

The Local Offer

Name of Setting: Ashby Castle Pre-Preparatory School

Telephone: 01530 412000 or 01530 415541

Email: preprep@ashbycastlenursery.co.uk

Has your provision got a website/Facebook page for me to find out more about your offer?: YES

Statement: We have a website for further information for parents

Is your provision easily accessible for a child who has SEND? : YES

Statement: We have changing facilities, We have an accessible toilet which is child friendly, We have stairs in our setting, Some of our rooms are upstairs, Activities can be accessed by all children as they are provided on table tops and on the floor, We make reasonable adjustments to accommodate your child, and discuss these with you, Children can access the outdoors throughout the year, We have a secure outdoor area, Children are encouraged to access the outdoor environment with support if needed, We have a quiet area for children to access if they need to

Have your staff had training to support my child with SEND? : YES

Statement: We encourage staff to attend training regularly, SENCO training, We will attend training relevant to a child's specific medical needs, SENCO got over 20 years experience of working in Special Education

Have you worked with other professionals in the past to support other children with SEND? : YES

Statement: Speech and Language Therapists, Early years SEND Inclusion Team, Early years, Area SENCO, Educational Psychologists, Paediatrics, Public Health Nurses (Health visitors), Occupational therapists, Physiotherapists, Vision Support Service, Hearing Support Service

Do you offer additional support for my child to start in another room? : YES

Statement: We support children to move between rooms in the setting, We offer extra visits for the child to visit the new room, We make books about the new environment for parents to share with their child at home, We have meetings with parents to discuss the most appropriate room and any need for extra transition visits

Do you offer any additional support to help my child move to another school? : YES

Statement: We support children to move between the setting and school, We offer extra visits for the child to visit the new school, We encourage the child and parent to visit the new school together, We will share books about the child's new school if the school has made one so that children become familiar with their new school, We have meetings for parents to share progress about how their child is doing

Have you included any other children with SEND into your provision? : YES

Statement: We work closely with professionals involved with your child, We encourage your child to join in with the provision and enjoy coming to the nursery, We share what your child has done with parents, We find out what your child likes to do and plan activities to ensure that your child enjoys coming to nursery, We offer small group activities to meet your child's needs, We offer individual time to ensure that your child is making progress, We make sure that any plans that professionals have made are put in to place, We apply for funding to help support your child in the setting

Is there anything else you would like to share? : YES

Statement: We welcome children and their families to come and look around our outstanding Pre-Preparatory School. Please call or email to book an appointment and our setting SENCO or one of the managers will be more than happy to give you an extensive tour of our Pre-Prep building and our wonderful facilities including our fantastic cross curricular outdoor area which also houses chickens, guinea pigs and rabbits. We welcome ALL children and their families to Ashby Castle Pre-Preparatory School. On taking a place at the nursery, a meeting will be arranged with the child's allocated key person and the nursery SENCO to discuss the child's individual needs and to ensure any additional resources or equipment are in place ready for your child starting with us. The nursery SENCO will liaise with any other professionals that may be involved. We offer children two trial sessions before they start with us to enable us to get to know your child and for your child to get to know us and to help your child settle into a new environment. Ashby Castle Pre-Preparatory building is accessible. We have low level child friendly toilets, sinks, urinals and nappy changing facilities to support all

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children. There are stairs in the building, however we can make reasonable adjustments to accommodate your child. We have a wonderful outside area with animals and different play areas, which is all accessible. We have coded locks on the main doors and group rooms. The codes are changed regularly for security reasons. We have CCTV in operation and high-level secure fencing around our safe and secure outside areas. All staff are DBS checked before employment commences and have safeguarding training and regular updates. There are risk assessments in place for all areas of Pre-Preparatory and comprehensive policies and procedures, which are reviewed annually. All group room staff hold a paediatric first aid qualification and equipment and resources are regularly checked. Stairgates are used where needed. Each child has a password in the event of different people picking them up. A care plan will be written if your child has a specific need so staff are aware of how to care and support them. Every child will have a comprehensive verbal handover at the end of each session. Regular meetings carried out with yourselves, your child's key person and nursery SENCO. We use the early years app FAMILY, where photos, comments and messages can be uploaded by staff for you to see. On a Friday, Pre-Preparatory put together a photo sheet of the week for you to see uploaded to FAMILY app. We believe in and understand the importance of open communication between families and Pre-Prep and you can always contact us via telephone, email or through the FAMILY app. We have excellent working relationships with a range of professionals who may be involved in the care and development of the children in our care. We are aware of the need for good communication between services and meet and liaise with them regularly and welcome them into the setting. We have regular contact and support from the Area SENCO and have access to a range of SEND support meetings and trainings run by the Local Authority. Our setting SENCO is a qualified teacher who has worked in special schools for the past 20 years with a range of needs and ages and has a wealth of experience and knowledge. She has completed the Local Authority SENCO training course which included an in depth look at the SEND Code of Practice. All staff have a SEND induction when they start work in the pre-preparatory department, to give them an understanding of procedures and the graduated approach we follow. All staff complete monthly online training. These include SEND and safeguarding children. We treat all children as unique individuals and look at their needs and interests and adapt and differentiate as necessary. Activities are adapted to suit the individual needs of each child and we ensure that appropriate equipment and resources are purchased and available when needed. Effective planning and assessments are used to further support each child. To support transition, we would work in partnerships with the new school and pass on any paperwork and information they need to know to care effectively for your child. Meetings between your child's key person and SENCO would be held with your child's new teacher. Comprehensive reports would be completed from nursery and other professionals working with your child. Visits to the school will be carried out to make sure a happy and comfortable transition takes place. Baseline assessments are completed when your child joins Ashby Castle Pre-Preparatory School and regular observations are carried out. Next step targets will be set. You will receive feedback and updates at handover times and regular parent's meetings. You will receive regular contact from the nursery SENCO through meetings, calls, emails or through the FAMILY app. If more support is needed, the Key person and SENCO will write a targeted plan and this will be shared with you for a positive home/school partnership. We are extremely proud of our nursery and how each child is seen as unique, treated with respect and given every opportunity possible to reach their full potential.