



## *Nursery School & Children's Centre*

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6<sup>th</sup> November 2007

Dear Parent / Carer

### **Highfield Cool Kids Club – Ofsted Inspection**

Further to the inspection of Highfield Cool Kids Club in September 2007, we are pleased to share the report with you.

The recommendations in the report have been actioned as detailed:

- Request written parental consent for staff to seek emergency medical advice or treatment. The registration form was already in the process of being revised to include this and will be implemented in January 2008.
- Ensure all entries in the accident book are signed by parents/carers.
- 99% of all accident records are signed and we will aim to meet the recommendation ensuring 100% of accidents recorded are signed by parents/carers.
- Encourage older more able children to be independent at snack times. All our children are encouraged to be independent in their choice of activities and at meal times and we are committed to developing this further.
- Conduct daily risk assessments to ensure the safety of the children. Daily risk assessments are carried out by the service co-ordinator. Risk assessment training for all staff will be built into our induction process.

I know you will join me in congratulating the staff at Highfield on this successful report.

Thank you for your continued support.

Yours sincerely

Alison Hindle  
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