



Nursery Improvement and Review Plan

At Wibli Wobli nursery we aim to provide excellent quality care in a stimulating and nurturing environment where children, staff and parents feel safe, happy and valued. The improvement and review plan is an important part of ensuring that we continue to provide this.

Key Areas of Measurement

Staff and Leadership	Actions	Measurement
Recruitment	Advertise WeCare Wales, Social Media, Indeed, Word of Mouth, Job Fairs, Contacts with Careers Wales + Welsh-medium high schools Higher than average salary	High Retention Rate Staff feedback
Induction	Clear Staff Handbook + comprehensive Induction Assigned a clear role and expectations from the start Clear staff structure with who to report to	
Training & Development	Training opportunities offered + info how to attain CAMAU for Welsh improvement Mudiad Meithrin for childcare qualifications MM + NDNA + Other relevant courses for CPD	
Appraisals	Regular appraisals (review performance, plan of action for training and direction) Regular staff meetings to brainstorm activities/creative ideas/raise any issues Regular staff events such as drinks after work and Christmas party	
Children		
Registration	Comprehensive forms (include any allergies or medication, other important information, if photo consent – us and third party activities) Hold info securely in locked cabinet in office	Learning milestones Child feedback
Settling in	Welcome pack with mini Wibli Wobli toy, certificate, water bottle, Welsh book	



	<p>Get info about child's interests, routines, habits before starting</p> <p>Clear settling-in policy</p> <p>Key-worker system (Room Leaders allocate)</p> <p>Key-worker hands over to + liaises with parents</p>	
Physical Environment	<p>Calming colour scheme, woods and nature</p> <p>Stimulating environment with range of activities</p> <p>Clean and hygienic</p> <p>Separated areas for role play, quiet sleep, toilets, outdoors</p>	
Learning Environment	<p>Curriculum planning each half term</p> <p>Children input in activities, meals, surroundings</p> <p>Childcare app with curriculum milestones</p> <p>Mini personalised books for each child with artwork, comments, photos</p>	
Parents + Carers		
Marketing	<p>Up to date website with clear info</p> <p>Website blog</p> <p>Social media FB + Instagram account interacting with audience (pics of nursery activities, Welsh learning and tips, local businesses info)</p> <p>Posting in local online groups</p> <p>Leaflets + Events</p> <p>Collaborating with local businesses</p> <p>Networking with relevant organisations (FIS, Welsh organisations, Welsh schools)</p>	<p>High occupancy</p> <p>High Retention rate</p> <p>Parent Feedback</p> <p>Positive Reviews</p>
Registration	<p>Clear + simple process</p> <p>-online or in person after a viewing (with Molly Necews)</p> <p>Registration forms, all info stored securely in locked cabinet in office</p> <p>Payment via DD option or GoCardless</p>	
Communication	<p>Welcome pack, Parent handbook and important info</p> <p>Key-worker liaises on handover</p> <p>Childcare app for daily activities and learning milestones</p>	



	Mini personalised books for parents evening + graduation Natasha Baker manages invoicing + email communication Molly Necrews manages phones (notepad next to phone in office + in kitchen)	
Reviews	Ask for feedback (Trustist) Record + post reviews	

Timetable:

What?	Who?	When?
Policy Reviews	Molly Necrews	1 year
Budget Planning	Natasha Baker	6 months
Curriculum Planning	Molly Necrews	3 months
Meal Planning	Molly Necrews	3 months
Staff Appraisals	Molly Necrews	3 months
Fire Alarm Drill	Molly Necrews	3 months
Staff Meetings	Molly Necrews	Monthly
Safety Checks	Molly Necrews	Daily

Long Term Goals

Fill nursery to capacity. Open additional settings / move into rest of the building if the opportunity arises and apply for increased numbers.

Training academy

- Camau for nursery trained staff to improve Welsh
- Mudiad Meithrin for Welsh speaking staff to gain childcare qualifications
- links with Careers Wales + Welsh-medium high schools in Cardiff/Newport

Wrap around with local schools, in particular Welsh medium schools

Welsh objectives

- Welsh fluent speaking staff
- Welsh businesses collaborations
- Welsh schools build relationships
- Welsh at home encourage parents
- Welsh events + networking involvement

Wibli Wobli Nursery Ltd Cwmni Rhif / Company Number 13980536

Cyfeiriad cofrestredig / Registered address : Unit 1 Oak House, Vaughan Court, Coedkernew, Newport, NP10 8BD



This policy was adopted on	Signed on behalf of the nursery	Date for review
02/04/2025		April 2026



Cynllun Gwella ac Adolygu Meithrinfa

Ym meithrinfa Wibli Wobli ein nod yw darparu gofal o ansawdd rhagorol mewn amgylchedd ysgogol a meithringar lle mae plant, staff a rhieni'n teimlo'n ddiogel, yn hapus ac yn cael eu gwerthfawrogi. Mae'r cynllun gwella ac adolygu yn rhan bwysig o sicrhau ein bod yn parhau i ddarparu hyn.

Meysydd Mesur Allweddol

Staff ac Arweinyddiaeth	Gweithredoedd	Mesur
Recriwtio	Hysbysebu We Care Wales, Cyfryngau Cymdeithasol, Indeed, Ar Lafar, Ffeiriau Swyddi, Cysylltiadau gyda Gyrfa Cymru + ysgolion uwchradd Cymraeg Cyflog uwch na'r cyfartaledd	Cyfradd Rhent Uchel Adborth staff
Sefydlu	Llawlyfr Staff Clir + Sefydlu cynhwysfawr Neilltuo rôl a disgwyliadau clir o'r dechrau Strwythur staff clir o ran pwy i adrodd iddynt	
Hyfforddiant a Datblygiad	Cynnig cyfleoedd hyfforddi + gwybodaeth sut i gyrraedd CAMAU ar gyfer gloywi Cymraeg Mudiad Meithrin far gyfer cymwysterau gofal plant MM + NDNA + Cyrsiau perthnasol eraill ar gyfer DPP	
Arfarniadau	Arfarniadau rheolaidd (adolygu perfformiad, cynllun gweithredu ar gyfer hyfforddiant a chyfeiriad) Cyfarfodydd staff rheolaidd i drafod gweithgareddau/syni adau creadigol/codi unrhyw faterion Digwyddiadau staff rheolaidd fel diodydd ar ôl gwaith a pharti Nadolig	
Plant		
Cofrestru	Comprehensive forms (include any allergies or medication, other important information, if photo consent – us and third party activities)	Learning milestones Child feedback



	Hold info securely in locked cabinet in office	
Ymgartrefu	Welcome pack with mini Wibli Wobli toy, certificate, water bottle, Welsh book Get info about child's interests, routines, habits before starting Clear settling-in policy Key-worker system (Room Leaders allocate) Key-worker hands over to + liaises with parents	
Physical Environment	Calming colour scheme, woods and nature Stimulating environment with range of activities Clean and hygienic Separated areas for role play, quiet sleep, toilets, outdoors	
Learning Environment	Curriculum planning each half term Children input in activities, meals, surroundings Childcare app with curriculum milestones Mini personalised books for each child with artwork, comments, photos	
Parents + Carers		
Marchnata	Gwefan gyfredol gyda gwybodaeth glir Blog gwefan Cyfrif cyfryngau cymdeithasol FB + Instagram yn rhyngweithio â'r gynulleidfa (lluniau o weithgareddau meithrinfa, dysgu Cymraeg ac awgrymiadau, gwybodaeth busnesau lleol) Postio mewn grwpiau ar-lein lleol Taflenni + Digwyddiadau Cydweithio gyda busnesau lleol Rhwydweithio gyda sefydliadau perthnasol (GGD, sefydliadau Cymreig, ysgolion Cymraeg)	Deiliadaeth uchel Cyfradd cadw uchel Adborth rhieni Adolygiadau cadarnhaol
Cofrestru	Proses glir + syml -ar-lein neu yn bersonol ar ôl gwyllo (gyda Molly Necrews)	



	Ffurflenni cofrestru, yr holl wybodaeth wedi'i storio'n ddiogel mewn cabinet dan glo yn y swyddfa Taliad trwy opsiwn DD neu GoCardless	
Cyfathrebu	Pecyn croeso, llawlyfr rhieni a gwybodaeth bwysig Gweithiwr allweddol yn cysylltu ar drosglwyddo Ap gofal plant ar gyfer gweithgareddau dyddiol a cherrig milltir dysgu Llyfrau bach personol i rieni gyda'r nos + graddio Mae Natasha Baker yn rheoli anfonebu + cyfathrebu e-bost Mae Molly Necrews yn rheoli ffonau (pad nodiadau wrth ymyl ffôn yn y swyddfa + yn y gegin)	
Adolygiadau	Gofyn am adborth (Trustist) Cofnodi + postio adolygiadau	

Amserlen:

Beth?	Pwy?	Pryd?
Adolygiadau Polisi	Molly Necrews	Yn flynyddol
Cynllunio Cyllideb	Natasha Baker	6 mis
Cynllunio Cwricwlwm	Molly Necrews	3 mis
Cynllunio Prydau Bwyd	Molly Necrews	3 mis
Gwerthusiadau Staff	Molly Necrews	3 mis
Dril Larwm Tân	Molly Necrews	3 mis
Cyfarfodydd Staff	Molly Necrews	Misol
Gwiriadau Diogelwch	Molly Necrews	Dyddiol

Nodau Hirdymor

Llenwch y feithrinfa i gapasiti. Agorwch leoliadau ychwanegol / symudwch i weddill yr adeilad os bydd cyfle a gwnewch gais am gynnydd yn y niferoedd.

Academi hyfforddi



- Camau ar gyfer staff sydd wedi'u hyfforddi yn y feithrinfa i wella'r Gymraeg
- Mudiad Meithrin ar gyfer staff sy'n siarad Cymraeg i ennill cymwysterau gofal plant
- cysylltiadau gyda Gyrfa Cymru + ysgolion uwchradd cyfrwng Cymraeg yng Nghaerdydd/Casnewydd

Cofleidiwch ysgolion lleol, yn enwedig ysgolion cyfrwng Cymraeg

Amcanion Cymreig

- Staff sy'n siarad Cymraeg yn rhugl
- Cydweithrediadau busnesau Cymreig
- Mae ysgolion Cymru yn meithrin perthnasoedd
- Cymraeg gartref yn annog rhieni
- Digwyddiadau Cymraeg + cyfranogiad rhwydweithio

<i>Mabwysiadwyd y polisi hwn ar:</i>	<i>Arwyddwyd ar ran y feithrinfa</i>	<i>Dyddiad adolygu</i>
02/04/2025		Ebrill 2026