

## Little Stars Pre-school

### SEND - Local Offer

**EARLY YEARS EDUCATION PROVIDER NAME: Little Stars Pre-school**

**OFSTED UNIQUE REFERENCE NUMBER: EY37877**

#### **LOCAL OFFER SUBMITTED BY:**

<b>Name</b>	<b>Jo Mengham</b>
<b>Date</b>	<b>May 2016</b>
<b>Signature</b>	

#### **1. How does the early years setting know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

Prior to starting, all parent/carers are given an information pack about the setting and an "Initial child profile" document to fill in and provide us with as much information as possible. This information will be discussed with the parent/carers and with the allocated Key person who liaises with the child and their family to ensure all their best interests are met. The staff team observe each child and make observations which are added to their "special books/learning journeys". This information is assessed by the key person; this enables us to identify any children who need support. We believe in open communications and encourage information sharing between families and the setting, allowing any development concerns and outcomes to be discussed. Parents are given termly reports and we meet up regularly to share progress, and discuss appropriate next steps for your child.

#### **2. How will the early years setting staff support my child?**

The pre-school team will work directly with the SENCO/INCO in providing the appropriate environment with opportunities for individual learning and development. Planned activities are implemented, where key people work with their key children, assessing their needs and abilities.

All SENCO/INCO training will be cascaded down to all members of the pre-school team.

We will work closely as a team with outside agencies when required and will always use any techniques suggested to support the individual needs of the child.

All strategies will be shared and discussed with the parent/carer of the child.

All routines and activities are adapted to the individual needs of every child in the setting.

### **3. How will the curriculum be matched to my child's needs?**

Your child will be allocated a key person, who will support your child with the settling in process and gathering of all their information for the "special books/learning journeys". We will assess their needs through the process of observations, monitoring, planning and discussions. This process helps us identify all their development and needs and we use this information to fill in their next steps in line with the curriculum.

All parent/carers have the opportunity to contribute to their child's next steps, ensuring we meet the child's individual needs.

### **4. How will both you and I know how my child is doing and how will you help me to support my child's learning?**

All development for each child is recorded in their 'special books' learning journeys, which parents/carers can access at any time. Parents/carers are encouraged to be involved in every stage of development and to contribute to their next steps development.

We provide opportunities to share information on a daily basis with parents/carers.

We hold regular meetings with parents/carers and child's key person to discuss the child's progress and next steps. We also encourage and provide opportunity to chat to the key person and other members of the team at the beginning and end of each session.

### **5. What support will there be for my child's overall wellbeing?**

At least two members of the team in each session will be trained in advanced paediatric first aid.

All members of the team receive safeguarding training and the manager is our designated member for safeguarding.

First aiders are able to administer medication to your child should your child require it. We ask all parents/carers to sign a medication form. Medication must be in original packaging with the medical details correct for the child.

We have policies and procedures in place readily available at the setting and on our website.

We provide a password procedure for pick up. This ensures that children are only handed into the care of either the parent or the nominated adult by the parent.

**6. What specialist services and expertise are available at or accessed by the early years setting?**

The Pre-school SENCO/INCO attends training. We have connections with local children and family centres. As a setting we access information from outside agencies such as speech and language therapists, health visitors and social workers to help support the needs of the children.

**7. What training have the staff supporting children with SEND had or are having?**

Our staff have attended all different types of training that range from BA Honours to CACHE level 2 in childcare qualifications, Paediatric first aid, safeguarding etc. Staff update their training regularly and will attend any relevant training based on the needs of the children in our setting.

**8. How will my child be included in activities outside the early years setting including trips?**

All children with special educational needs will be included in all activities on offer. All parents are invited to attend trips away from the setting.

All planned outings will be risk assessed, we will liaise with parents/carers for permission and suitability of the activity. Rotas will be adjusted accordingly.

**9. How accessible is the early years setting environment? (Indoors and outdoors)**

Our setting is on one floor. Assistance is offered to support with the lower steps to the setting. We have a variety of resources for use on tables and for the floor. We have cushions and carpets available for floor play. The inside space available is flat and is large enough to provide appropriate play areas for all children. Our outside space is large and flat.

We have an accessible toilet area.

**10. How will the early years setting prepare and support my child to join the early years setting, transfer to a new setting / school?**

Parent/Carers are encouraged to bring along their child to the setting to meet the team and familiarise themselves with the settings surroundings. We offer support to both parents and children during settling periods.

We provide a home visit prior to a child's start date, this allows for you to meet the child's assigned key person.

We will liaise with the children's next settings, sharing information and development, passing on learning journals, arranging visits to become familiar with the surrounds. Inviting reception teachers to visit our setting, meet the children and share information.

A visual booklet is made with the children showing key areas of their new setting and their teachers.

#### **11. How are the early years setting's resources allocated and matched to children's special educational needs?**

The Senco/Inco feeds information into planning along with their key person, ensuring all resources and activities are available to meet the needs of the children with additional needs.

Funding is available, we will use this to increase staffing levels to support the child.

#### **12. How is the decision made about what type and how much support my child will receive?**

Each child has a key person, whose responsibility is to monitor the progress and general development. Once an additional need has been identified through observation, assessment and planning, a decision will be made whether it is appropriate to support the child in the setting or to bring in outside agencies.

Parents/carers are involved in all decisions at every stage and are always asked permission to bring in outside agencies.

#### **13. How are parents involved in the early years setting? How can I be involved?**

We always like to encourage parent/carers to stay and become involved in sessions, helping with activities.

We provide family events throughout the year such as Christmas play and Sports day events.

Parent/Carers evenings, termly next step meetings, day to day communications, annual questionnaires to help us improve the setting.

We are always here to listen and support any input.

**14. Who can I contact for further information?**

First point of contact is the settings Senco/Inco - Nicki Dye

Parents who are considering our setting, would be advised to come in and have a look around, you will be shown around, introduced to the staff and given time to ask any questions they may have.

Our website [www.littlestarsfarlington.co.uk](http://www.littlestarsfarlington.co.uk) will contain useful information.

Jo Mengham - Pre-school Owner - 07956162575

This policy was adopted by Little Stars Pre-school