning/Paper towels - £500

*contract under review

TOTAL EXPENDITURE - £41,267

Income:

- Early Years Funding – £35,000
- Income from parents (lunchtime club) £ 2,000

Estimated Carry Forward* £ 7,000

TOTAL INCOME - £44,000

*based on current projections and part of whole school carry forward budget

The budget for the Pre-School is monitored on a termly basis and reported back to Governors.

Future Business Developments

To develop marketing and promotion of the Pre-School as part of a whole school marketing strategy to maintain more stable numbers from Year to Year.

To continue to explore external funding sources to help further develop the resources and opportunities in the Pre-School.