

The Local Offer

Name of Setting: Queniborough Pre-School Partnership

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Name of person to contact: Alison Holmes

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

Children and their families are very welcome to look around the Pre-School during a normal working day. We do not ask for you to make an appointment to look around the Pre-School, however if you wish to do this then please contact us prior to your visit. We will be pleased to show you round and answer any questions you may wish to ask.

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

Our setting uses a key person approach. This means that each member of staff has a group of children for whom she/he is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at the setting, they will help your child to settle and throughout your child's time at the setting, they will help your child to benefit from the setting's activities.

How accessible are your premises?

Our setting is all on one level so is easily accessible for prams and wheelchairs. We also have a disabled toilet in the foyer area.

How will you keep my child safe?

Our setting has a duty by law to help safeguard children against suspected or actual 'significant harm'. We aim for the Pre-School to be an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. Staff regularly attend Child Safeguarding training and will work with other bodies to ensure the child's safety.

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

The setting keeps a Learning Journey for each child. Staff and parents working together on their children's Learning Journey is one of the ways in which the key person and parents work in partnership. Your child's Learning Journey helps us to celebrate together her/his achievements and to work together to provide what your child needs for her/his well-being and to make progress. The child's key person will work with you to keep this record. To do this you and she/he will collect information about your child's needs, activities, interests and achievements. This information will enable the key person to identify your child's stage of progress. You and the key person will then decide on how to help your child to move on to the next stage.

How do you work with other professionals?

We are very familiar with working and liaising with other professionals and welcome them in to our setting.

What training have you/your staff had in SEND?

All staff have knowledge, skills and experience working with children with SEND, the majority of our staff are qualified to Level 3. In addition to this all staff have undertaken additional training to support specific knowledge and skills. Alison Holmes, Pre-School Manager is the SEND Co-Ordinator in the setting.

How will you adapt play opportunities for my child?

We organise our sessions so that the children can choose from, and work at, a range of activities. In doing so the child will build up their ability to select and work through a task to its completion. The children are also helped and encouraged to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn to work with others. Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. By making use of the Pre-School garden the children have the opportunity, and are encouraged, to take part in outdoor child-chosen and adult-led activities, as well as those provided inside the setting.

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

We assess how young children are learning and developing by observing them frequently. We use information that we gain from observations, as well as from photographs or videos of the children, to document their progress and where this may be leading

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them. We believe that parents know their children best and we ask them to contribute to assessment by sharing information about what their children like to do at home and how they as parents are supporting development. We make periodic assessment summaries of children's achievement based on our ongoing development records. These form part of children's Learning Journey. We undertake these assessment summaries at regular intervals as well as times of transition, such as when a child goes on to school.

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

We aim to have positive relationships between home and Pre-School, this is done through a close partnership and shared understanding. We keep parents informed of the day to day aims and objectives and news through regular letters.