

**St. Michael's Family Centre**  
(Registered as a Charity),  
St. Michael's Primary School,  
Saddlebow Road, King's Lynn, Norfolk PE30 5BN  
Telephone: 01553 770439



## **Annual Report for St. Michael's Family Centre September 2013 – August 2014**

### **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:**

Purchase of the Church Lane building in December 2013 resulted in a major refurbishment of the premises and areas used by the children. A re-branding as St Michael's family Centre Church Lane has further taken place with the OfSTED registration changing to reflect this.

The Childcare provision has been reviewed and extended to provide more places for 2, 3 and 4 years olds.

### **Major achievements in childcare:**

- 1 staff member achieved Early Years Teacher status.
- All staff have participated in INSET training – to include Speech & Language and the Norfolk County lead talk about program.
- All staff have updated relevant mandatory qualifications – risk assessment, first aid, moving and handling, safeguarding.
- We continued to successfully implement the Early Years Foundation Stage in keeping with best practice.
- Children have had the opportunity to visit various locations both locally and in the wider environment.
- Embed a unified approach and ethos across the two sites to promote the core ethos of the Charity as St Michael's Family Centre.

### **Staff report and update:**

### **Childcare Staff team St Michael's family centre confirmed as from September 2014:**

Date of report October 14

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*Registered Person*

Jeanette Nowrung and setting SENCO/SLP

*Administrator:*

Lynn Glencross (part time - term time only)

**Saddlebow Road**

*Early Years Professionals: (Saddlebow Road)*

Paula Reed (full time) setting ENCO/DSLSP

Jackie Smith (full time) DSLP

Jane Kirchen (full time),

Amy Mair (full time),

Jordon Yates (part time)

Amy Elton (full time),

Rachel Berycz (term time only),

Sam Tann (full time),

Sarah Somerton (currently on mat leave)

Hanna Richardson (full time)

Ali Gregory (term time only),

Bethany Colliver (part time)

Jill Watson (part time)

Playworkers

Naddy Nowrung

Paul Higham

**Church Lane**

*Early Years Professional: (Church Lane)*

Louise Harris (term time only) SENCO/SLP

Amy Ellwood (term time only)

Leanne Brassett (part time)

Hanna Yate (part time SEN support)

Tatiana Howard (term time only)

Sam Glazier (part time)

Holly Melton (term time only)

*Support Staff*

Nick Varley and Jon Wells

**Owing to the development of services the following staff were appointed from September 2014:**

Jordon Yates, Hannah Richardson, Hanna Yate, Tatiana Howard, Sam Glazier, Holly Melton, and Bethany Colliver at either the Saddlebow Road or Church Lane site

**Partnership working:**

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### **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.

### **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.

### **Norfolk County Council:**

The family centre is also part of the Norfolk County Council 'talk about' program, which is designed to support the development of early language skills for children.

### **King's Lynn and district Holiday Playgroup**

During the July – August school summer holiday 2013 the family centre supported the King's Lynn and District to provide a very successful holiday provision for children with either special educational need or social issues. A total of 32 children attended the playgroup for 2 sessions per week for 4 weeks. The children were able to have lunch as well as having opportunities for play and learning both in the group and by visiting the local area.

### **The following staff from the NAR and St Clements SureStart Children's Centre staff team have an office base within the family centre site at either Saddlebow Road or Church Lane:**

<i>Centre leader:</i>	Jeanette Nowrung
<i>Administrator:</i>	Rachel Colclough (term time only)
<i>Deputy Children's Centre Leader:</i>	Paul Farmer Rachel Blow
<i>Senior Family Support Worker:</i>	Charlotte Wells (currently on mat leave)
<i>Family support team:</i>	Tracey Rudd Hazel Colley Amy Underdown
<i>Play-workers</i>	Nicki Crown

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*Health and well-being Project Worker:*

Dawn Whitehead (term time only)

**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 Education department. A number of children are funded via the Norfolk County Council 2 year funded scheme

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

**Committee and trustees confirmed as:**

*Trustees:* Jeanette Nowrung Lesley Hartley Sasha Courtney-Jenner  
Kathryn LeServe Emma Kandjou

*Committee:* Jeanette Nowrung Pat George  
Kathryn LeServe (Safeguarding lead)  
Sasha Courtney- Jenner Emma Kandjou  
Louise Harris and Paula Reed (staff members)