

The Local Offer

Name of Setting: Heather Pre-School

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Name of person to contact: Sarah Bradford (manager) Gemma Barry (SENCo)

My child has SEND. I would like to look around. What do I need to do?

We are open Monday to Friday 9am to 3pm, term time. If you would like to come and see the setting, please call us to arrange a convenient time. We will be more than happy to answer any questions that you may have.

How will my child and I be made to feel welcome and how will you get ready for my child coming?

On arrival, you will be greeted by a member of our team. We will introduce you to our team. We will then show you around our room, give you time to ask any questions and talk about what you will need to bring on your child's start date. We will prepare for your child by allocating a key person, making a name and peg card and liaising with any professionals that may already be involved with your child to ensure a smooth transition into preschool.

How accessible are your premises?

We are situated at the front of Heather Primary School, access is via the middle gate. We have a flat surface leading to our door and both can be opened if required. Inside the pre-school room is anti-slip flooring, along with a carpeted area. Access to the outdoor area is gained via the double doors at the back of the room.

How will you keep my child safe?

Your child's safety will always be our priority. Our door is on an intercom system, access from outside can only be gained by staff. There is fence around the perimeter of the school ground and individual gates are padlocked for additional safety. It is important to tell a member of staff if someone other than yourself is collecting your child. You can, if you wish, set a password to use when your child is collected.

How will you communicate with me what my child has done, enjoyed and learnt?

At the end of each session, staff will give you a brief update on what your child has been doing. We also use an information board to relay daily activities to parent/carers. We send home learning journeys that document your child's learning. Progress summaries are sent home on a regular basis. We also have a parents Facebook page which is updated weekly with our different experiences. We offer parents evening meetings with your child's keyperson twice a year.

How do you work with other professionals?

When necessary, we work with other professionals and welcome them into our setting to see the children that are under their care. We have strong connections with the community health visitor, SALT and the SEND inclusion team.

What training have you/your staff had in SEND?

The setting SENCo has undertaken local authority SEND training and has also completed courses on autism awareness and visual impairment. The SENCo undertakes refresher training as required by changes in legislation. All staff have received training for autism awareness.

How will you adapt play opportunities for my child?

When you come to visit our setting we can discuss any adaptations that may be needed to enable the environment for your child. We do our utmost to make all activities as inclusive as possible for children of all abilities.

How will you get ready for my child going to his/her new school?

We will liaise closely with your child's new school. We will send a copy of your child's transition summary, detailing what we believe will support the child's transition. We help all children's transition by talking about moving to big school, having school wear from different schools as dressing up. Photos of staff from various schools will also be on display in the summer term.

How will you and I know how my child is doing and how will you help me to support my child's learning?

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On registration, we ask you to fill out a simple tick list of what your child can or cannot do. Within the first 6 weeks of your child's start date, the key person will carry out a baseline assessment called an early assessment review, this is a starting point for your child's journey through pre-school. We will send you regular updates of your child's learning journey. You will receive a copy of your child's progress tracker along with a progress report termly.