

The Local Offer

Name of Setting: Early Years Nursery

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

At Early Years Nursery we welcome all parents / carers to come along with their child to visit the setting. A brochure will be sent prior to your visit and further information can be found on our website www.earlyyears_nursery.co.uk. A visit can be pre-arranged by telephone or e-mail and during your visit the Manager and / or Special Needs Co-ordinator (SENCO) will be available to discuss your child's needs. The manager will provide you with all of the relevant paperwork and then we will await your decision regarding a placement for your child.

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

We ensure all children and families feel welcome and valued from the first day onwards. We have a settling in procedure and as part of this we request a learning profile to be completed advising of your child's likes / dislikes and favourites / fears. Your child will be allocated a key person and they will be introduced to you at your initial visit. This person will take a special interest in your child's development and will support them throughout their time at Early Years Nursery. The SENCO will also work closely with you and your child along with other professionals. It is their role to ensure your child's needs and requirements are met.

How accessible are your premises?

Early Years Nursery is situated in the grounds of Swallowdale Primary School. The building has disabled access including a disabled toilet with changing facilities. The outdoor learning environment has a canopy which enables the children to explore and learn outdoors all year round.

How will you keep my child safe?

Early Years Nursery is Ofsted registered and was awarded Outstanding at our last inspection. Nursery policies and procedures are readily available to ensure all children are kept safe. These policies include reference to Safeguarding, Health and Safety, Equality, Special Educational Needs and Behaviour Management. Safeguarding is paramount to protect all children and DBS checks have been completed on all staff. Should your child have any medication, allergies or dietary requirements this will be discussed with you and an action plan will be put in place. Accident / incident forms are used to record any accidents or incidents your child is involved in. Should any occur during the session, we will discuss this with you on collection of your child.

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

At Early Years Nursery we have many ways of communicating with parents. Verbal feedback will be given by your child's key person or Manager on a daily basis. Regular support meetings will be arranged with the SENCO to discuss your child's ongoing learning and development. Observations and photographs are kept in individual 'learning journeys' and these are readily available for you to peruse at any time. Reports summarising your child's developments are provided twice a year – a progress and a transition summary. We have a white board situated on the wall outside of the nursery entrance. This informative board provides daily updates on what activities the children have been involved in during the sessions. We also provide termly parent newsletters and further information can be found on our indoor parent notice boards, website and facebook page.

How do you work with other professionals?

Early Years Nursery has built good relationships with professionals and outside agencies. We work positively with parents and professionals and share information when needed through open communications and regular meetings.

What training have you/your staff had in SEND?

The SENCO has completed the necessary training provided by the Local Authority (LCC) to fulfil the role. All nursery staff have a wealth of knowledge and experience and are fully trained in children's play, learning and development. The Manager, SENCO and all staff attend regular training courses and meetings to support children's needs.

How will you adapt play opportunities for my child?

Early Years Nursery offers a variety of equipment and resources to support children in different age / stages of development. We

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promote high staff to child ratios and provide small and large group activities. All activities are planned to meet individual children's needs which are adapted wherever possible to ensure we are a fully inclusive practice. If we identify that more specialist equipment and resources are required funding will be sought. If your child has an Individual Education Plan (IEP) we ensure their needs and requirements are met. The SENCO co-ordinates social and communication groups on a regular basis and invites different children to attend the groups.

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

Early Years Nursery supports children during transitions from group to group, setting to setting and setting to school. We introduce activities to support this transition which includes role play and photo books. We arrange meetings with professionals and teachers from new settings and schools to discuss your child's individual needs. We arrange for them to meet your child at the nursery and for you and your child to visit new setting / school. If your child has additional needs the key person will also visit the new setting / school with your child on several occasions to support transition. All relevant documentation, advice and reports will be shared with the new setting / school.

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

Parents are regularly kept up to date verbally by their key person, SENCO or Manager. Information is shared in reports, telephone conversations, meetings, observations and photographs kept individual 'learning journeys'. If your child has an IEP their progress and targets will be discussed with you and reviewed every 6/8 weeks. The whiteboard situated outside the entrance to the nursery provide parents with weekly updates and information detailing the different activities the children have been experiencing. This information enables you to continue your child's learning at home and extend their thinking.