

The Local Offer

Name of Setting: Play Days Academy

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

We are open between 7.15 am and 6 pm. We have an open door policy so don't make appointments. we only ask that you avoid lunchtimes. You are welcome to come and look around as many times as you like to ensure that you feel entirely comfortable with the setting and confident that we can meet all of your child's needs. A manager is on site at all times. Both managers are experienced and trained in SEN so will be able to answer your questions, including funding your place at the nursery. You will be sent a copy of our prospectus when you enquire, along with a registration form for you to complete and bring or send back via email.

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

We're a new setting and have a fabulous team that have bonded well. The feeling in the nursery is home from home, relaxed and calm, but also fun. The children are at the heart of our setting, working together with families to ensure that we're doing everything we can to make families and children feel a part of our Academy family. Learning is all done through play, led by your child's individual needs and interests. We plan in "in the moment", led entirely by the children. We play outside and in the local environment everyday, exploring the outdoors. We jump in muddy puddles, dinosaur bone hunt (sticks and stones) and roll down hills in our wellies and waterproofs. Home visits can be arranged if you want to meet up in your own home. We arrange a pre-visit for you and your child to come and have a play while you fill in a care plan, telling us everything we need to know about your child. What they like to play with, their food preferences, special words they use, comforters, sleep times and special people in their lives. This will be filled in with you by your child's key person, so that they can get to know you and your child before they start at nursery. We generally then invite your child to have an hour at the nursery without you, to see how they settle. Another pre-visit will be planned for a couple of hours without you sometime during the same week. we try and set these up so that your child comes on the day that they will be at nursery so that they are with the same children and start making friends straight away. If they need additional visits, that's fine too. We always accommodate your child's own individual needs. A start date will be planned when you feel completely happy. We encourage other professionals working with your child to liaise with us to ensure that everything is in place before they start. Staff are trained before hand to ensure that all staff understand your child's additional needs, not just their key person. If your child has a support plan, this is viewed carefully and systems are put in place to ensure that your child is fully supported. Your child's details are recorded on our management and learning journal packages and you're sent a link to access them and add any additional information and liaise with your child's allocated key person. You can speak to them anytime, they are there to support your child and their family. Your child's first day will be documented on our online learning journal, showing you how they are settling in. We hold regular staff meetings to discuss the needs of children and anything that we need to adapt to meet your child's needs.

How accessible are your premises?

The nursery is set on one level with parking to the front. There is only one step up to access the left of the building, and two steps to the right, both of which can be rectified with a ramp. We have 5 separate rooms, all are a good size and all are wheelchair accessible. Out side to the front of the building, we have a garden, also wheelchair accessible, all secured by metal fencing and a security lock. The nursery promotes inclusion and welcomes families from a range of cultures and backgrounds. We have many children with English as an additional language and with additional needs. All children and families are catered for according to their individual needs by forming good strong relationships with our staff, especially their child's key person.

How will you keep my child safe?

All our staff members hold an up to date DBS check and receive regular training in all aspects of safeguarding. Supervisions are done regularly with all staff to ensure that there are no changes in their health and ability to work with children. Policies and procedures ensure that all children are kept safe. Staff are informed of these on induction and are regularly informed of updates in legislation. medication is stored in a locked cupboard where it is accessible to staff in an emergency. Details of medication needed are logged on a signed form and signed and dated when the medication is administered. Risk assessments are done regularly to ensure that children are safe from harm. Regular risk assessments are done on the animals in the nursery and allergies are taken into consideration. We also risk assess for a child with additional needs before they start at the nursery to ensure that the environment is safe for them. Our nursery is inspected by OFSTED. Our menus are written up by our cook, who also displays all allergy advice for each dish. Allergies are written on your child's care plan during your first pre visit and all information is given to our staff. Safeguarding is paramount at Play days Academy. We use tablets to record children's achievements and events with parental

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consent. Staff are prohibited from wearing smart watches and carrying their own mobile phone while in the setting. Visitors to nursery are asked to sign in and put their mobile phone in the office. No adult without a DBS is ever left alone with a child. Before the children go on outings, we carry out a risk assessment and increase the numbers of adults supporting the children. The children are taught to risk assess their own environment with help from the adults, especially in the garden with "risk ranger" badges. This helps them to recognise any danger. Accidents are logged on our management software and a form is completed and signed by you on collection to be kept in your child's file in the office. The cabinet containing confidential files is locked at the end of each day, and the office is locked. Only management have access. The front door has 2 handles, one too high for children to reach and is covered by CCTV along with the garden and car park.

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

We use an online learning journal called Tapestry to log your child's achievements and development. Only you and our staff have access to this. Videos and assessments are posted for you to read and comment on. You can also post photos and videos of things you do at home that you'd like to share with us. Your child's key person will also hand over to you at the end of your child's session. Nappy changes are logged, as are meals and sleep times. you can also call at any time to see how your child is doing during the day. A parents evening is arranged regularly to enable you to come into the setting during an evening to discuss your child's progress. You can approach any staff member at anytime if you need to discuss anything. We regularly give out feedback forms to collect feedback of what we could do better. We also have a feedback box in the foyer of the nursery. All feedback is taken into account and if needed, practice is changed or adapted.

How do you work with other professionals?

The nursery work closely with many professionals, including the Early Years Support Team, Speech and Language Therapists, Social Services, Paediatricians and Educational Psychology Service. We also have the support of our sister nursery Play days nursery, where many staff are well qualified in the use of Makaton. We have supported a wide range of children with SEND, sitting on review panels and working with outside agencies to support those children. We support those children in a variety of ways. Telephone and meetings to share information about children and the best way to support them. We act upon the advice of other professionals to ensure that IEP's are updated and different strategies are implemented.

What training have you/your staff had in SEND?

All members of staff are well trained in Early years and most have a years of experience in working with children, some of them also have children with SEND. Both managers are SENCO trained and update constantly through the local authority. The staff are all trained in first Aid and safeguarding. some are EPIPEN and diabetes trained. Some have extensive experience of Asthma. Some are ECAT trained and all are in the process of learning emotion training. We are happy to access additional training if necessary to support the needs of your child.

How will you adapt play opportunities for my child?

The SENCO and you child's key person will make regular observations of your child. Their development tracker will be regularly updated, as will their observations on tapestry. We will liaise with outside agencies to ensure that all your child's needs are met and they're progressing well. An individual Education Plan will be drawn up along with a behaviour plan if needed and play opportunities will be adapted to ensure that your child can access all play and learning with their peers. This is shared and adapted regularly with you. A visual timetable will be drawn up too if needed, to help and support your child through any changes. Any equipment will be purchased that your child needs to support them, as accessing funding to provide your child with 1-1 if needed.

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

Transition is a difficult time for any child, whether it's a change to a different room or a different setting. If the child is changing to a different room or setting, transition forms will be completed, telling your child's key person a little about them. They will do transition visits to get to know their new surroundings, friends and key person. If needed, photos can be sent home to work with you to support your child through the transition. Visual timetables can be drawn up and regular liaison between us and you, as well as outside agencies will help you and your child go through the transition as smoothly as possible. Their learning journey is transferred to their new setting remotely and visits to the new setting and from new key persons, or teachers will be supported. All agencies that are involved with your child, will be involved in the transition.

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

Tapestry is used to keep you informed of your child's development and learning. Regular newsletters telling you about our latest adventure at nursery will be posted on Tapestry. Parents are encouraged to be involved in the fun, as this is part of your child's learning. Memory books are made at the nursery, with a little help from you. These are yours to keep and the children can make as many as they want. Your child's progress tracker is also on Tapestry, so you can see their progress at any time. we will also keep a

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paper tracker at nursery, along with your child's next steps, which we will share with you. These are regularly updated in line with their interests. At 2, a progress check will be completed to coincide with your child's 2 year integrated review with their health visitor. Before your child goes to school, or changes setting, a transition progress summary is completed. This will provide feedback on your child's progress and provide the new school or setting with information about your child's interests and support them as they transfer. We strive to be inclusive of all children and families.