

# The Local Offer

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Name of Setting: The Pre-School Play Station

Telephone: 01455 282955 or 07962 104553

Email: nrushforth@aol.com

Name of person to contact: Mrs Sandra Rushforth

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

You can contact the setting by phone, email, by visiting our face book page or calling in to meet us and pick up a prospectus. We would like you to meet the manager and SENCOs prior to making your decision to talk through your child's needs to ensure everything can be put in place before starting. We hold an informal induction meeting for children and parents to ensure parents are clear about the day to day running of the setting and an opportunity to ask questions. We want parents and carers to make visits to the setting (these can be unannounced we like parents and carers to see the setting for what it is with no adjustments made for their visit. ) to help your child get use to the environment and staff and to ensure parents are happy with the setting. We understand that settling in is very important to a child's development and want children to be settled before starting. We hold a stay and play session on a Monday morning for children due to join the setting.

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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?*

The Pre-school play station welcomes all families from all backgrounds. We have a well-established team that have a vast experience of working with children with SEND. It is important to staff that we keep a two way dialogue between parent and key persons /SENCOs. We want to ensure that both parents and children are comfortable with in the environment and with staff. We allow children to bring in their comfort items when settling in although dummies will be removed as soon as they are settled. Your child will be given a key person when they start. A list of these is in the foyer area both key person and secondary key persons. These can change if we find that your child take a particular liking to another member of staff. Your key person will work closely with you to ensure the best for your child through individual planning. They will produce a learning story showing your child's progress and a six monthly progress summaries .These can be given you to read at home and make comments , they can be emailed to you Or you can spend time with your key person discussing it in the setting. Home visits can be arranged if this is what you would like. Along with details and an admission pack you will be asked to fill out an all about me booklet to help us get to know your child better. We will send photographs of your child taken as they settle if you have left them not happy when entering to reassure you that they are happy.

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## *How accessible are your premises?*

The village hall is a modern building and has been built to accommodate people with disabilities. The building has widened doorways, ramps , covered door strips ( finger safety)disabled toilet with fitted handles and accessible sink. Everything is on one level and the garden and fire exits are all widened and made to be accessible by wheel chair or walking frame.

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

Staff carry out daily risk assessments of all areas used at the playstation . All injuries are recorded and any repeated injuries on a piece of equipment will lead to its removal. One of our primary concerns is with safety however we do not want children to be discouraged from a certain amount of risky play. We teach children (including children with SEND) to use equipment safely, this includes large equipment. We want to make all equipment and activities assessable to all children regardless of their disability and will include them in all activities .Staff are all CRB checked and have received training in safeguarding , paediatric first aid ,asthma, epi pen and will sort adequate training in the future for which ever needs may arise. We work closely with parents as to what they feel are realistic achievements for their child with SEND . We ask all parents not to return their children to the setting until 48 hour after their last bout of illness. Children needing medication will be allowed into the setting but parents /carers must complete medication forms. All meds are kept out of reach of children. The setting carries out termly fire drills and talks about keeping safe, crossing the road safely and the importance of car seats. Having the local police based in the village hall helps us to get children to form good links with the policemen and women and the local lollypop man. The setting holds a no nuts policy. Registration is taken as children enter the building again when all have arrived, and head counts are taken regular when children change rooms or go into the garden. Staff are placed on the outside door when children are leaving with parents to ensure the right children leave with the right adult. We have a collection book if anyone other than the usual person wishes to pick up a child. No child will be allowed to leave without a prior arrangement being made with a parent. Children do not access the toilet area alone, staff ensure that children are clean and have washed hands before joining the rest of the group.

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

If you wish we will send photographs and video via Face book, email , messenger to you during the day. We provide a link book if you

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would prefer ( we no longer provide these as routine as they are time consuming and some parents didn't read them so we offer these when new children start) this is designed to work both ways . Key persons can be made available to talk to at any time whilst there in the setting either meet them in person or you can call the setting and speak to them. We can send information and progress summaries by email. We encourage parents to talk to a member of staff every time they drop their children off to tell us how they are or any other information we need to know. We put pictures of childrens work , activities and other projects and interest on face book but not photographs of children unless parental permission is gained first.

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

Outside professionals play a key role in ensuring that we provide the best care for all children in our care. The staff work well with outside professional and records are kept of visits, instructions and advice given. Staff records how well progress is being made to share with parents and professional's. Referrals are made by staff for speech and language difficulties and any other medical needs a child may have are reported to the correct professional's to ensure the best support for the child. Staff will receive any training that is suggested by outside professional's in order to help the child.

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

The pre-school playstation currently has three trained SENCOs that work together to provide an all round service to the children. Staff have received training in MAKATON , epi- pen, Asthma, visual impairment training, behaviour management , social communication small group work, SCHEMAS , Autism training, ECAT (every child a talker). Staff are constantly updating training . All staff are trained to a minimum of NVQ Level 3 and two staff have a level 5 foundation degree in child care and development.

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

Staff will ensure that all activities will be adapted to make them accessible all children. Equipment will be made to meet the needs of the individual or if this is not possible then other equipment will be purchased to ensure that the activity is accessible. SENCOs will liaise with parents /carers and outside professional's for the best way to adapt activities or equipment on offer to suit your child's needs. All other children in the group would be welcomed to access the activity that has been adapted so that no child feels alienated from the activity .Higher staff ratios so that we can have time to adapt activities.

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

We prepare children in their transitions in to school by role play going to school, Books about starting school, small group chats about going to school. The children are invited to school to watch the previous year children's putting on their play for Christmas. Teachers from all schools in the local area are invited in to meet the children prior to starting . Key persons prepare paper work to send to the schools before the children are due to start. We have staff meetings in the school to inform teachers of what to expect from each child and how they best learn, who their friends are and any information that will assist in this transition. Parents are asked to bring children into the setting on these transition day if it is on a day that they wouldn't normally attend.

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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 have an open door policy at the setting and parents can come in and talk with key persons , SENCOs or Management at any time. The Manager is usually contactable out of hours and will be available to talk about your child's progress. Your child's key person will complete a Progress summery every six months and will share this with parents. Parents will have an opportunity to have their say on their child's development in the comments box. The key person will comment on the child's next steps and how this can be supported at home. Each key person plans around your child's individual needs each month. These can be shared with you by talking to your child's key person. Children that have an IEP This will be put together by the key person , the SENCO and the parent. Each Child has an individual tracker that the key person is responsible for completing with the information that's in their progress summery. When your child leaves to start school your child's key person will complete a transition summery . This will go to school , you will have your opportunity to comment on this and put any concerns that you have about your child starting school. Key persons welcome parental involvement. Working together with parents helps children's development.