

ALPHABETS PRE-SCHOOL

Botley

(September 2019-August 2020)

ANNUAL REPORT

*Annual General Meeting (on Zoom)
Monday 22nd March 2021, 7.30pm.*

Alphabets staff

Pre-school Manager -	Hannah Barfoot
Deputy Manager -	Amanda Searle
Senior Practitioner -	Sophie Cheyne
Senior Practitioner -	Carla Rowland
SENco/practitioner-	Mandy Titcombe
Practitioner-	Sarah Fisher
Apprentice -	Simone Burgess

Alphabets Management Committee

Chairperson	Becky Morgan-Walsh
Secretary	Alex Kemp
Treasurer	Kate Mckillen
Member	Sarah Toghill
Member	Kate Roberts
Member	Ruth Atwell
Member	Marian Williams

Chairperson's report

Staffing

During the financial year, Sept 2019-August 2020, our staffing team continued to be led by Hannah Barfoot our Pre-school Manager, and Amanda Searle our Deputy Preschool Manager. Our practitioner team members are Mandy (SENCO), Sophie, Carla, and Sarah, which remains the same as in the previous financial year. We also are pleased to have our apprentice, Simone Burgess, on our preschool team, as she continues her level 3 Childcare qualification in conjunction with Fareham College.

On behalf of the committee, children and their parents/ carers, I wish to thank the staff for their continued commitment to ensuring the high standard of care at Alphabets. The coronavirus pandemic caused us to adapt our provision to reduce infection risk, and the staff have worked incredibly hard to balance the increased cleaning and social distancing procedures, whilst still providing a welcoming, fun and educative environment for all the children at Alphabets.

Thank you so much everybody, we really appreciate all you do!

The Impact of Covid-19 on Alphabets Preschool

The coronavirus pandemic that began during this year affected the way Alphabets preschool needed to operate. Alphabets followed the government advice/guidance for early years settings during this time, and continues to do so. The committee worked with the staff to set up new policies and procedures for limiting Covid-19 infection risk at the setting, including increased cleaning and hygiene procedures and social distancing between adults.

When Lockdown commenced in March 2020, we closed fully. Parents/carers were contacted prior to our closure, but there were no families with eligible key-worker parents/carers who wanted preschool places during the lockdown period. Whilst Alphabets was closed staff maintained contact with families via Tapestry and our Facebook page, to provide support to the families/children in the form of stories and activities. Staff also telephoned parents/carers occasionally to check on their child's wellbeing.

We reopened in June 2020 and particular care was made to ensure children were coping well with their return to the setting. Careful observation was also made to identify any problems with children's mental or physical health as a result of lockdown. Focus on the social skills and good mental health of the children was Alphabets' priority for the remainder of the academic year.

Committee

Alphabets is a Registered Charity group and in order to operate we are legally required to be managed by a committee of volunteers. We are always looking to welcome new members to our friendly group. Thank you to everyone on the committee for their time, help and dedication to ensuring that Alphabets is able to continue running.

Typical ways in which committee members can help include:

Raising funds for equipment by organising and running events
Helping at events such as the Christmas performance, Summer fair etc.
Helping staff with paperwork and organisation
Carrying out reviews of policies and procedures, e.g. Health & Safety etc
Advising on employment matters

Fundraising

£ 514 was raised by parents, families, staff and friends of Alphabets over the course of this financial year. This money enables us to buy essential supplies such as paint, paper and craft materials and to keep the pre-school's toys and equipment up-to-date and in good condition. Thank you to everyone who has supported the pre-school in this way and we hope you continue to support us in the coming year.

If you have some spare time and would like to join the committee, we meet once every half-term to plan events and discuss issues relating to supporting staff, running the business and fundraising, amongst other things. Please speak to Hannah, myself or any other committee member - we would be happy to answer any questions you may have.

Children's activities

The children at Alphabets are encouraged to explore the resources of their own choice within the setting. This approach allows free-flow play between the inside and outside spaces, and practitioners find opportunities for children's development through in-the-moment planning. Finding the next steps for each child by building on each child's own interests at that moment (in-the-moment planning) has been shown to be a highly effective (and fun) way to promote children's social, physical, and communication (vocabulary and language) skills. Staff are also able to assess and promote development of children's mathematical skills (such as and understanding of numbers and size) through this method. Some of the activities from this year include:

- Enjoying sensory play activities, such playing with our water table, and mud kitchen. The children investigate the different materials, what they feel like, and how they can be moved/shaped.
- Lots of opportunities to develop gross motor skills, such as using the trampoline, playing with balls/ hoops, using outdoor ride-on vehicles, dancing to music and building/using balance beams.
- Developing fine-motor skills by painting, making collages, train tracks, and building with blocks/Lego.
- Opportunities to have circle time with Remi (our persona doll) who talks with the children about feelings, and childhood experiences and development (such as potty training), discussing and promoting self-esteem, independence and respect for others.
- Learning about the natural world, and developing an understanding of weather and the seasons, plants, and wildlife.
- Learning about the world through role-playing, such as running their own theatres, cafes, and shops as well as imagining what it's like to be police officers and parents. The children were also encouraged to work together on activities, to build friendships and support social skill development.
- The children also had opportunities to develop an understanding of different cultural festivals, such as Chinese New Year and Christmas!

I wonder what fantastic things the children will do next year?

Becky Morgan-Walsh,
Chairperson

Managers' report

We have had a challenging but successful year. In September 2019 we had many children attending and were running at full capacity with a waiting list for an immediate start. We have received positive recommendations through word of mouth from past and present families.

Unfortunately, when it was announced that schools were to close in March 2020 due to Coronavirus, we closed too as none of our key worker children were requiring a space and Alphabets had no vulnerable children on register. Throughout Alphabets closure we were all very busy providing home learning activities and contact calls/messages/videos through Tapestry, making sure we were engaging with our Alphabets children and families as much as we could.

With the news of schools reopening from the 1st June 2020, Alphabets Pre-School reopened their doors. We were working with reduced numbers of children and in a bubble system. We adapted our cleaning routine, and ensured staff worked on a rota system.

We introduced a line up system for the parents with 2 metre markers. All children had their temperature taken on arrival and regular hand washing for all was programmed into the daily routine. A Covid19 agreement was signed by each parent on return to Alphabets alongside a return to Alphabets questionnaire so we were aware of any changes that had taken place through lockdown, to ensure our children settled back into Alphabets with ease.

Despite the complications of Covid 19, we did our transitional reports for our school leavers through paper copies & zoom/telephone conversations with local schools ensuring all information was passed on successfully to help settle our school leavers as we were unable to have school and teacher visits.

At the end of year, we would normally have had a large end of term party/graduation. With the restrictions in place we were unable to do this for the children. We did a small key-group graduation outside in the recreation ground. We ensured all Government guidelines & regulations were followed and we got the chance to say goodbye to our school leavers. We received some very positive feedback from the parents who attended.

There have been some changes to the staff team as Carla and Sophie were appointed as Senior practitioners when we returned to Alphabets in June after lock down. Our decision to recruit our first Pre-School apprentice was a successful one and Simone has been attending Fareham college and having tutor time via Zoom meetings when the college had to close due to Covid 19.

We have continued to be a happy stable team who are very dedicated and committed in building secure relationships with all children and parents. All staff continue with their professional development through online training and regular staff meetings.

Finally, I would like to thank the Alphabets team and Committee for their continued support and hard work over the past year and also all the families who attend with their children and support the Pre-School.

Hannah Barfoot
Pre-School Manager

Finance report

Alphabets finished the financial year with a balance of £47,789. This was made up of £45,761 brought forward from the previous year and a profit of £2028 from this year.

Our total income was £103,914. This is mainly made up of fees, fundraising & grants.

Our total expenditure was £101,886. This was mainly spent on wages, rent, insurance and equipment.

We only had a small profit margin this year as we had increases to rent, wages, pension contributions and ongoing cleaning & PPE expenses due to the Coronavirus pandemic.

We raised £514 through our fundraising events this year which was lower than we normally would raise. Due to Coronavirus, we were unable to hold many events, including our Summer Fair which is our main fundraiser.

We supported our apprentice, Simone, as she gained knowledge and experience while undertaking her apprenticeship at Fareham College.

We continue to support training and development of our staff to ensure we have an experienced and well qualified team providing care and education for the children attending Alphabets.

The Coronavirus pandemic has had a big impact on our provision, both practically and financially. There has been quite a substantial increase in costs for cleaning & PPE and also costs for extra staff time to ensure thorough cleaning processes daily.

We were unable to offer staff a pay rise at the end of this financial year due to the uncertainty of income because of the impact of the Coronavirus pandemic. Reduced numbers of children attending Alphabets and the national lockdowns result in reduced income. This will be monitored during the next financial year as the pandemic continues to affect finances.

Kate Mckillen
Treasurer

ALPHABETS PRE-SCHOOL

Receipts and Payments Account

For the Year Ended 31 August 2020

	2020		2019	
	£	£	£	£
RECEIPTS				
Fees	102864		102,652	
Fund Raising	534		996	
Photos	0		100	
Uniform/Clothing	289		272	
Grants/Donations	177		362	
Sundries	50		83	
		103914		104,465
LESS PAYMENTS				
Direct Costs				
Uniform/T Shirts	624		491	
Activities	307		521	
Refreshments	213		288	
Cleaning	117		162	
Post & Stationery	39		100	
Printing/photocopying	38		0	
Rewards for volunteers	32		48	
Staff incentive scheme	504		495	
		1,874		2,105
Overheads				
Wages	86,725		79,728	
Insurance/Rent	4,359		4,208	
Fundraising	20		66	
Toys/Equipment	3,320		5,062	
Telephone/Internet	620		541	
Sundries	348		698	
Training	728		291	
Fee refunds	98		566	
Accountant	768		720	
Pension	3,026		2005	
		100,012		93,885
YEAR PROFIT		£2,028		£8,475

ALPHABETS PRE-SCHOOL

Statement of Assets and Liabilities As at 31st August 2020

	<u>31.08.20</u>	Profit/(Loss) the Year	<u>31.08.19</u>
Bank Accounts HSBC	£47,789		£45,761
Plus cash left in petty cash	<u>0</u>		<u>0</u>
	<u>£47,789</u>	£2,028	<u>£45,761</u>

REPRESENTED BY:

Balance brought forward	£45,761		£37,286
Year profit	£ 2,028		£ 8,475
Balance carried forward	<u>£47,789</u>		<u>£45,761</u>

On behalf of the Managing Committee

R Morgan-Walsh

.....

Becky Morgan-Walsh - Chairperson

K McKillen

.....

Kate McKillen - Treasurer

ALPHABETS PRE-SCHOOL, BOTLEY

STATEMENT OF ACCOUNTS

FOR THE YEAR ENDED 31 AUGUST 2020



ALPHABETS PRE-SCHOOL

CONTENTS

	Page
Annual Report	1
Independent Examiner's Report	2
Notes to the Accounts	3
Payments and Receipts Account	4
Statement of Assets and Liabilities	5

ALPHABETS PRE-SCHOOL

Annual Report
For the Year Ended 31 August 2020

The managing committee present the report for the year ended 31 August 2020.

The members of the managing committee who acted as trustees of the charity during the year were:-

Becky Morgan-Walsh	Chairperson
Alex Kemp	Secretary
Kate McKillen	Treasurer
Sarah Toghill	
Ruth Atwell	
Kate Roberts	
Marian Williams	

The managing committee members are elected or appointed on an annual basis with the officers being elected from the membership of the managing committee. The Annual General Meeting is held during March.

The charity was established on 1st March 1994 and is registered with the Charity Commission, No. 1036169. The Charity's address is 15, Sovereign Drive, Botley, Southampton, SO30 2SR.

Objects, Organisation and Activities.

The charity is established for the provision of safe and satisfying group play for the promotion of the education of pre-school children.
The committee's aim is to retain sufficient reserves to enable the pre-school to meet its objectives.

On behalf of the managing committee

R Morgan-Walsh

.....
Becky Morgan-Walsh
Chairperson to the Trustees

Date 15/10/2020

ALPHABETS PRE-SCHOOL

Independent Examiner's Report to The Trustees of the Alphabets Pre-school, Botley

I report on the accounts of the Trust for the year ended 31 August 2020, which are set out on pages 3 to 5.

Respective responsibilities of trustees and examiner.

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144(2)) of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 145(1)(a) of the 2011 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners of the 2011 Act: and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General directions given by the Charity commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention;

1. Which gives me reasonable cause to believe that in any material respect the requirements
 - To keep accounting records in accordance with Section 142 of the 2011 Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

S Delmege

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Stuart Delmege ACA

ALPHABETS PRE-SCHOOL

Notes to the Accounts For the Year Ended 31 August 2020

1. Accounting policies

General

The accounts have been prepared under the historical cost convention on a receipts and payments basis and in accordance with the applicable accounting standards, the Statement of Recommended Practice on Accounting by Charities and the Charities Act 2011.

2. Trustee's Remuneration and Expenses

No remuneration directly or indirectly out of the trust funds of the charity was paid or is payable for the year to any trustee or to any person known to be connected with any of them.

No reimbursement of expenses has been made or is due to be made to any of the trustees in respect of the year from the trust fund.

ALPHABETS PRE-SCHOOL

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STATEMENT OF ACCOUNTS

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CONTENTS

	Page
Annual Report	1
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