

# The Local Offer

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Name of Setting: Medbourne Playgroup

Telephone: 07762 435495 or 01536 771368

Email: medbourneplaygroup@gmail.com

Name of person to contact: Sara Robbins

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

We would be delighted to see you at any time. If you would like to arrange a visit, do call Sara Robbins our pre-school leader, on 01 536 771368 or on our mobile 07762 435495 (Tuesday-Thursday 9.15-3.15) or feel free to drop in to see us. More details can be found on our website [www.medbournepreschool.org.uk](http://www.medbournepreschool.org.uk)

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

You will receive a 'Welcome Pack' with information about us, which includes an All About Me book for you to tell us about your child so we can plan activities and equipment which will make your child feel welcome and settled. You can also give us information about any special dietary requirements/allergies/medical needs. All staff will be made aware about your child's needs, likes, dislikes etc. You will be welcome to stay with your child, to meet the staff and familiarise yourself and your child with the pre-school routine. Your child will have a 'Key Worker', a member of staff who will be particularly responsible for the development and care of your child. A close relationship with the key worker will help your child settle in happily and will also be a point of contact for yourselves.

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## *How accessible are your premises?*

All of Medbourne Preschool is ground floor level and is completely accessible for pushchairs and wheelchairs. It is a spacious building with plenty of room, allowing for easy movement around the interior. The outdoor play area is also completely accessible, with ramps in place wherever necessary.

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## *How will you keep my child safe?*

One of our prime concerns is the safety and well being of all children in our care. All equipment and premises are regularly safety checked. All external doors remained locked during sessions and our outside play area is fully secured. We will ensure all staff are fully trained in any specialist equipment/medicines your child may require. Our high staff ratios ensure that supervision of the children is never compromised, with additional staff being brought in if necessary.

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

Our staff are happy and available to discuss your child's progress with you at any time. Your child's Learning Journey (a written and photographic journal of the child's activities and progress) is available for you to see and talk about with your Key Worker/SENCO and child. Home Diaries, which detail what your child has been doing throughout the session/week are also a useful way of keeping in touch.

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## *How do you work with other professionals?*

Communication with other professionals is vital to your child's development and well being. We ensure that the correct professionals are contacted to assess and help, either visiting the child at preschool or by regular meetings as needed.

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## *What training have you/your staff had in SEND?*

Our SENCO is fully trained and keeps up to date with the current developments. All staff have undertaken Pediatric First Aid training, in addition to ECAT and ELKAN training, Behaviour Management training, Makaton and specialised ICT training.

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## *How will you adapt play opportunities for my child?*

It is very important to us that all children are able to join in any activity they choose. We ensure that activities and equipment are adapted as necessary to make it accessible and suitable for children of all ages and abilities. The information provided in 'All About Me' will enable us to provide activities which are particularly suited to your child. We have a wide range of equipment to suit a wide variety of needs. We would always look to provide additional specialist equipment if it would help your child.

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

At Medbourne pre-school we have traditionally close links with local primary schools. Staff from these schools come to us to visit and children go to visit them. As required we will set up special meetings with staff and professionals from the new school, to

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discuss the transition. Children are given Welcome packs from their new schools and your child will be encouraged to talk about the move to a new school with us. We also work with all children to acquire skills useful in their new school eg changing clothes for PE

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

We place great value on verbal and face-to-face communication to let you know how your child is progressing and for you to discuss your child. Regular meetings can be arranged with the Key Worker/SENCO. Your child's Learning Journey will be available for you to see, share with your child and talk through with your Key Worker, when progress through the Early Years Stages can be assessed.