

Annual Report for St. Michael's Family Centre September 2018– August 2019

Core aim and ethos of St Michael's Family Centre:

We aim to offer a safe and secure environment for all children, in which they will be offered a wide range of opportunities to learn through play. Enthusiastic staff will give the children opportunities to be creative, imaginative and to develop physical skills. We have a wide range of activities and equipment to suit all ages and interests.

The children will be empowered to extend and develop their skills and confidence in a caring supportive framework.

‘Playing and learning together’

Major achievements and developments:

The outdoor provision at Church Lane has been reviewed and extended to provide a more exciting and stimulating environment to meet the needs of the children. Whereby an area specific to the needs of the younger age group has been established. Staff have continued to develop a reflective practice approach to continue to ensure the highest quality provision is available for service users

Saddlebow Road has continued to reflect and develop the quality of services offered enjoying the benefits of being on the school site and making use of school facilities for activities like active kids and story café's and sharing the 'school bus' to go to the library.

Major achievements in childcare:

- The use of Tapestry to document and record the children's learning has been implemented in all areas of the early years provision and is well received by parents as it allow ease of access to children learning and development.
- All staff have participated in INSET training – in keeping with job roles and areas of responsibility with some staff completing nationally recognise level 2, 3 or 5 qualifications.
- Staff have updated relevant mandatory qualifications – including risk assessment, first aid, moving and handling, and safeguarding with sessions on the latest requirements and legislation.
- We continued to successfully implement the Early Years Foundation Stage in keeping with best practice as identified in the OfSTED reports.
- Children have had the opportunity to visit various locations both locally and in the wider environment for example Church Farm, Sandringham woods and the local library.
- Embed a unified approach and ethos across the two sites to promote the core ethos of the Charity as St Michael's Family Centre.
- Before and after school activities: numbers attending the breakfast, afterschool and holiday clubs have continued to grow both at Saddlebow Road and Church Lane – with

these clubs offering many exciting opportunities for play and development for example cooking, craft and physical activities.

Staff report and update:

Childcare Staff team St Michael's family centre confirmed as from September 2018:

<i>Registered Person</i>	Jeanette Nowrung and setting SENCO/SLP
<i>Administrator:</i>	Lynn Glencross (part time - term time only)

Saddlebow Road

<i>Early Years Professionals: (Saddlebow Road)</i>	Paula Reed (full time) setting ENCO/DSL Jackie Smith (full time) DSLP
	Jane Kirchen (part time)
	Amy Elton (full time)
	Rachel Berycz (term time only), currently on Mat leave
	Sam Tann (full time)
	Hanna Richardson (full time) left July 2019
	Bethany Colliver (part time) left July 2019
	Leanne Brassett (part time) – currently on Mat leave
	Jessica Simpson (full time term time)
	Nicole Adler (full time term time)
	Kimberly James (part-time term time)
	Hannah Palmer (full-time)

Senior Play-worker	Jill Watson (part time)
Breakfast club and after school Play-worker	Naddy Nowrung (part time) – left June 2019
Active Kids / Thrive coordinator	Ian Prentice (left March 2019)

Church Lane

<i>Early Years Professional: (Church Lane)</i>	Louise Harris (term time only) SENCO/SLP
	Holly Melton
	Amy Ellwood
	Hanna Yate
	Claire Cookland (left Sept 18)
	Jo Rogers (left Sept 18)
	Phoebe Hammond (Full time)
	Julia (appointed Sept 2018) left July 2019
	Charlotte Cadman (appointed Sept 18)

Charity Funding raising for the year 2018-2019:

The staff and children have been busy yet again raising funds for those less fortunate in the local and wider community and have supported the following national and local events:

Macmillan cancer – by having a coffee morning event

'Big - Bash' event organised by 2 of the local Churches to raise funds for the Food bank

BBC Children in Need

NSPCC Christmas Jumper day

Mind craft event to promote and raise awareness of mental health issues (supported the local hospital with knitted or crochet flowers for display on this theme)

Race for life

We also held an event for both Mother's day and Father's day whereby parents or carers were invited for tea/coffee/ cakes and fun activities alongside their children.

Partnership working:

Nar and St Clements Children's Centre:

The family Centre has continued to work in partnership with the Nar and St Clements Children's Centre to delivery services as agreed within the service level agreement and as such provided funded and non- funded places for children within the reach area of the Children's Centre. Further the family centre has worked with the Children's Centre to continue to extend the skills of the children in the prime areas of the EYFS with a view to supporting those most in need to develop skills and knowledge. Working in partnership with the Children's Centre also allows access to extended support services including a speech and language worker to support early intervention and identification of SALT issues. Norfolk County Council completed a major review of Children's Centre services during 2018 – 2019 resulting in the family centre has been able to be involved in the consultation to inform service delivery due to take place from October 2019.

Local health team:

The childcare staff also have regular dialog with the local health team to plan and implement learning activities for those most in need as well as plan integrated reviews for the children (2 year checks).

The following staff from the NAR and St Clements SureStart Children's Centre staff team have regular dialog to support the work of the Family Centre.

Centre leader:

Jeanette Nowrung

Administrator:

Tina Martyn

Date of report October 2019

Deputy Children's Centre Leader:
EYFS lead

Paul Farmer
Rachel Blow

Senior Family Support Worker:

Charlotte Wells

Family support team:

Tracey Rudd
Amy Underdown

EYFS Practitioner

Jasmine Rudd

Adult learning practitioner

Claire Symons (until March 2019)

Health and well-being practitioner:

Dawn Whitehead (until September 2018)

Financial report:

The accounts have been finalised for the year and independently audited, copy attached to this report.

We have continued to claim funds for 2, 3 and 4 year olds. This means that the term after child is 3 years old they are entitled to 15hours for funded sessions which we claim from Norfolk County Council Education department. A number of children are funded via the Norfolk County Council 2 year funded scheme. Furthermore, we have children that are in receipt of the government 30hour funding. It has been noticeable that during the year that more children are accessing the 30 hour funding, this is attributed to more parents being in working situations that allow access to this government funding.

Staff wages reviewed and increased in line with recommendations for minimum wage and the national living wage.

Committee confirmed as:

Committee: Jeanette Nowrung
Kathryn LeServe

Lesley Hartley
Jasmine Watts

Sasha Courtney-Jenner

Kathryn LeServe (Safeguarding lead)

Louise Harris and Paula Reed (staff members)