

**Attachments:**

[Support For Pear Tree West Road \(redacted\).docx](#)

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**From:**

**Sent:** 10 August 2022 11:51

**To:**

**Subject:** support for West Road

Hi

I've made this as comprehensive as I can. Important to note that [redacted] shared the actual action plan from the CI with me at the end of May. Meetings prior to that were focussed on observations and finding out what had happened etc..

Apologies for delay in getting this back to you.

Best Wishes,

Support Teacher  
Early Learning and Childcare

[Early Learning and Childcare \(google.com\)](#)

Support For Pear Tree West Road

Date	Support	
<b>27/4/22 – 3.5.22</b>	Attended Care Inspectorate Feedback – write up notes and share with directors and managers. Meetings to update QIO.	
<b>3.5.22</b>	GIRFEC training postponed due to COVID	
<b>3.5.22</b> 1 hr	Meeting with to arrange content of training around nurturing interactions	
<b>4.5.22</b>  3 hrs  2 hrs	Visit to setting – observation of rooms.  Attend Attachment training virtually to support. Planning for next meeting	
<b>4.5. 22</b>  2 hrs	Attend emergency meeting between parents , directors and managers regarding support for	
<b>18.4.22</b>  3 hrs + 1.5 hrs	Visit to setting – observation of rooms.  Attend Attachment training by for virtually to support	
<b>25.5.22</b>  3 hrs	GIRFEC training for managers, supported QIO, GIRFEC support officer, HV manager and myself.	
<b>Action plan from Care Inspectorate shared with me end of May</b>		
<b>31.5.22</b> 4 hrs + 3 hrs	<ul style="list-style-type: none"> <li>- Discuss creating action plan with .</li> </ul> <p>First piece of development with staff to improve the quality of the environment: Ask staff to consider basic provision – what and why? Meeting on 6/6/22 to plan environment.</p> <ul style="list-style-type: none"> <li>- Write and prepare action plan</li> </ul>	

<p><b>1.6.22</b></p> <p>2hrs</p>	<p>Attend and support twilight training on extending learning through nurturing interactions.</p> <p>Plan for further training</p>	
<p><b>3.6.22 Bank holiday</b></p>	<p>Telephone meeting with intends to revamp the rooms on Saturday prior to a parent open day following Saturday.</p>	
<p><b>Bank Holiday Saturday 4.6.22 9- 1:15</b></p>	<p>Cancelled personal calendar to attend setting and implement changes to environment</p>	<p>Very poorly attended by staff, due in part to being the bank holiday weekend and short notice. comment was that she was embarrassed that the from the council was having to clean nursery. It was filthy.</p>
<p><b>6.6.22</b></p>	<p>Visit cancelled by setting – meeting intended to discuss environment with the 3-5 rooms no longer possible. Staff told of change of ownership.</p>	
<p><b>7.6.22</b></p> <p>1 hr</p>	<p>Meeting with to discuss action plan – ensure that all parties are familiar with actions and evidence progress. Visit to the rooms to see impact of changes to environment on children’s play.</p>	<p>Children looking more focussed and very positive reports from staff. Work still needs to be done on the grass room and IWB room – however, news of director’s sale of setting has had a negative effect on staff and loss of direction.</p>
<p><b>13.6.22</b></p> <p>5 hrs</p> <p>2 hrs</p>	<p>Meeting with QIO, me to discuss action plan, progress and change of ownership. Discussions with the staff re action plan Observations in the room</p> <p>Attend twilight training to support and discuss Zone of Proximal Development.</p> <p>Planning for further training to be agreed with .</p>	
<p><b>20.6. 22</b></p> <p>3 hrs</p>	<p>Visit setting – discuss progress of action plan. Look at personal planning system. Agreed training required.</p>	

	developing the keyworker system for August	
<b>29.6.22</b>  3 hrs  2hrs  2hrs	Review action plan. Set targets for next visit planned for 18.7.22. Plan for Personal planning training with whole team 18/7/22. New short term action plan created with specific targets for next meeting on 18.7.22	Progress stalled due to closure/ deep clean/ rat infestation.
<b>18.7.22</b> – support during school holiday	Meet with room leads to discuss CI improvement framework – cancelled all room leads absent Deliver Personal planning training - cancelled during visit due to heat wave and staff wellbeing. Reviewed progress on short term action plan with  Review and suggest changes to the planning systems to make sure that planning reflects children’s interests, developmental needs and progression.	
<b>27.7.22</b>  5 hrs	Support for staff and parents at  Meet with to discuss progress and issues at West Road  Emailed action plans for reference.	
<b>10.7.22</b>	Meeting with postponed – time spent at Meadow park instead for a ‘critical friend’ visit.	

These timings are approximate and show minimum time spent and do not include emails, phone calls, support records and other time spent arranging and planning for events.