

# The Local Offer

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Name of Setting: The Old Rectory Nursery Barwell Ltd

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

Our Nursery is open 5 days a week (Monday to Friday) 51 weeks of the year. We are closed between Christmas and New Year. We welcome parents to come and look around before registering their child into our nursery. To arrange a visit you can telephone to book an appointment. Please feel free to come and visit as many times as you need so that you are comfortable with the setting and to answer any questions you may have. When you visit the nursery you are welcome to talk to the manager and the Special Needs Co-ordinator about your child's needs. If you are then happy for your child to start we arrange for you to complete the registration forms and discuss when your child will start.

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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?*

At the Old Rectory Nursery we have an experienced team of staff who have worked with children with SEND and all staff welcomes all families into our setting. We always ensure that all the children are happy and settled. We ensure that all individual needs are met before they start. We do this by arranging introduction settings for your child to come and meet the staff and other children and also to become more familiar with the nursery environment. We arrange as many introduction sessions as we feel are necessary and also until you feel happy that your child has settled. We do not charge you for these introduction sessions. When you come to look around our nursery we show you an example of a 'Learning Journey'. Each child has a learning journey and you are welcome to have a look at it at any time. In there you will find your child's 'next steps' which we will be helping them with at nursery. This will give you some ideas of what you can do with them at home. At the Old Rectory nursery we have a lot of experience working with other professionals. We encourage any professionals working with your child to liaise with us before your child starts so we can prepare for your child starting and understand their needs. If your child has an SEND support plan or an EHC plan systems will be put into place to support your child's needs. Each child is given a key person before they start. This will be the person who will be helping to settle your child into nursery. We also encourage parents to complete an 'All About Me' form. This tells us the things your child likes to do, new things they are learning, etc.

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## *How accessible are your premises?*

At the Old Rectory Nursery we operate on the ground floor of a detached building. We are accessible for pushchairs and wheelchairs as we have wide doors and a small ramp to the outdoor area. We do have a small step at the entrance of the nursery. We have low child friendly sinks and toilets and nappy changing facilities. We use visual signs with the children and adapt these if needed.

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

We ensure that daily risk assessments are carried out every morning to ensure all risks are minimised. This includes making sure the equipment is safe. We also have a door entry system to ensure the children are kept safe. All staff employed by the nursery have had DBS checks and are suitable people to work within the early years. They have all undergone regular safeguarding training and are kept up to date with any changes. All equipment used within the nursery is age appropriate and additional equipment is sourced if necessary.

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

The staff within the nursery always ensure that they welcome you when you come to drop off your child and collect them. This gives them the opportunity to tell you about your child's day, for example what they have been doing, what they have learnt, etc. We also have sleep and dinner boards for you to look at to see if your child has eaten their dinner and tea and also if they have slept. For children up to 18 months we have communication books that are completed daily and sent home. These tell you what your child has eaten, how much they have slept, bottles, nappy changes, etc. You are also welcome to look at your child's 'Learning Journey'. This shows all of your child's achievements whilst at nursery and what they enjoy doing. We also complete a 'Progress Summary' for each child every six months. This is so we can keep track of each child's development. This is shared with you and you are welcome to add any of your own comments. Once a year we also hold an open evening. This gives you the opportunity to come into nursery and speak to your child's key person about their development and their time at nursery. To keep our families informed of any changes we also have regular newsletters.

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

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At the Old Rectory Nursery we have a lot of experience working with other professionals. These include; The Specialist Teaching Services, Speech and Language Therapy, the Area SENCO, Educational Psychology Services, Autism Outreach, Occupational Therapists, Paediatricians, Social Services, etc. We have supported a wide range of children with SEND and have worked well with outside professionals to meet each child's individual needs.

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

All of the staff at The Old Rectory Nursery are trained in early years and have lots of experience in child care and child development. The Special Educational Needs Co-ordinator has attended the necessary training which is also kept updated. The manager has also completed the training. The team of staff have also attended a wide range of training including; Paediatric First Aid, Basic Food Hygiene, Safeguarding, ECAT- every child a talker, Speech and Language support, Autism Training and Behaviour Management. We are happy to access additional training if needed to support the needs of a child.

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

The key person and the setting SENCO make regular observation on your child to keep updated with their progress. We parental permission we work alongside outside professionals to receive guidance on how to support your child. We use Targeted Plans which tells us what the needs of the child are. From these we know how we adapt play opportunities and also which activities we need to provide more of to support your child's learning and development. These could be by providing additional social communication groups, providing support from changes in routines and also sourcing out additional equipment. If necessary, we seek additional funding for a one to one adult to ensure that your child is able to access all of the play opportunities.

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

We feel that transition is very important and we have systems in place to support children through this. If your child leaves our setting before going to school, you are given their learning journey and their progress summary reports are sent to their new setting. Your child's key person will also be willing to share information with the new setting if necessary. If a child is leaving us to go to school we do lots of things to help to prepare them for the transition. We change our role play area into a 'school' where children can try on school uniform and pretend to be at 'big school'. This helps them to begin to understand the structure of school and also get them used to being more independent with dressing skills. The teachers from our feeder schools also come to visit the children. They look through the child's learning journeys with them and read stories. We also go to visit the school in order for them to see what it is like with a familiar face of their key person. This also gives the child's key person time to share any important information with the new teachers. A 'Transition to School Progress Summary' is also completed for each child. This tells the teachers how they are getting on in each area of development. It also gives them an idea of what the child likes and dislikes and also a bit of background information such as whom the child lives with, any professionals involved, etc.

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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?*

When your child first starts with us at The Old Rectory, their key person will make a series of observations. These will then be used to complete an Early Assessment Review. This then enables us to plot their development on an individual progress tracker. This shows us their developmental levels in line with the Early Years Foundation Stage (EYFS). The developmental levels are then monitored by completing progress summaries every six months. If required, Targeted Plans are also completed and are regularly updated. We will give you a copy of each Targeted Plan so you are aware of what we are working on with your child. You are also welcome to look at your child's learning journey at any time. At the Old Rectory Nursery we aim to be inclusive to all children.