

ALPHABETS PRE-SCHOOL  
Botley

September 2021 - August 2022

**ANNUAL REPORT**

Annual General Meeting  
Tuesday 28<sup>th</sup> March 2023  
9.30am

## **Alphabets staff**

Pre-school manager -	Amanda Searle
Deputy manager -	Helen Hall
Senior practitioner -	Shelley Wooldridge
SENCO/practitioner -	Mandy Titcombe
Practitioner -	Sarah Fisher
Practitioner -	Simone Burgess

## **Alphabets Management Committee**

Chairperson	Alex Kemp
Secretary	Heather Thomson
Treasurer	Kate Mckillen
Member	Becky Morgan-Walsh
Member	Sarah Grove
Member	Philippa Tanaka

## CHAIRPERSONS REPORT

### Staffing

At the beginning of the financial year, our staffing team continued to be led by Hannah Barfoot our Pre-school Manager, and Amanda Searle our Deputy Pre-school Manager. Our practitioner team members at the beginning of September 2021 were Mandy Titchcombe (SENCO and BECo), Sophie Cheyne (Senior Practitioner), Carla Rowland (Senior Practitioner), Sarah Fisher (Practitioner) and Simone Burgess (Practitioner), which remained the same as in the previous financial year.

However, during this year, we saw some significant changes to staffing. In the Autumn term we said goodbye to Senior Practitioners, Carla Rowland and Sophie Cheyne. Then at the end of the Summer term, we said goodbye to Hannah Barfoot, the Pre-school Manager. All three were much loved at Alphabets and although it was sad to see them leave, we wished them the very best in their new and exciting roles.

Alphabets then welcomed Helen Mansbridge (Senior Practitioner) and Shelley Wooldridge (Practitioner) to the team. During August 2022, following Hannah Barfoot's resignation, Amanda Searle was promoted from Deputy to Pre-school Manager. Helen was then also promoted to Deputy and Shelley to Senior Practitioner. All three have settled in brilliantly to their new roles.

In May 2022, Mandy Titchcombe, our Special Educational Needs Coordinator and Behaviour Coordinator successfully passed the Hampshire CACHE Level 3 course and received her certificate. Mandy works incredibly hard to ensure Alphabets is meeting the needs of every child in our setting.

On behalf of the committee, children and their parents and carers, I wish to thank the staff for their continued commitment in ensuring the high standard of care 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 early in 2020 continued to affect the way Alphabets Pre-school needed to operate. Alphabets followed the

government advice/guidance for early years settings during this time. The committee worked with the staff to adapt the policies and procedures for limiting Covid-19 infection risk at the setting, whilst adapting to the 'new normal'.

As children began to return to the setting following the end of lockdown (March 2021) 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 through to August 2022 and continues to be a priority.

For the staff, the pandemic took its toll. They worked incredibly hard throughout this financial year to manage the increased workload and the ongoing changes to policy and procedures. This year was a balancing act in trying to return to life pre-covid whilst managing the safety and wellbeing of staff and children.

During this year, we began to welcome parents back into the setting, which was fantastic to see. The children also had a Christmas Party, which was a success and marked a return of the events and activities that were part of the running of Alphabet's before the pandemic. The future was looking brighter!

### **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, 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 support the organisation of Alphabets
- Carrying out reviews of policies and procedures, e.g. Health & Safety etc
- Advising on employment matters

### **Fundraising**

£1785.15 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.

During this financial year, we organised a Christmas raffle and a sponsored Easter Trail to help raise funds for the Alphabets garden. As social distancing relaxed, we decided to organise a summer fair which was great fun and a brilliant chance to be back in the community with the parents and carers of the children at Alphabets. Alphabets also received a substantial grant from the Co-Op for the garden and we continue to raise money from Amazon Smile.

Friends of Alphabets, led by our wonderful treasurer Kate McKillen, supported the Revels on the Rec event in Botley to celebrate the Queen's Jubilee. It was a great success and we hope to be getting involved in the forthcoming Coronation Event.

Thank you to everyone who has supported the pre-school with our fundraising this year. 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 Amanda Searle, myself or any other committee member - we would be happy to answer any questions you may have.

A special thank you to Becky Morgan-Walsh who resigned as Chair during this period. She worked tirelessly for the Pre-school and helped guide the Pre-school through the Pandemic and support the staff during this difficult time.

### **Alphabets Values**

We have recently reviewed Alphabets Values. These will guide us in all that we do at Alphabets and will hopefully give others an insight into our setting.

*A- Achieve. Through exploring children's own interests, we will ensure all children achieve their best outcome from their time at preschool.*

*L- Love. At Alphabets we will make sure all children feel valued and included so that all our Alphabets feel loved by their peers, and proud of their individuality.*

*P- Play. Alphabets will provide a variety of indoor and outdoor play opportunities and will support child-led ideas for play.*

*H - Happy Alphabets prides itself on being a fun and happy place for children, where they can learn through play.*

*A - Aspire. We will promote children's self-confidence and perseverance and celebrate personal achievements.*

*B - Be kind. We will ensure all children know the importance of being kind and thoughtful towards others, and how to look after our world.*

*E - Education. At Alphabets we follow the EYFS, and track the progress of each individual, to ensure they are given opportunities to build their skills and make progress in each area of learning.*

*T - Team. Staff will work alongside parents and carers, and as a team, we will ensure the best education and wellbeing of the children at Alphabets.*

*S- Safe and secure. The welfare and safeguarding of children at Alphabets is our priority. We ensure children are playing in a safe environment and will support families to enable children to achieve their best outcomes.*

### **Childrens 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 understanding of numbers and size) through this method. Some of the activities from this year include:

- Making bunting and drawing pictures to celebrate the Queen's Jubilee. The observational drawings of the Queen were sent off to Buckingham Palace and we received a reply in return which was incredibly special.
- Lots of role play! For example, setting up a Doctor's Surgery, a Fire Station, a police station and a car wash. The children love talking about and exploring the different roles in different jobs.
- Exploring our feelings through the picture book 'The Colour Monster'.

- Developing gross motor skills, for example, practising hopping by playing hopscotch and taking part in bean bag races. Children also made their own obstacle course and used a range of movements to navigate around cones, through tunnels, and along balancing on beams.
- Regularly incorporating maths into play, for example by counting steps or jumps, and talking about '1 more' or '1 less'. Children have also taken part in shape hunts around the garden, making a tally chart of the findings.
- Exploring themes such as the weather, and how rainbows are made.
- Looking at the nature in/around the Alphabets' garden, for example using binoculars to bird watch, and then discovering the names of unfamiliar birds using reference books. We watched our sunflowers grow and used tools in the garden.
- Lots of craft and art activities, including making tissue paper flowers, and exploring mark making with paints, pens and pencils.

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

**Alex Kemp**  
**Chairperson**

#### MANAGER'S REPORT

We have had another busy and successful year at Alphabets Pre-school.

Staff changes are -

Carla left in October 2021

Sophie left in February 2022

We have had 2 new members of staff -

Helen in November 2021

Shelley in March 2022.

Numbers at the start of September 2021 were low with only a few new starters. This improved steadily over the course of the year but unfortunately, we did not reach full capacity by the end of the summer term.

In September 2021, changes were made to the EYFS framework so we changed how we added observations on tapestry as age bands were taken out and areas of learning were revised. Early Years settings needed to build a unique curriculum based on the cohort of children attending. Many settings have struggled to make these changes quickly as there has been little support and training for Early Years settings. Alphabets are now using the 'Development Matters' to support the delivery of the Statutory EYFS framework.

I have recently been on training and have worked with the staff team over the past few months to complete our unique curriculum. I have now completed our new curriculum, vision statement and Alphabets values. For each new cohort of children, a new curriculum will need to be devised and curriculum planning will now be an ongoing aspect of Early Years development.

During the Summer term, teachers were able to visit our setting and speak to the children and staff face to face which was really lovely for the children leaving that year. Children were also able to attend face to face play sessions in school too. We were also able to hold the children's graduation in one big group with parents. This was a lovely event for all staff and children as staff were able to say a proper goodbye to our school leavers.

We also had Debutots return to visit Alphabets during the Summer term to support our school leavers with workshops about what to expect when starting big school.

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.

**Amanda Searle, Pre-school Manager.**

FINANCE REPORT

Alphabets finished the financial year with a balance of £31,455. This was made up of £46,492 brought forward from the previous year and a loss of £15,037 from this year.

Our total income was £100,485. This was mainly made up of fees, fundraising and grants.

Our total expenditure was £115,522. This was mainly spent on wages, rent, insurance and equipment.

We made a loss this year as we had less fees coming in from a lower number of children and because of increases needing to be made due to rent, insurance, pension contributions and the minimum wage rise.

We raised £1785.15 through our fundraising events this year which was a fabulous amount.

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

Overall, we are in a stable financial position, but costs are continually increasing, and we will be monitoring the situation closely to ensure that Alphabets remains in a safe and secure position.

**Kate Mckillen , Treasurer**

**ALPHABETS PRE-SCHOOL, BOTLEY**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2022**



# ALPHABETS PRE-SCHOOL

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# ALPHABETS PRE-SCHOOL

Annual Report  
For the Year Ended 31 August 2022

The managing committee present the report for the year ended 31 August 2022.

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

Alex Kemp	Chairperson
Heather Thomson	Secretary
Kate McKillen	Treasurer
Sarah Grove	
Heather Thomson	
Becky Morgan-Walsh	

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 1<sup>st</sup> 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

.....  
Alex Kemp  
Chairperson to the Trustees

Date .....

# **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 2022, 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.



.....  
Stuart Delmege ACA

# **ALPHABETS PRE-SCHOOL**

## **Notes to the Accounts For the Year Ended 31 August 2022**

### **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

## Receipts and Payments Account For the Year Ended 31 August 2022

	2022		2021	
	£	£	£	£
<b>RECEIPTS</b>				
Fees	93,018		107,579	
Fund Raising	1,785		1,939	
Uniform/Clothing	108		106	
Grants/Donations	4,068		803	
Food voucher grant	655		1,209	
Deposits	325		325	
Sundries	295		107	
HMRC SSP grant	231		786	
		100,485		112,854
<b>LESS PAYMENTS</b>				
<b>Direct Costs</b>				
Uniform/T Shirts	421		217	
Activities	308		260	
Refreshments	634		442	
Cleaning	54		79	
Post & Stationery	45		38	
Printing/photocopying	130		56	
Rewards for volunteers	25		51	
Staff incentive scheme	567		689	
Food vouchers	565		1,250	
		2,749		3,082
<b>Overheads</b>				
Wages	93,837		91,593	
Insurance/Rent	9,787		7,982	
Fundraising	119		20	
Toys/Equipment	3,220		6,153	
Telephone/Internet	565		514	
Sundries	443		139	
Training	243		909	
Accountant	792		792	
Pension	3,716		2,967	
Bank charges	51		0	
		112,773		111,069
<b>YEAR LOSS</b>		<b>£- 15,037</b>		<b>£-1,297</b>

# ALPHABETS PRE-SCHOOL

## Statement of Assets and Liabilities

As at 31<sup>st</sup> August 2022

	<u>31.08.22</u>	Profit/(Loss) for the Year	<u>31.08.21</u>
Bank Accounts HSBC	£31,455		£46,492
Plus cash left in petty cash	<u>0</u>		<u>0</u>
	<u>£31,455</u>	£-15,037	<u>£46,492</u>

### REPRESENTED BY:

Balance brought forward	£46,492		£47,789
Year loss/profit	- £15,037		£ -1,297
Balance carried forward	<u>£31,455</u>		<u>£46,492</u>

On behalf of the Managing Committee

.....  
Alex Kemp - Chairperson

.....  
Kate McKillen - Treasurer

**ALPHABETS PRE-SCHOOL, BOTLEY**

**STATEMENT OF ACCOUNTS**

**FOR THE YEAR ENDED 31 AUGUST 2022**



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On behalf of the Managing Committee

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Alex Kemp - Chairperson

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