

# The Local Offer

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Name of Setting: Rawlins Under 5s Playgroup

Telephone: 01509 413062 or 07792 387655

Email: rawlinsplaygroup1@virginmedia.com

Name of person to contact: Jacqui Kent

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

Please contact our Manager Zoie Reeson on 01509 413 062 or Mobile 0772 387 655, We have an open door policy and are open in term time each weekday morning 8.50am - 12.50am. You are welcome to come and visit the setting at any time, to have a show round with Zoie, discuss the provision in general and speak to our SENCo Jacqui Kent, who will discuss your child's needs and explain how the setting will support you both.

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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?*

It is our aim to make all children feel safe and secure and by using routines, picture prompts and a close relationship with key persons, we endeavour to work closely with parents and children to find the best strategies to help children settle. Our Senco will discuss your current stage of professional support and any actions in place, so we can continue the work with your child and consistently support them. If you have further concerns we will help you access the professional help and support you and your child need, to help them develop to their full potential in the playgroup setting and to ease transition to your chosen school. Preparation includes visiting regularly with your child to build relationships with staff and familiarity of the setting and detailed discussion with us to ensure we understand the needs of your child, so we can ensure we meet your requirements and offer access and inclusion in all aspects of the group.

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## *How accessible are your premises?*

We have ground floor access in a mobile building on the St. Bartholomew's School site in Quorn. We have full wheelchair access and disabled toilet provision. Our garden is on one level and fully accessible. There is parking availability on site with clear easy access.

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

We have extensive policies and procedures to ensure all children are kept safe in the setting and these are available to parents at any time. We work closely with Parents to establish any additional medical or healthcare requirements and access additional training if required. We have 5 members of staff trained in paediatric first aid. Children are supervised at all times within required ratios, one to one care is available within the setting if required. Our key persons plan individually for each child in their key group, depending on your child's level of development and ability, care, supervision and activities are catered around this information to ensure each child's needs are met and so that they progress to their full potential. The playgroup is secure on a school site.

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

Your child's key person will liaise with you on a daily basis and feed back information to you. We have a parent rota that invites parents to help on a daily basis and this gives you the chance to get an insight into your child's sessions with us. We complete regular progress reports, and a Learning Journey File which includes written observations, photographs and samples of activities and artwork - you are welcome to access this at any time. Staff also have parent meetings each term if required to discuss progress/concerns. Our Senco will also work closely with your child and feedback to you. Regular discussion about needs and professional involvement, small communication group work and other activities will be specifically tailored to your child's needs and it is our aim for them to enjoy coming to playgroup and all progress and milestones to be praised and shared with you.

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

We work closely with Parents and other professionals such as speech and language therapists, Educational Psychologists and the Area Senco. Whether your child has already been referred or needs a referral our Senco will advise and discuss matters with you and liaise with professionals personally by appointment or by telephone, to ensure your child is receiving consistent approaches to their development plan. We also have close relationships with our feeder schools and devise tailor made transition strategies to help SEND children settle.

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

Jacqui Kent SENCo. has just attended a two day introduction from the Leicestershire County Council Training Department on SEND

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

We believe all activities and opportunities should be available for all children. We will adapt or change activities to ensure your child has equal participation opportunities. We will consider the developmental needs and physical abilities of your child, we regularly split our children into groups that are age/stage appropriate so activities are gauged accordingly. Staff plan activities specifically with their key children in mind so you can be assured your child will be fully included and enjoy all the things that we do.

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

We will work with you and reception teaching staff to devise a transition strategy - this may include visits to school with your child and making photo books to help them familiarise themselves with their new environment. All information from the setting along with professional documentation will be forwarded so the school can carry on with successful strategies and your child's progression through the EYFS curriculum.

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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?*

We plot your child's communication and language on a specific grid, levels of development are tracked based on expected age levels throughout the EYFS and by using learning outcomes and Early Learning Guidelines documents we can break developmental target into small reachable steps for your child and work progressively through. We will work in partnership with you and give you regular updates so we can work with you, explain what we are doing in the setting, and discuss possible similar activities to try at home, you can also inform us of what we can do to support you, to help your child achieve. We will discuss approaches with you and implement the advice of other professionals too.