

The Local Offer

Name of Setting: Rothley Park Kindergarten

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

It is our intention to make our setting accessible to children from all sections of the local community. Rothley Park Kindergarten is open 51 weeks of the year, between 8am and 6pm. We are pleased to welcome prospective parents on a normal working day so that you may see us in action and experience the atmosphere and activities for yourself. Rothley Park Kindergarten's approach to childcare is developed in response to the needs of today's children and their parents. We provide a total childcare service to ensure that every child the very best start in nursery life. You are given a full tour of our premises including the garden areas by one of our senior practitioners and are encouraged to ask us any questions relating to your child/children regarding their welfare or general questions. A copy of our Ofsted inspection report and Policies and Procedures are kept in the reception area, which is available for all parents to look at. You can also find a copy on our website. All parents and carers are welcome to take a virtual tour of our nursery before visiting us on our website www.rothleyparkkindergarten.co.uk.

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

Rothley Park Kindergarten has a well-established team of professionals who are experienced in delivering all aspects of care and education to children whom may have additional needs. Our professional team work in partnership with parents to settle your child into our nursery environment. Rothley Park Kindergarten believes that it is the right of every child to be treated as an equal and with respect. Rothley Park Kindergarten ensure the SEND Code of Practice is incorporated into all aspects of our provision. Our Special Education Co-ordinator and nursery practitioners are familiar with the SEND framework and we work in partnership with our local authority and liaise with other professionals to support your child's individual needs. We welcome all prospective parents to Rothley Park Kindergarten. Once you have chosen to bring your child/ren to our setting, we then arrange settling in sessions which consist of meeting our nursery practitioners and other children. Your child's first visit to our nursery is very important and we take care to make this a special occasion. Parents have minimum of three visits with their child before starting in the nursery. All contributions from parents are welcome, sharing their interests or cultures with children. The settling in sessions are 1 hour each and you have 3 sessions, if your child needs more than 3 to settle in, then this can be arranged. We as a nursery would like to ensure your child settles in nicely and for you as parents to feel confident in leaving your child in our care. This is to ensure that your child has a happy start to their nursery life.

How accessible are your premises?

Rothley Park Kindergarten is in a unique location, just a few miles drive from Mountsorrel, Quorn, Woodhouse Eaves, Birstal, Queniborough and Syston offers fast links both the A6 Rothley/Mountsorrel bypass to all motorway networks. Rothley Park Kindergarten has been purpose-built to the highest specification, incorporating CCTV camera installed throughout the nursery and all outside surrounding. Our entrance is secured with a key pad entry system. Our nursery is purpose built on one level which includes:

- Ramp access to the front and rear of the nursery
- All play areas are on one level and are designed to appeal to all children
- Doors are wide enough to allow access for wheelchair users
- All room have their own bathroom and changing facilities

Our nursery is accessible to all.

How will you keep my child safe?

All our nursery practitioners, chefs, housekeeper and caretaker hold a current Disclosure and Barring Service (DBS) check and receive regular training in Safeguarding. Rigid recruitment procedures are also implemented at Rothley Park Kindergarten to safeguard children. We provide a high staff ratio to ensure that children have sufficient individual attention and to guarantee care and education of high quality. Our nursery practitioners are appropriately qualified. Rothley Park Kindergarten ensure that children and their parents are offered high quality nursery care and education by providing a key worker system to ensure that each child and each family has a particular practitioner for discussion and consultation. Rothley Park Kindergarten implement a diverse range of policies to safeguard all children. This includes having a positive behaviour management policy. We aim to teach children to behave in social and acceptable way and to understand the needs and rights of others. Good health and wellbeing is important aspect of safeguarding children, we encourage high standards of hygiene and cleanliness to prevent the spread of infections and illnesses in our provision. We have rigid procedures in place for administering medication and supporting those children that have medical needs. Children's information regarding any allergies, dietary requirements or any other health issues are shared by all nursery practitioners. Our practitioners hold a Level 2 certificate in Understanding the Safe Handling of Medicines. To ensure the safety and welfare of children in our care we operate a personal mobile phone and recorded device usage policy which stipulates that personal

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mobile phones cannot be used by parents, visitors or staff when in the presence of children, on the premises. We believe that the health and safety of our children is a paramount. We make our setting a safe and healthy place for children, parents, visitors and our nursery practitioners by assessing and minimising any hazards and risk to enable the children to thrive in a healthy and safe environment. Risk Assessments are carried out on a regular basis and relevant action is taken to eliminate all risk.

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

Rothley Park Kindergarten provide all children with a Learning Journey folder which records your child's achievements through observations, photographs and creations such as painting, colouring and sticking to name a few. Parents are encouraged to add their own child events by recording such events as birthdays, holidays, family days out through photos and observation. Working in partnership with parents is very important to us, we communicate daily through speaking on a one to one basis and deal with any concerns you may have. Practitioners communicate with parents daily through a notebook, which records what your child has been doing throughout the day.

How do you work with other professionals?

Our aim at Rothley Park Kindergarten is dedicating to your child's individual needs. We work and liaise with other professionals closely to receive the best care for your child, this includes health visitors, speech and language therapists, educational psychologists, our area SENCO and specialist teaching services. We believe using a multi professional approach will provide a child with the suitable care to enable them to reach their full potential.

What training have you/your staff had in SEND?

All members of staff are trained in early years and we have a wealth of experience in child care and child development. Our Special Needs Co-ordinator SENCo has the necessary training to fulfil the SENCo role within the setting, provided by the Local Education Authority. Our nursery practitioners has attended appropriate training: • Safeguarding • Epi-pen • Paediatric First Aid • Autism • Food Allergy • Equality and Diversity • Behaviour Management • Understanding and Handling Medication • ECAT- Every Child Taker • Speech and Language Development • Lifting and Handling

How will you adapt play opportunities for my child?

All children are valued and we work to "promote children's" self-esteem and emotional well-being and help them to form and maintain worthwhile relationships based on respect for themselves and others. Our Nursery Practitioners and SENCO (Special Educational Needs Co-ordinator) work closely together, make regular observations on your child. First and foremost any parents concerns about their child's development is addressed appropriately, taking into consideration their own knowledge of the child. An agreed programme of observations and assessment/support will then be initiated. You will be kept informed of your child's progress and developments. Target will be set on an Individual Plan (IEP) and progress monitored. We provide a differentiated curriculum to meet your individual needs and abilities. We use a system of planning, implementing, monitoring, evaluating and reviewing individual educational plans (IEP) for your child.

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

Our aim at Rothley Park Kindergarten is for children to have a settled transition to their new setting, and so we have systems in place to make this a smooth process. If your child leaves and transfers to another setting, we will forward on their Learning Journey folder and their Progress Summary reports as well as the Trackers. Your child's key worker will be happy to share information needed with the new setting if necessary. When your child leaves Rothley Park Kindergarten and follows onto school, we will help your child build their confidence before going, by talking about school and what type of activities are involved. We will discuss their feelings towards going to school, if they are feeling happy or sad and we will try to overcome this by talking to them and familiarising themselves with the setting. We would then arrange with teachers from their school to come into our setting and to introduce themselves to the children and help build positive relationships with the teachers. Teachers often invite parents and child to come and visit the school to familiarise themselves with their new surroundings. For children with SEND, our area SENCo and setting SENCo will have a meeting with the teacher/s about the child's needs and how they are best supported. Parents are welcome to share their information and care about their child to the school, and discuss any concerns or support that may be needed at school.

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

Rothley Park Kindergarten is dedicated to meeting each child's individual needs; we are committed to ensuring that each child reaches their full potential. We work in partnership with you to ensure that your child is being fully supported with their learning and all round development. When entering our setting we invite you and your child to come and take part in pre-visits, where you can come and talk to your child's key worker and our SENCo about your child needs and how we will settle your child into the setting and support their learning. Your child will be able to play and familiarise themselves with their base room, children and practitioners that will be caring for your child. Your child's learning will be tailored to meet their individual needs. This will be carried out by your

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child's key worker and team of practitioners caring for your child. The key to your child's learning will be our positive parental working relationship; we believe that a parent is the most important educator of their child and so will be fully involved in all aspects of your child's learning and care. We will have open channels of communication at all times ensuring that your child receives the best possible start to life. When your child has settled into our setting within six weeks of them attending, your child's key worker will carry out an Early Assessment Review. This will enable the key worker to determine where your child is developmentally and help them to guide and plan appropriate activities to meet their next steps. The information collected will be used as a starting point on your child's Individual Progress Tracker. This allows us to pin point their development in line with the Early Years Foundation Stage curriculum which is a curriculum set by the government for teaching all children from birth to five years old. We will also use the Child Monitoring Tool to record your child's speech and language development. Your child's key worker will share all reports and observations about your child's development with you. When your child is two, a two year old check will be carried out to make sure your child is developing as expected. This information can be shared with other professionals to support your child's development. Individual education plans will be used directly with your child's learning to help your child achieve their next steps. We will continue to have open communication with you throughout your child's time here and support you where needed. Here at Rothley Park Kindergarten we have an annual parents evening, where parents are invited to come along to nursery and see their child's key worker. Here parents and key workers can discuss your child's development and next steps and have an opportunity to ask questions. Your child's key worker will also go through your child's Learning Journey Folder with you and share all their magical moments whilst at nursery and photos of all the activities they have done.