

OPERATIONAL PLAN

The operational plan can be found in a number of documents.

- Our aims and objectives are clearly set out in the school's prospectus, which is given to parents and staff to consult and work from.
- All our policies and procedures are kept on file for referral to at any time. Parents are asked to read, sign and to agree them and staff are given them in their induction and staff manuals and attend workshop sessions to keep them informed of updates.
- The use of space is referred to in the prospectus and shown to the parents on their initial visit. Any visiting staff, students and volunteers are also shown around on their induction and many include it as a plan for their course work.
- The grouping of children is also referred to in the prospectus, and staff/student manuals.
- The resources and equipment are constantly reviewed and purchasing of expendables or of new equipment required takes place regularly.
- The staffing structure is displayed on the classroom doors and on the locked cupboard.
- The deployment of staff is explained in the job descriptions, staff contracts and on the staff structure diagram.
- Staff meetings are held regularly, and minutes are kept on record. Staff training is closely monitored, and a record of all training is kept. Appraisals are given annually, and comments and any action taken are recorded.
- All age groups have a daily care diary on ParentAdmin, in which both staff and parents comment daily. Verbal communication takes place between parents and staff on arrival and collection of children and parents receive regular newsletters when they are advised to report any queries as soon as possible. Parents' meetings are held at the end of their child's focus week, to enable the parent to discuss with their child's key person and compare their opinions on the child's progress etc.

All staff, students and volunteers are given a full induction and a manual of the documentation above as a working reference.

The documentation stated above is constantly reviewed and amended accordingly. The views of the staff and the parents are always taken into account when improvements or changes are necessary.

All Policies and Procedures are reviewed and dated annually. Amendments are made throughout the year as and when necessary according to changes in legislation or within the Nursery itself.

This policy was reviewed on: 2nd May 2024
By: Emma Fowles (Operations Manager)