

The Local Offer

Name of Setting: Hugglescote Playgroup

Telephone: 07505 499804 or 01530 811869

Email: hugglescoteplaygroup@outlook.com

Name of person to contact: Tasha Springthorpe

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

If you would like to come and have a look around Hugglescote Playgroup please contact us via our mobile on 07505499804 or send an email to hugglescoteplaygroup@outlook.com to arrange a date and time which is convenient for you to visit. We are open Monday - Friday 8.30-1.30 term time only. During your visit you will be shown around the whole setting, introduced to staff members and given a prospectus, we will be happy to answer all your questions and concerns you may have.

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

Prior to your child starting at Hugglescote Playgroup we encourage a visit (or several) so your child can explore and familiarise themselves with setting, staff and peers. When your child starts at Hugglescote playgroup they will be allocated a key person, whom will then help them settle in our routine, support their learning and development and make them feel safe and secure throughout their time with us, the key person will also be on hand for all parents questions and concerns. When your child first starts we get to know them by doing a topic called "all about me" to find out their interests and personal preferences, eg. families, pets, toys etc. If your child has a comforter they are welcome to bring it into the setting to help them settle and reassured.

How accessible are your premises?

Hugglescote Playgroup premises are accessible to all children and adults, provisions can be made for full disabled access on the ground floor. Indoors we have 4 rooms over 2 levels offering a wide range of toys, equipment and resources covering all 7 areas of the EYFS to provide a stimulating environment to promote learning and development. Outdoors we have a large space to play and learn, with grass area, bark flooring and blocked paving, we have natural resources, variety of toys, large slide and a mud kitchen. All of our toys, resources and equipment are available to all the children, and are age and stage appropriate. We have a free-flow floor plan with a separate area for hand washing and toileting (including a disabled toilet). All doors in our setting are suitable for wheelchair users and provision can be made for ramps to gain access to the ground floor. The first floor isn't accessible for wheelchair users but all resources and can be brought downstairs for inclusion in all activities.

How will you keep my child safe?

At Hugglescote Playgroup, safety is of paramount importance. All entrances and exits are alarmed and all outdoor gates are locked. All staff members have a full DBS check and all staff have a NVQ in CCLD (Childcare, Learning and Development) from levels 2-4). We have 38 policies and 15 risk assessments in place to ensure the environment is safe and secure to highest of regulation. Policies and risk assessments are updated yearly (last update for policies March 2015, last update for risk assessments October 2015) all are available to you to read upon request. Hugglescote Playgroup designated safeguarding officer is Sarah Gibbins, who is a fully qualified DSO (March 2015). All staff members are qualified paediatric first aiders, extra training would be sought if required for children's needs. All dietary requirements and allergies are noted and adhered to.

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

We communicate with parents and carers via our notice boards, both indoors and outdoors (which have daily updates of what the children have been doing and what they were offered for snack time, including upcoming events and celebrations), we send out monthly newsletters to all parents and post regular updates on our facebook page. All your child's personal learning and development is recorded in their learning journey which you are able to look at any time you wish. You will also receive progress checks at 2 and progress summary reports every June and December. Hugglescote Playgroup welcomes all parents to come in and have informal chats with all staff to discuss any problems, concerns or news they have. If your child attends another setting, we will contact them to share experiences and learning with them, upon your approval.

How do you work with other professionals?

Hugglescote Playgroup works alongside other professionals when required, including health visitors, speech and language portage, area SENCO, inclusion team, to seek help, advice and assistance to promote the welfare of the children and setting.

What training have you/your staff had in SEND?

All staff have had experience of working with children with SEN, and will undertake any courses and training required for the benefit

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of the child/ren in the setting. The designated senco officer for the setting Tasha Springthorpe (September 2015) will attend the relevant courses required for sen and is regularly updated with new information and updates via the area senco Jo Copeland and the sen team.

How will you adapt play opportunities for my child?

Hugglescote Playgroup will adapt all play experiences for all children to be inclusive. We have 4 rooms indoors over 2 levels and a large outdoor space all covering the 7 areas of learning and development within the EYFS with a wide range of toys, equipment and resources, all activities will be adapted and made accessible for all children to participate in at all times. All resources are of adequate/adapatable height and encourage use of senses to be inclusive. All children are observed daily throughout the session, via spontaneous and planned observations carried out by the key person and staff members. This information is then used to complete entries into their personal learning journey, this evidence is also used to help write progress summaries. All observations are reviewed to check your child is learning and developing to the best of their ability. All activities that are carried out in the setting are age and stage appropriate, and are adapted for specific learning styles and group sizes. Hugglescote Playgroup believe children learn at their best through play and their own interests, we ensure we have lots of play based activities covering the children's interests to promote effective learning.

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

Hugglescote Playgroup work alongside your child and other professionals throughout the transition process, ensuring the child is comfortably aware of their new setting, routines and goals. We spend a lot of time preparing the children for the transition into 'big school' and work closely with the teachers to ensure the process is smooth and enjoyable.

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

Throughout your child's time at Hugglescote Playgroup, we will observe your child in all 7 areas of the EYFS to develop your child's learning and development through play based activities and individual interest. When your child first starts we get to know them by doing a topic called "all about me" to find out their interests and personal preferences, eg. families, pets, toys etc, which gives us an initial starting point to plan for their needs. All your child's personal learning and development is recorded in their learning journey which you are able to look at any time you wish. You will also receive progress check at 2 and progress summary reports every June and December. All information will be shared with other professionals when required. Hugglescote Playgroup welcomes all parents to come in and have informal chats with all staff to discuss any problems, concerns or news they have.