

The Local Offer

Name of Setting: Barrow Pre-School Playgroup

Telephone: 07561 267264 or 07975 957242

Email: barrowplaygroup@hotmail.co.uk

Name of person to contact: Joanna King (Registrar) Claire Luxton (Manager and SEND Co)

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

You are welcome to visit Barrow Pre-School Playgroup along with your child. Please call our Registrar, Joanna King, on 07975 957242 to arrange a visit and we can make sure the relevant staff are available for you to talk to. You will be shown around the playgroup by a member of our team and we can talk you through routines, activities and discuss your child's needs and interests. Joanna will give you the relevant paperwork for you to complete for registration if you would like your child to attend.

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

Once the registration has been completed we will contact you to arrange a morning visit for you and your child. You will be introduced to your child's key worker who will discuss your child's interests, comforts and needs to prepare a settling in plan. You can stay with your child while they play, have a snack and become familiar with the setting. You will be introduced to our friendly staff who will be happy to answer any of your questions. We will talk to you about 'Tapestry' which will show how we record your child's progress and achievements. An introduction pack will be given with information for parents and carers about Barrow Pre-school Playgroup and what your child will need for the session.

How accessible are your premises?

Barrow Pre-School Playgroup is run in the Methodist church on North Street, one of the main roads running through the village. We have off road parking at the back of the premises for session times. The Methodist church has double doors at the rear of the property for wheelchair users and large pushchairs. We have toilets for small children, a changing area and toilet for those with a disability.

How will you keep my child safe?

At Barrow Pre-School Playgroup all staff have a responsibility to follow procedures and policies for the safety of children in our care. These are reviewed on an annual basis or sooner if required. We provide a safe and child friendly environment for your child. All Staff members have had an enhanced DBS check. These are renewed when required. Staff have also completed mandatory Safeguarding training and Paediatric First Aid training. All staff have completed a food hygiene course. We have an effective Safety policy, Evacuation procedure, Safeguarding policy and Outings procedure. We have safety gates and appropriate locks and alarms are used on doors. We have strict policies for the picking up and dropping off children. Health and safety checks are carried out daily in and outside the setting and on the equipment used. We reinforce examples of good behaviour through group times, role play, puppets, and visuals around the setting. Older children think of the rules to keep us happy and safe. We encourage all children to take reasonable, managed risks, ensuring safety by use of mats, adult supervision and clear boundaries. Children are encouraged to wash hands before snack and after toileting. We are prepared for children with allergies and some medical conditions and will discuss this with you on a visit to provide the best medical care. All staff are trained in the use of Inhalers and Epi-pens.

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

It is very important to us that we develop good communication with parents, so we can discuss your child's developments and share concerns and interests. It is statutory that we provide a Progress Check report for those under three years old or a Progress Summary for children over three. These are to show your child's development at Barrow Pre-School Playgroup. They highlight your child's achievements and areas where they may need guidance and help to progress. From the day your child starts at playgroup we create a Journal using the app 'Tapestry' which records your child's experiences and achievements. A notification will be sent to you via email to say when an observation has been made on your child. You can then log in to see it. We follow guidance set out in the EYFS (Early Years Foundation Stage) and use this information to track your child's development. We have an annual Open Evening which is an opportunity to meet with your child's key worker and discuss your child's development. We have a communication board at collection time to inform you of what activities your child has been doing in the session. At the end of the session we like to catch parents/carers if we can and inform you of what your child has done in the session, what they enjoyed and to share their achievements.

How do you work with other professionals?

We regularly communicate and work with a variety of outside professionals to assist those children who have SEND. (Special

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Educational Needs and Disabilities). We have a wealth of experience working with children with SEND and are used to professionals such as - Speech and Language Therapist, Public Health Nurse, Autism Outreach, Educational Psychologist, Occupational Therapist and the Early Years team, visiting the setting. We work together to share information, so we can help progress your child's development. All children have an Early Assessment Review as they settle into playgroup, if we have any concerns about a child's development we can make a referral with parental consent to The Specialist Teaching Service for support. We have regular meetings with parents and sometimes other professionals to discuss Target Plans. These are used to help certain children work towards targets. We regularly communicate with other local pre-schools and arrange visits to help with transition. Information is shared with them (with parents' consent) to be consistent in helping them progress.

What training have you/your staff had in SEND?

The majority of staff have an NVQ 3 in Childcare or an NNEB qualification which cover working with Special Educational Needs and Disabilities. They have experience and knowledge through working with children who have SEND in the setting. All staff have Paediatric First Aid and Safeguarding training. Claire, the manager, has a Teaching qualification and has attended 'Physical play and brain development', ECAT- Every Child A Talker and other courses relevant to help children with SEN. The SEND Coordinator has attended - The SEN Code of Practice and Role of the SENCO/ Sharing Concerns with Parents and Carers / Observation, Play-based Assessment and Writing Target Plans. Children with Autism in the Early Years Autism Education Trust Early Years Programme Tier 1 Introduction to Attachment in the Early Years Understanding children's Drawing / Scribbling Development Paediatric First Aid Good Practice for Managing Behaviour In Early Years Settings Safeguarding Children: A Shared Responsibility - Day 1 Confident Communicators Supporting Two Year Old's Communication. The SEND Coordinator attends regular area SEND Co meetings and has an area SEND Co to contact for support. They follow 'The Graduated Approach' following certain pathways to help get support for your child's needs. They have regular meetings with staff, to update them on individual children with SEND, progress made, professionals involved and how we can help them move forward.

How will you adapt play opportunities for my child?

Each child is unique and will require different resources depending on their needs. We will evaluate the child's needs, communicate with parents and then adapt or provide the relevant equipment. Some children- may require the use of visuals in the session and a visual time table. They may require staff to use Makaton or Picture Exchange System. They may require specialist play equipment which we can purchase, hire or borrow from a toy library. We make sure resources are accessible and labelled. We take small groups to assist with Speech and Language, confidence and turn taking skills. We may need to adapt areas in the setting or provide areas to help with physical, cultural and safety needs. We can liaise with LEA Inclusion officer to provide dual books, posters and key word translations for children who have English as an additional language. We can provide toys and tools to support development at home.

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

It is important to us to prepare a child for a transition to a new setting. We plan activities based around moving to school or pre-school. We carry out small group work to encourage self-help skills and listening and attention. We organise visits to the pre-school and school, with the child's key worker, to meet their teachers and staff. Teachers and support assistants often visit our Playgroup to meet the child in their familiar setting. Also, to discuss the child's interests and ways they can help them settle. We provide a transition report which will pass on information about your child's developmental level, interests and strategies to help them settle. If your child has SEND then the SEND Coordinator will pass on a detailed review, possibly a SEND Support Plan, to show their new setting, what has been carried out at playgroup to help, Target Plans, Speech and Language plans and what progress they have made.

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

We keep a close record through- regular observations, small group work, Targeted Plans and tracking your child's development, so we can see how your child is developing. We will then use these to provide you with a Progress summary and talk to you about how we can work together to support your child's learning. All the staff have regular meetings to discuss children's progress. We provide strategies and ideas for you to support your child at home. We are always available to talk to and advise parents about how we can support their child's learning.