

The Local Offer

Name of Setting: Moat Street Pre school

Telephone: 07861 751879 or 0116 3484814

Email: moatstreet@outlook.com

Name of person to contact: Joanne Bailey

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

We welcome parents and carers to come along and visit us at the setting and meet the staff, and we have an open door policy during the session times of 9.15- 12.15 Outside of session times you can contact us by email or telephone and we will try to answer any queries you may have.

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 to our setting. Our SENCO (special needs coordinator) will work together with parents and other professionals in identifying children's needs and putting in place any additional support that is needed. Our booklet 'All about me' is given to parents to allow you to share your children's interests likes /dislikes, comforters your child may have, the other agencies involved with your child, as well as sharing your family structure. We offer a 'stay and play' session prior to your child beginning preschool to meet the staff and become familiar with the setting. Our key person system supports children in the settling and liaising /sharing information.

How accessible are your premises?

We are situated on the ground floor of the church and have ramp access to the front main doors . We have use of the large disabled toilet area . We will adapt our premises to meet needs of the individual wherever possible.

How will you keep my child safe?

Our preschool is set up daily, this means that equipment is unpacked and packed away every day allowing us to check equipment used each time it is put out, this also allows us the opportunity to check for any damages and to adjust the equipment to suit individual children's needs. All external doors locked during session time in line with our policies and procedures . Child safety is paramount and all staff employed by the preschool have CRB/ DBS checks and are suitable people to be employed in an Early Years setting. It is a requirement at Moat Street preschool that all staff are up to date with their safeguarding training. To ensure children's safety we maintain a high staff ratio and for children with SEND needs we would offer additional support. Equipment used is always age and stage appropriate and additional equipment would be sourced to support individual needs where required.

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

At Moat street preschool we operate an open door policy in the mornings, this means that you can come and discuss any queries you may have with your child's key person at the beginning of any session. We hold a parents meeting termly where we can sit and discuss at more length your child's progress and development and offer areas of support you may find useful to implement at home. Each child will have a learning journey at the preschool which you can look at any time. We have a facebook page which is accessible to current parents and staff members , this will keep you up to date on any events taking place at the preschool and also offers you the opportunity to talk to other parents.

How do you work with other professionals?

We have experience in working with different agencies; health visitors, area senco and education psychologist, and if we have parents consent to do so, we will contact them regarding any concerns we may have regarding a child's development. We have good strong relationships with our local child minders and will work together with them to support your child's learning. We will liaise with the local primary schools to support your child's transition into school and offer opportunities for the teachers to visit our preschool to meet your child to support him/her with this crucial transition.

What training have you/your staff had in SEND?

The majority of our staff have a level 3 or 2 qualification in Early years care and education/ NNEB . The other staff are currently working towards their Children and Young Peoples Workforce Diploma Level 3. Nearly all staff have undergone training through the local education authority, and the remaining member of staff is booked onto this course in December 2014. Emma Wallace our senco has undergone full special educational needs training. Staff are attending training workshops aimed at developing your skills and knowledge to support 2 year olds and a communication training course following the successful ECAT program. We work with children on a regular basis in small communication groups to help them to develop their communication.

The Local Offer

How will you adapt play opportunities for my child?

We offer Small group activities and social communication groups help to support language, interaction and confidence on a daily basis. We will get to know your child's interests by talking to the parents and carers of a child and we also have a document called "all about me" which we ask the parents/ carer to fill in prior to the child starting our preschool. This enables us to plan activities around your child's interests and help with the settling in process. We will continue to gather such information throughout your child's time at Moat street preschool, via our "knowing me knowing you" documents and this helps to keep us up to date with your child's changing interests and plan accordingly. We would source any additional equipment if it is required to meet your child's needs. We would endeavour to give regular reports to parents and have open communication with them again adapting a variety of methods to suit parent's needs.

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

We have strong relationships with the local primary schools and invite the teachers to visit your child at the setting. They will usually have a look through your child's learning journey and talk to your child about the things they enjoy doing. We would also liaise with any other professionals which may be involved with your child and discuss their individual needs, making a plan alongside parents/ carers to support your child with this important transition. During the sessions we would offer various stories, roleplay and puppets to encourage discussions about starting "big school". Any individual learning or educational plan, Transition Progress summaries, learning journeys can be forwarded on to your child's new school.

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

We talk to parents very frequently due to our open door policy. We adapt the settling in process to suit your child's individual needs. We will conduct an early assessment review within the first 6 weeks of your child starting preschool and share the information with you. We compile a learning journey throughout your child's time at Moat street preschool, and regularly update parents and carers on their child's progress and development, offering ways in which they could support their child's learning at home. This would be during a meeting at a convenient time for the parents. Should a child be dropped off and collected by a child minder. We offer regular emails or communication via our facebook page.