**Focused Improvement Plan (FIP)**

**To be completed by:**

* Early Years settings judged by Ofsted at the last inspection as **inadequate** or having received more than one consecutive **requires Improvement** judgement.

**Purpose:**

* The purpose of this document is to provide evidence to Oldham Council that urgent action is being taken to ensure rapid improvements are being made to the areas/actions identified by Ofsted.
* The Council will review the FIP, then approve or refer the FIP back to the owner/manager of the setting for further development in order to ensure the plan clearly addresses the areas/actions from the Ofsted report.
* To monitor progress and ensure that standards are maintained until re-inspection by Ofsted the FIP will be reviewed bi-monthly.

**Completing the document:**

* This document must relate directly to your latest Ofsted report.
* Setting strengths – taken from your Ofsted report.
* What needs to improve - What the setting needs to do to improve further – taken from your Ofsted inspection report.
* A setting with enforcement action will receive monitoring visits. The setting will receive a letter which may provide additional areas for improvement which should be incorporated into the FIP.
* Progress on FIP priorities and actions must be reviewed regularly by the setting.
* There may be occasions when further areas of development are identified that are not within the Ofsted inspection report.
* This FIP aligns closely to the Development Plan in the Journey to Excellence reflective of the EYFS 2017.

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| **Name of setting:** | |  | | | **Manager:** |  | |
| **Owner/ Provider:** |  | | **Current Ofsted Grade:** |  | | **Date of Ofsted Inspection Report:** |  |
| **FIP Completed by:** | |  | | **Date FIP completed:** | |  | |
| **Setting Strengths:** (From Page 1 of Ofsted report) | | | | | | | |

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| **What needs to improve: Taken directly from Ofsted Report** | **ACTION POINTS:**  **Steps to be taken to achieve improvement** | **Responsibilities and deadlines** | **What will the changes achieve?**  **What have the changes achieved?** | **How will we recognise that we have made the improvement?**  **Evaluation/Review of progress** |
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| **Date completed and submitted** |  | **Signed** |  |

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| Please return your completed form for the attention of the relevant Early Years Quality & Standards Officer to:  Email: SchoolsandSettingsWorktray@oldham.gov.uk | **1st progress review date** |  |
| **2nd progress review date** |  |

**Guidance for the development of your Focused Improvement Plans – Action planning for quality improvement**

The FIP will be built around the areas identified for improvement through the latest Ofsted report and the Self Evaluation Audit process. It is important to prioritise the areas identified for improvement over a realistic period of time matched to the resources available.

To maximise the effectiveness of the Self Evaluation Audit process the FIP should be developed with all stakeholders, for example:

* Setting leaders and the early year’s specialist or an early year’s consultant commissioned by Oldham Council
* Setting leaders and staff
* Setting leaders, staff and management boards/governing bodies.

**FIPs are living documents**. It is important to monitor the progress of the plan. In preparing the plan the following questions may be considered.

* Have we identified all the practical steps we need to take to achieve the objectives?
* Are the actions clear and specific? Do we know exactly what we intend to do and who will do it?
* How will the steps lead to the required outcomes?
* How will we know when we have got there?

**Monitoring and evaluating the FIP.** Monitoring is the ongoing assessment of progress against the improvement plan(s), priorities and success criteria. Evaluation is about measuring the effects of the actions against the criteria. This involves looking for measurable evidence that demonstrates how well the setting has done in terms of what it planned to achieve.

The monitoring and evaluation of the FIP should include questions such as the following.

* Are we doing what we said we would do?
* If not. Why not? For example, are we using resources efficiently and effectively to achieve objectives?
* Are we achieving outcomes within the set time frames?
* Are we taking corrective action to refocus in order to achieve our objectives?
* Are we making progress?

In developing a FIP it is useful to consider the ‘SMARTER’ criteria:

**S**PECIFIC, **M**EASURABLE, **A**CHIEVABLE, **R**EALISTIC, **T**IME-SPECIFIC, **E**XTENDING and **R**EWARDING