

The Local Offer

Name of Setting: St Winefrides Playgroup

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Name of person to contact: Kath Crook-rumsey

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

We have an open door policy so parents and carers are welcome to call in to the Playgroup at any time for an initial visit, however to ensure the Leader/ SENCO is free to have a more in depth chat the playgroup can be contacted by phone or email. The policies of the playgroup together with newsletters and other information are available. Our Facebook page also has information about the setting.

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

We welcome all children, parents, wider family and carers into our setting. Our SENCO (special needs co-ordinator) will liaise with parents and other professionals to identify children's individual needs and to ensure that additional support and/or equipment is put into place prior to the child's attendance. Our 'Admissions Questionnaire' and 'Knowing me, Knowing you' sheet gives parents opportunity to share with the key person likes/ dislikes, interests, family structure and other pertinent information. We offer settling in sessions before the child starts, these can be as many and as frequent as the parents and practitioners think will help the child to settle in best. Our key person system also supports the parents and children during this settling in period and right through their time at the setting.

How accessible are your premises?

Our setting is a first floor room that is accessed by a wide staircase. We have a ramp access to the lobby at the bottom of the stairs. We ask that pushchairs are left downstairs. Most of the outside area is accessible to wheelchair users or children with mobility difficulties. We have nappy changing facilities. The staff are all very aware of working with children with additional needs. They use prompts, signs and symbols to help communicate.

How will you keep my child safe?

The playgroup equipment is set up each day it is checked for safety and can be adjusted to meet individual child's needs. The main door is locked with doorbell entry in line with our Health and Safety Policy. The outside gate is locked when children are playing outside. Child safety is paramount and all practitioners have DBS certificates and are suitable to be employed in the Early Years setting. 6 of the 8 members of staff are qualified to level 3 with one working towards it. 2 members of staff working towards level 4. All have undergone Safeguarding training. We have high levels of staff: child ratios and would offer more support for a child with SEND needs. Equipment is safe, age and stage appropriate and if necessary additional equipment would be sourced to support individual needs.

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

We can adopt a number of strategies to communicate with parents depending on your availability; the key person would usually share verbally what your child has done. We also have a board where we communicate upcoming events and what we have been doing. The child's learning journey would be updated frequently and you can take this home at any time to find out what they are doing in setting and also to share what they have been doing at home. We use 'link books' to share information between playgroup, home and other settings. We do an integrated 2 year old review.

How do you work with other professionals?

We are very familiar with working and liaising with other professionals and welcome them into the setting at any time. We work with those professionals and the parents to create and review IEPs (individual education plans) for the children. Where children attend more than one setting, we share information with that setting. We have experience working with children with SEND; we are supported by visits from our area SENCO when needed. All children have an early assessment review as they settle into the Playgroup and if there are any concerns we can make a referral with parental permission to the Specialist Teaching Service or for a specific area in a Single Point of Access (SPA) referral.

What training have you/your staff had in SEND?

All practitioners have experience of working with children with SEND and are highly qualified in Early Years. The setting SENCO has attended the appropriate training and attends regular network meetings. The staff have attended a variety of courses that include, special needs awareness, make sense of autism and visual awareness. All staff have paediatric first aid including anaphylaxis

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awareness. We use pictorial prompts and a timeline where needed. Where children may have a specific need we are happy to attend any training available to support the child and their needs.

How will you adapt play opportunities for my child?

We ensure that appropriate equipment and activities are available to support a variety of ages/ stages and abilities that support the children's interests. A higher staff ratio would allow us to offer more support and confidence. We will also liaise closely with the family using the "Knowing me, Knowing you" leaflet and 'Link book' to find out your child's interests and use these to engage your child in activities that they enjoy. All toys are accessible in pictorially labelled boxes on trolleys and shelves in the room so children can make their own choices. We would access specialist equipment if needed. We would share equipment and toys with the parents where a particular activity would be enjoyable and beneficial to be continued at home.

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

We have a close link with the local primary schools and encourage the teachers to come and visit the children before transition. This enables the children to get to know their new teachers. To support transition for children with additional needs both SEND and behavioural we would arrange transition meetings with professionals and teachers from the school. We discuss individual needs, strategies and plan extra visits to the school if needed. We share a book about the school with the children and have school uniform in the dressing up for the summer term. We send the transition summary and IEPs to the school.

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

By constantly liaising with the parents either face to face or through 'Link books' we will share your child's progress. The Learning Journey is the best tool as it shows what they are doing, why and what we will be doing to encourage their next steps. We have your child's next steps under their pictures that are displayed on the wall. We do progress summaries every 6 months that share their development and progress. Parents are welcome into the setting at any time to discuss their child's progress and especially any concerns they may have.