

The Local Offer

Name of Setting: Caroline and Claires Pre-School

Telephone: 0116 2363938 or 07875 687748

Email: caroline@ccpreschool.co.uk

Name of person to contact: Caroline Brewster

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

Caroline and Claire's Pre-School welcomes children and families to look round our setting. We can be contacted on 07875687748 or 01162363938 to arrange a visit or simply call in and see us. As we operate an open door policy and encourage parents and visitors at any time during sessions. When visiting you will be greeted by a member of staff and show around our calm and happy pre-school. We will answer any questions you may have and you will be given a prospectus to take away and read. We encourage you to call or simply visit again, if you have any further questions, when making the decision for a place.

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 and carers in to our pre-school. Our SENDCO (special needs co-ordinator) will liaise with you and other professionals involved in your child's care, to ensure the additional support needed is in place, prior to the starting at the setting. We will give you 'All about me' form to complete, helping the key person share your child interests,likes/dislikes, comforters your child may have, the agencies involved with your child, as well as sharing your families structure. The term before your child is due to start your child will be offered a stay and play session. This enables your child to become familiar with the setting environment, meet all the staff and most importantly meet their key person.

How accessible are your premises?

Our pre-school is situated within the village hall in Newtown Linford. Wheelchair access is available through the side entrance of the building. We will work closely with parents to access any specialist equipment that is required. We have child height stools to toilets and washbasins and have access to an adult disabled toilet. We will make reasonable adjustments to our settings layout if needed.

How will you keep my child safe?

Caroline and Claire's Pre-School is a pack away setting, this means that the equipment is unpacked and packed away daily allowing us to check equipment used each time it is put out, this gives us the opportunity to adjust equipment to suit individual needs. The building is made secure with external doors being locked and bolted, during sessions. All staff have enhanced CRB/DBS checks and are updated every three years. All staff have undergone safeguarding training. A risk assessment is carried out daily by all staff and risk assessment are regularly reviewed. All staff follow our policies and procedures regarding all areas of safety. These policies are reviewed and updated annually or sooner if required. They are available to read daily in our setting. The equipment used is age and stage appropriate and additional equipment would be sourced if needed to support an individuals need.

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

We use the key person system to communicate with you at the beginning and end of session, making sure you know how your child has been during session. We may use video to record and reassure you they are happy during their time they have played. The learning journey is always available for you to share with your child, talk about with key person or take home and share with family.

How do you work with other professionals?

We invite outside agencies to the setting and share information to help and develop your child's individual needs. As we feel this is key to developing your child's development. We have regular visits from our area SENCO, giving us support and advice. As a setting we attend SENCO network meetings , this keeps us up to date with training and any changes to SEND.

What training have you/your staff had in SEND?

As a team we all have experience in working with children with SEND, five out of the six staff are qualified level 3/ N.N.E.B, As well as staff undertaken additional training to support specific knowledge and skills. Caroline Brewster our SENCO has attended appropriate training for this role, these include; * The SEN code of practice and role of the SENCO. * Sharing concerns with parents and carers. * Observations * Play based assessment and writing IEP's * Makaton foundation and enhanced training * Promoting equality and opportunity * Every child's a talker training (ECAT) * Paediatric first aid * N.N.E.B As well as the deputy attending the ECAT training, and two other Members of staff attending the same Makaton courses. All the staff use Makaton through out the daily session and visual timetable signs are in place in the environment, making it part of our daily practise and used by all the children. All staff have undertaken safeguarding training. A folder containing all the staffs training / qualifications is available to view daily in the setting.

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How will you adapt play opportunities for my child?

We would ensure that appropriate equipment is available to support a variety of ages/ stages and abilities. We like all our children to feel valued and individual despite the challenges they may face. If it is necessary to adapt activities to support them, we would find manageable ways to achieve this. For example: Making larger pathways between activities for wheelchairs. Using Makaton. Picture boards/ daily timetables. Large scale toys for gross motor skills / thicker pencils for reduced fine motor skills.

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

At Caroline and Claire's we work closely with feeder schools, we liaise with the teachers inviting them and other professional involved with your child into our setting, to share information and most importantly see your child in a familiar environment. We would also organise more additional visits if they are required to support your child. Each teacher bring photo books for the child to talk about and ask questions. Transition progress summary reports, current education health care plans and relevant documents would also be forwarded to the new school. If your child needs their key person to visit their new setting with them then this can be arranged and has worked well in the past.

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

We would support parent/ carers during the settling into pre-school by producing an individual settling in plan if needed. Discussing with you face to face or by the method of communication you preferred. We would use the chatty bag book as a means of communication as well as the learning journey but most importantly keep you informed on a regular daily basis.