

**CHILDREN'S SERVICES AND SKILLS**

To Solihull Early Years Providers who are Early Years registered, school based governor run provision and also those on childcare registered

Council House  
Manor Square  
Solihull  
B91 3QB

Tel: 0121 704 6150  
Email: [lmorris@solihull.gov.uk](mailto:lmorris@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Your Ref:

Please ask for: Lisa Morris

Our Ref: LM

Date: 6<sup>th</sup> September 2018

Dear Setting Lead,

**Solihull Early Years and Education Improvement Service  
Setting Improvement Visit – Joint Evaluation 2018/2019**

We are writing to outline the agenda for this year's joint evaluation and support visit. The purpose of this visit will be for the setting lead to jointly evaluate the provision with the early years adviser, and determine strengths and on-going support needs. Each visit will last approximately 90-120 minutes. The visit will take place on a day and at a time that is convenient for you. The agenda will be arranged with leads. This is also an opportunity for you to ask questions. We will ask you to evaluate the usefulness of the joint evaluation at the end of our visit.

We plan for the visits to take place between September 2018 and the end of August 2019. We hope that reflecting on your provision together with an adviser, will support your self-evaluation. It also allows us to use our resources in proportion to need, in order to maintain and improve quality. Discussions will be based on the national guidance documents (EYFS Statutory Framework 2017, Early Education and Childcare 'LA' Statutory Guidance 2018, Early Years Entitlements: Operational Guidance, Solihull LA Agreement, and the Ofsted Handbooks and registration requirements). The visit will be tailored to the registration requirements of each setting and we will prioritise our visits as outlined below.

The visit will include:

- **A walk around the provision** to discuss any changes or as part of a 'joint evaluation activity' – as applicable
- **A joint discussion** using the EYFS and the Ofsted evaluation criteria or the registration requirements for the setting.
- **A review of the last visit report** and any further developments.
- **A 'joint evaluation activity' for EYFS provision** which will be identified with the early years adviser and the setting lead to focus on a setting priority. The focus of

this activity will be decided during the pre-visit conversation. It will focus on one of the four themes within the Ofsted evaluation schedule. We expect to talk to the lead/ manager and another staff member during visits to larger settings with multiple members of staff. This may be the lead for the main part of the visit and another practitioner for the joint activity. This activity will be for settings with early years children and can either be a more detailed discussion linked to an area of priority for last year or one of the following areas.

- Cohort tracking and curriculum opportunities -data to inform developments
- Safeguarding policy and practice – compliance with the updated guidance
- Observation and assessment leading to responsible planning to meet children's needs and interests
- A learning walk to observe physical health and well-being, behaviour and attitudes

The early years adviser who is allocated to your setting will contact you to arrange a visit. We are prioritising settings that match the following criteria for our support.

#### Priority settings:

- Those on the Early Years Register
- Early Education Funded providers on the local authority register of providers
- Settings that have not had a good/ outstanding Ofsted Inspection grade within the last year
- Ofsted / setting history – priority for those settings that have not been judged as good during their last inspections
- Settings which are new and those that are due an Ofsted inspection
- Governor run provision under the schools Ofsted registration (Maintained, Academy, and Independent Schools) – wrap around care for 2s, 3s and 4s. Please let us know if you are a school based extended hours provision and you do not require a visit.

#### Preparation for the visit:

You may want to consider the requirements of your registration. There are Ofsted documents outlining requirements of registration, EYFS guidance, and audits for self-evaluation available here...

<https://www.gov.uk/government/publications/become-a-registered-early-years-or-childcare-provider-in-england> and <http://www.solgrid.org.uk/eyc> [resources].

We will also consider local intelligence such as training attended, other support from LA teams such as Speech and Language Therapy through the 'interaction' coaching, and the settings capacity for continuous quality improvement. Our information, advice and training will be focused on childcare providers identified as needing to improve the quality of their provision, although LA teams will continue to promote high-quality provision through their work with settings across Solihull.

Generic training opportunities continue to be available and will be advertised through [www.solgrid.org.uk/eyc](http://www.solgrid.org.uk/eyc), this includes some on-line training links. Additional training is available through Solihull LSCB at <http://www.solihulllscb.co.uk/training>.

To discuss this further, please contact a member of the team by telephone on 0121 704 6150 or [eyenquiries@solihull.gov.uk](mailto:eyenquiries@solihull.gov.uk).

Yours sincerely



Clair McNeill  
**Head of Solihull Early Years and  
Education Service**



Lisa Morris  
**Senior Education Improvement Adviser**

Early Years Advisers:

Jayne Draper, Wendy Hillier, Rachel Painter (maternity leave until late autumn 2018) and Vicki Watson <http://www.solgrid.org.uk/eyc/team-2/>