

LITTLE HEATH NURSERY PLAYGROUP

PARISH HALL, THORNTON ROAD

EN6 1JJ

TELEPHONE: 07737 857 990

Early Years Offer 2015

1. **How does the setting know if children need extra help and what should I do if I think my child may have special educational needs? – Identification**

At Little Heath Nursery Playgroup you can speak to any of our staff if you have any concerns about your child. However, Hajni Michael as well as Leisa Thompson are our dedicated coordinators for special educational needs and disabilities. (SENCo)

If your child has an identified special need before joining our setting, the SENCOs will work with you to ensure that everything is in place (eg special equipment, staff training, classroom organisation etc) before your child joins us.

Your child's key worker will work with Leisa and Hajni to continually monitor and review your child's development and progress in the setting through the Early Years Foundation Stage (EFYS) framework.

We work very closely with other professionals such as health visitors, and other healthcare professionals to ensure that your child is given appropriate support and that we provide the very best care and educational opportunities for your child.

2. **How will the setting's staff support my child?**

Your child's key person will develop a strong bond with your child, and we will work with you to ensure your child is happy and settled at pre-school. Your SENCo will work to ensure that you are closely involved at all stages and will also liaise with the other professionals, whose specialised knowledge will be needed.

3. How will I know how my child is doing?

You will be given feedback on your child's progress via our Tapestry online learning Journey system. This will give you up to date observations, photos and videos of activity your child was involved during the day. During settling in a daily summary is produced that helps us to establish your child's EYFS related baseline. Also this information is to help us for further planning of activities and resources.

You are always welcome to discuss your child's progress informally at the setting or by telephone or email: littleheathnursery@yahoo.com. We will also review progress with you via their learning journals and through parents meetings and termly summaries of your child's progress.

The regularity of formal meetings between staff and parents will depend on your child's level of need.

There are many formal ways of communicating about your child's progress but nothing is better than an informal chat at the end of a session, so please always speak to us about any concerns. Also we encourage you to use the Tapestry system to its full potential and upload information, activities and pictures for nursery staff to see. To help with getting started with that, please speak to your child's Key Person.

4. How will the learning and development provision be matched to my child's needs?

Through the EYFS we will observe and assess your child and then plan their learning and development provision around our observations. We plan our activities to be achievable yet still challenging, suitable to each child's individual stages of development.

We will follow advice from other professionals on how to support your child's particular needs and the SENCo will ensure that training need identified and addressed for staff, where possible, to support your child's learning.

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

We will involve other professionals (e.g. health visitors, SEN inclusion officer from HCC) to ensure that we support your child in all areas of their development. For example: toilet training, and any issues regarding eating, sleeping etc. The pre-school is fully equipped with changing table/mats/potties etc.

There is a strong emphasis on providing a safe, homely, caring environment. We apply strategies such as organising children into mixed aged groups for snack times, where younger children are with their older peers.

If your child has any specific medical needs our staff will undergo any training – e.g. epi pen training, and we will administer any medication prescribed by a hospital paediatrician or GP after discussions and instructions from the parents. **WE DO NOT ADMINISTER CALPOL, MEDISED and other non-subscription medication.**

We have a behaviour management policy which outlines the procedures used at the pre-school, however, if specialist help is required to manage behaviour we can request the support of the inclusion development officer employed by the local authority.

All staff have a positive approach to all children's individual learning and development and are sensitive to their needs. Unwanted behaviour and the testing of boundaries is often part of growing up, and we will work closely with you to put strategies in place to support and enhance your child's positive behaviours.

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

Hajni Michael, has 4 years of experience working with children with a wide range of needs in different settings. She is the registered person and has SENCO training. She has gained her level 3 qualification in delivering ELKLAN speech and language programmes and has a keen interest in children's behaviour. She recently completed a level 3 Diploma, on Child Behaviour.

Leisa Thompson (SENCO) completed her level 3 Diploma in Early Year in 2013, after working in child care for some time. She has knowledge of sign language, which course she has also completed in 2013.

We have good links with the Potters Bar PB1 children centre as well as our local children's centre GREAT WOOD. We have access to a wide range of agencies such as advisory teachers, speech and language therapists, health visitors, GPs etc.

We also have a good relationship with all the local feeder schools, and this will make the process of moving to a new setting much easier for your child. School nursery teachers are invited to our setting during the summer term as part of our transition support.

7. What training and/or experience do the staff, supporting children with SEND, have?

Leisa Thompson is trained in sign language and we have the database of Makaton signs and symbols held at the pre-school so we can look up words to support individual children.

Our SENCOs has over 2 years' experience supporting children in our nursery.

8. How will my child be included in activities outside the setting?

We will discuss your child's needs with you to ensure they can be included. All parents are welcome to act as a parent helper on possible outings. Consent prior to outing is always sought.

9. How will I be involved in discussions about and planning for my child's learning and development?

Your child's key person will be available to discuss your child's needs however it may be necessary to arrange a mutually convenient time for a meeting.

If outside professionals come in to see your child we try to organise a meeting at the end of that visit for a brief discussion. If this is not possible any reports are always copied and given to you.

Parental consent is always obtained before we refer to any outside agencies.

9. How accessible is the building / environment?

The playgroup environment is accessible and meets the current disability regulations.

There are stairs in our building but all areas are accessible via ramps. However our fire escape door leads to a route of 6 steps on our exit from the nursery room.

We have purpose built tables, chairs and equipment at children's level.

In our garden we have patio and soft areas where our climbing frames are located. We also have covered sand area.

We do not have a disabled toilet with wheelchair access, however, there is one in the main hall adjacent to the pre-school to which we have limited access.

10. How will the setting prepare and support my child with transitions between home, settings and school?

Our nursery doesn't carry out home visits, however if you wish before starting pre-school we will so our SENCO can meet your child in their home environment. If necessary a health care plan is completed and signed off at this meeting.

Taster session will be organised at pre-school for you and your child to attend prior to their start date.

If you child receives care from any other setting (e.g. another nursery or a childminder) we will work with them by sharing learning journals on a termly basis. They can be added to the Tapestry Learning Profile, which they can access via password. They can upload messages and contribute only to your child's learning profile.

When it is time for your child to leave us to start nursery school or school we will contact the new setting and invite them to visit

your child at pre-school. During this visit the teacher or key person from the school will meet and play with your child and we will discuss their development and progress.

11. How will the setting's resources be used to support children's special educational needs?

All equipment and toys are moveable and can be made accessible, they are age and stage appropriate. We will seek to borrow specific equipment needed for specific needs.

The pre-school has statutory staff/child ratio. We are also a very inclusive setting and have a range of resources/strategies in place to support children with a range of needs e.g. we have visual timetables and choice boards (using photographs and symbols) this may be used with speech and language delay or if English is a second language.

We have a number of sensory resources.

12. Who can I contact for further information about the early years offer in the setting?

Mrs Hajnalka Michael, Nursery Manager, littleheathnursery@yahoo.com
Or call Little Heath Nursery Playgroup on: 07737 857 990

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to www.hertsdirect.org/localoffer