

EDI AWARD IN FUNCTIONAL SKILLS

ENGLISH

READING AND WRITING

LEVEL 2

You need:

- This paper
- An answer envelope

You **MAY** use a dictionary

You **MAY** use computers with spellchecker and grammar checker enabled

Do **NOT** open this paper until you are told to do so by the supervisor.

You have 15 minutes reading time.

You must not start the paper until the 15 minutes reading time has been completed. Your Supervisor will instruct you when you may begin your tasks.

YOU HAVE 90 MINUTES TO FINISH THE PAPER ONCE YOUR 15 MINUTES READING TIME IS COMPLETED.



South Birmingham Playgroup Committee
South Birmingham Community and Leisure Centre,
Birmingham Road, South Birmingham. B37 4BH

Minutes of the special meeting held on 23rd April 2009 at 7.30pm in the Committee Room

PRESENT J. Singh (Chair),
P. Levy
L. Clark (Treasurer)
N. Grimes (Secretary)
D. Tunde
G. McBride
T. Jones
P. Bourne
S. Evans
C. Ching

Apologies were sent by M Mahmood and J Jones

JS explained the reason for the meeting and thanked everyone for coming at such short notice.

The Centre has now raised the funds to buy the building next to the centre. This is to be used as a nursery for pre-school children and, possibly, for a club before and after school.

The centre intends to offer a contract to an outside organisation to run the nursery. After some discussion, the overall feeling was that we were not happy that an outside company should run the nursery. It may become too expensive for families and not match the needs of the area. It could also reduce the number of children who attend the playgroup.

The playgroup already has a solid customer base, a good reputation and well qualified staff. We should look at whether the playgroup should become a non-profit making childcare provider to tender to run the nursery.

The decision was that a survey would be sent out to all local families to find out what demand there was for a nursery.

The survey needs to find out how many families need childcare, for how many children and how often.

We need to know how many pre-school and primary school children there are in the family and what their ages are. This will give us an idea of how children may use the nursery and club now and in the future.

We need to find out if the families pay for childcare now. Those who do not pay are not likely to pay just because there is a new nursery.

If childcare is needed, would the family use

- a nursery
- a before or after school club
- for how many days each week
- how many hours each week?

If families are likely to need childcare, would the Community and Leisure Centre be a convenient place for a nursery to be sited?

We should also arrange a public meeting where interested people could come to discuss the prospect. We will invite people to this meeting when we send out the survey.

Nic Grimes

From: J.Singh
To: All committee members
Cc:
Subject: Nursery public meeting
Attached:

Dear Members

I have made a telephone booking for the 'Big Room' at the South Birmingham Community and Leisure Centre. This is for Tuesday 1st September 2009 and we will need to confirm this in writing.

This meeting will give people in the local community the opportunity to discuss and ask questions about our ideas to

- run the new nursery
- the club for children before and after school.

The room is booked for 6.30pm to 10.30pm and the meeting will start at 7.00pm. (This gives us time to set up the room) I have asked if we can use the canteen, so we can offer tea and coffee etc.

Please write to the Leisure Centre Bookings Clerk, Karl Elson, to confirm these arrangements.

He prefers letters to be sent to his home address which is

23 Butts Park
Park Estate
South Birmingham
B37 4AA

I have attached the Leisure Centre's 'Booking a Room' leaflet.

Many thanks,

Jarinder

South Birmingham Community and Leisure Centre

Birmingham Road
South Birmingham
B37 4BH

Tel. 01367 568734

How to book a room

The Centre has a number of rooms which local people may hire and is insured with public liability insurance.

Our Rooms

The 'Big Room' will take

- 200 people sitting in rows of chairs
- 100 people sitting around tables.

The Garner Room will take

- 100 people sitting in rows of chairs
- 50 people sitting around tables.

The 'Small Room' will take

- 30 people sitting in rows of chairs
- 15 people sitting around a table.

The 'Committee Room' is ideal for small meetings. It will take 10 people around the table.

Food and Drink

The kitchen is fully equipped and meets quality catering standards. Local people may hire it for events.

The canteen provides a food and drinks service from 10 am until 9.30 pm daily.

Facilities

There are 2 blocks of male and female toilets and a toilet for people who need wheelchair access. There is a room in which to feed and change babies.

To book

Please contact the booking clerk by calling the number at the top of this notice to check which rooms are for hire and costs.

You must confirm the booking in writing. Please include a deposit where requested. Your letter should give the following details:

- Who the booking is for
- The type of event
- The date of the event
- How long the room will be needed
- The room to be booked
- Any special needs.

South Birmingham Playgroup

The South Birmingham Community and Leisure Centre has raised enough money to buy the building next door. The centre intends to use it as a nursery for local pre-school children.

You are on the committee of the South Birmingham Playgroup and the Playgroup has an interest in running this nursery.

The Playgroup members have met and they decided to send out a survey to find out if this would be a viable business. The information that the committee needs to find out is noted in the minutes of that meeting.

The committee wants to hold a further meeting to give parents and carers the chance to discuss this idea. It will send out a notice, along with the survey, inviting people to come to this meeting.

TASK 1:

Prepare the survey as a list; with a minimum of 6 questions. Parents and carers can then give their answers. At the top of the survey form, explain why the Playgroup needs the information.

TASK 2:

Write a notice which invites parents and carers to attend a meeting to discuss the idea for the new nursery. This needs to be brief, but eye-catching, to persuade people to come. All the information you need is on the email from the Playgroup Chairperson.

TASK 3:

Write a brief, formal letter to the bookings clerk to confirm the room booking. The email gives the details. You will find more details in the leaflet.