

Early years offer for Old London Road Pre school

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?

At Old London Road Pre-school, You can speak to any member of staff or you may prefer to speak to your keyperson .

We have 4 members of staff who are special educational needs co ordinators Janet Audley Charles, Michelle North, Wendy Cook and Sarah Bateson

If your child has an identified additional need before joining our setting. We will work with you and any professionals you may be working with to ensure we have all the resources we need in place before your child joins us.

Your keyperson will work with the Sencos , we ask for your involvement with the assessment sheets we use, and will complete a baseline assessment within a few weeks of your child starting with us. We will with your involvement continually monitor and review your childs progress through the EYFS framework,.

We work closely with other professionals and organisations such as your local childrens centre and as required a speech therapist, educational psychologist and other healthcare and external professionals such as the inclusion development officer. All this will be with your prior permission and involvement

2. How will the setting staff support my child?

We have 4 names SENCO who have a wide range of experience helping the families and children with additional needs.

Your childs keyperson is the first port of call for any additional support. If you wish for it a home visit can take place.

The Sencos and keyperson will ensure that you are closely involved at all stages. When necessary meetings may be arranged with other professionals if it is deemed necessary for your child and yourself.

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

Your keyperson is available at any time for an update on events of the day. You are welcome to contact us by email or phone at anytime for additional discussions.

You are welcome to add to the assessment sheets and we ask specifically for involvement with your childs learning journal which will be sent home at the end of each term for you to keep. Each term we review where your child is on assessment sheets. We use the system of

**whether your child is emerging, developing or secure in each area appropriate to your child's chronological age..
Parents and carers are welcome to stay and play at any stage . Parents often stay for the circle time at the beginning of our session but if you wish to spend a session or two with us you are very welcome,
We hold one open day on a Saturday in the Spring term.**

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

Through the Early years Foundation stage we will observe and assess your child and plan their learning and development around our observations and your input eg if you inform us of a specific interest or skill that is developing at home we will include this in our planning. We will follow your guidance alongside advice from any professionals. We ensure staff are trained with any additional skills that are required to support your child's learning.

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

With your permission, we involve other professionals to ensure that we support your child in all areas of their development.

We have a designated changing unit for nappy changing and can provide a more secluded changing area when needed.

If your child has specific medical needs, our staff are trained by specific professionals. Examples are staff receiving training for epipen use and tube feeding.

We use our positive behaviour policy which outlines the procedures we use at Old London Road Pre-school. When required we seek support and ideas from external professionals such as our inclusion development officer and our educational advisory consultants.

All staff have a positive approach to all children's different needs and individual learning and development and are sensitive to their needs and interests.

We use our OLR 'Dustbin and treasure chest' idea to support positive behaviour reinforcing the behaviour we like to see and behaviour we 'pop in the bin'. We will work with you to encourage and develop positive behaviours.

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

Janet has 33 years experience in Child care and has supported families

with children with range of additional needs. Janet regularly sits on the panel when applying for exceptional needs funding.

We have very strong links with our local childrens centres and Janet sits on both advisory boards.

We have strong links with our local feeder nurseries and schools and invite all the teachers and nursery staff to visit the setting prior to the childs transition. We have an extensive transitions folder with photos of the schools and picture of the teachers a the children will be meeting in their new settings. When required we make additional visits with the child to the new setting.

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

We use our inset training days to update the staff on relevant training. Ie makaton, tube feeding, epipen training, We also invite the parents of any children with additional needs to come to talk to all the staff.

Staff attend additional training eg differentiation training. All staff have access to online training and are encouraged to attend at least 4 training sessions per year over and above the 3 compulsory of first aid, safe guarding and food hygiene.

The majority of staff have received makaton training and we introduce a makaton sign to the children every week

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

All children are encouraged to make use of our lovely outside space, Additional risk assessments have to take place if a child has additional equipment needed to enable them to access the outside.

We will have ongoing discussions with you to ensure your childs needs are met and they are fully included.

Prior notice will be given if we are to leave the site. You are welcome to join us for any outing as a parent helper.

We have one family outing a year in the summer term. To Bekconscot model village or paradise park. On this occasion parents must attend with their child.

Other social events take place out of pre school time eg our family disco and our summer picnic.

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

Your key person will be available to discuss your child's needs. There may be circumstances when professionals call a team around the family /child meeting where all professionals involved with the care of your child meet with yourself.

Parent consent is always obtained before we refer to any outside agency eg children's centre.

10. How accessible is the building / environment?

We are the proud owners of a permanent ramp to enable wheel chair users to access the hut. Plans are in place and have recently been given the support of the landlords for toilets including a wheelchair access toilet to be installed. .

As necessary, We seek guidance from the occupational therapist to ensure we have appropriate equipment for your child. Eg standing frame, adapted chairs and wheelchairs .

We have a large grassed area and area that is tarmac, this enables wheel chair users to explore all areas of the garden.

We also have a sensory garden that is wheelchair accessible

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

Before your child starts at Old London Road you are invited to as many taster sessions as you wish. You are welcome to stay and settle your child for as long as you feel is needed..

If your child attends another setting we would like to be in contact with the other workers who work with your child. We arrange exchange visits with your permission.

When the time comes for your child to move on, we will be in contact with the next setting and invite them to visit us and visa versa.

We would also like you and your child to stay in contact with us when your child leaves.

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

All our equipment and toys are moveable and can be made accessible. They are age and stage appropriate. We will endeavour to borrow toys and equipment from our children centres, toys libraries etc as necessary.

We have a high ratio of staff to children so your child will receive plenty of adult support. When required we employ additional staff . This may be dictated by a statement of educational need in which case we will have to apply for additional funds.

We use a visual timetable and we can use visual aids to support children who require additional support with decision making. Or for those who may have speech delay or have English as an additional language

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

Janet Audley Charles oldlondonroadps@yahoo.co.uk
01727 865 249
07884185925

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