

The Local Offer

Name of Setting: The Nursery At Loughborough Endowed Schools

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Email: thenursery@endowedschools.org

Name of person to contact: Carla Brindley

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

We welcome all families to come and visit The Nursery during our opening hours (7:30am-6:00pm). To make an enquiry, request a prospectus or to arrange a visit please contact Carla Brindley on 01509 276820 or via email thenursery@endowedschools.org. Alternatively you can contact us via our easy accessible website at www.thenurseryloughborough.co.uk. Our website also provides details about our aims and vision as well as information about our policies and news about The Nursery. Our management team will be happy to answer any questions you have as well as provide you with a detailed prospectus about The Nursery.

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

A member of our management team will organise an appointment for you and your child to look round the setting. At this appointment stage, it is helpful to share any information about your child's specific needs and any additional support requirements with Carla Brindley, Nursery Manager or Jacqui Holford, Deputy Manager and Setting SENCO. We can then arrange settling in sessions to suit your child's routine. We will ask you to complete an 'All About Me' booklet so that we can understand you child's likes, dislikes and their needs. These are then added to your child's learning journey which parents are welcome to look through at anytime. We also have an online learning journey so that parents can access their child's progress from home. Your child will be assigned a key person within the first couple of weeks of them starting at The Nursery. The assigned key person is the practitioner that your child has created the strongest attachment with. Your child is welcome to bring a comforter with them but we will gradually encourage them to leave them in their draw/bag. Each child has their own peg where they can hang their bags and coats. These are easily identifiable by a name, photograph or picture symbol individual to the child.

How accessible are your premises?

The Nursery is situated within the grounds of Our Lady's Convent School. Our Pioneers room (3-4 years) is in a separate building but is still on The Nursery grounds. The main entry point to The Nursery is from the gate on Garton Road where visitors can use the intercom system to be buzzed into the building by a member of The Nursery Staff team. The Nursery premises is enclosed by a fence and both buildings are on one level, which is accessible for wheelchairs and pushchairs. The flooring is divided in to a carpeted area and laminate to accommodate messy play. The toilets are integral and contain child friendly toilets and wash basins. We also have an accessible toilet on site. There is east access to our outdoor area, which is enclosed and separate from the rest of the school. Nursery children visit other parts of the school for different activities, for example the library and Nursery Gym Hall for physical education. All of these places of wheelchair accessible. The children are always accompanied by Nursery staff when they visit these areas.

How will you keep my child safe?

The Nursery is kept secure throughout the day and has CCTV in the Nursery rooms, corridors and outside areas. The Nursery can only be accessed by key card or via our intercom system. All visitors are asked to provide identification upon entering The Nursery and are asked to sign in and out. We clarify if an unfamiliar family member or friend collects a child by using a pre-agreed collection password. When the children visit other parts of the school they are always accompanied by Nursery staff members who are responsible for them at all times. All staff employed by The Nursery have a DBS check and have undergone regular training including safeguarding and first aid training. We have a named Designated Safeguarding Lead and First Aider. All equipment and play areas are checked for any defects and for cleanliness. Equipment used is always age and stage appropriate. Any accidents or incidents are recorded and reported to parents. We always adhere to the adult to child ratio to ensure the children are kept safe at all times. If any additional support is needed for a child with SEND then this will be offered. Our policies are accessible on The Nursery Website.

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

At The Nursery at Loughborough Endowed Schools we work hard to provide a caring, stimulating and inclusive learning environment where every child can develop to their full potential. There is always a member of staff to meet and greet parents/carers at the beginning and end of each session. Where possible your child's key person will feedback information at the end of the session.. Parents can ring during the day for reassurance and to check how their child is settling in. There is a parents notice board for each room which is located in the cloakroom areas. The younger children are given a communication book which is kept in their bag. This enables parents and staff to note any relevant information. We also provide communication books for children whose parents do not regularly collect or attend other settings. Each child has their own learning journey. This is a collection of observations and

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photographs of your child's experiences and learning opportunities that have been offered. This will also record their development during their time at The Nursery.

How do you work with other professionals?

We liaise with outside agencies and other professionals to support individual children and will continue to do so. We welcome these professionals into our setting and work closely together to follow guidelines or programmes set for the child. We have an appointed Area SENCO from Leicestershire County Council and they are available to give us any advice and guidance that we may need, contact details are available on the Parents Noticeboard. If we have any concerns about a child's development, we can make a referral to the Early Years Specialist Teaching Services with parental consent.

What training have you/your staff had in SEND?

All staff employed have knowledge and experience of working with children with SEND. All staff have undertaken regular safeguarding training, paediatric first aid and food hygiene. All staff have a great understanding of their role with regards to children with SEND and are able to maintain a high standard of care, practice and confidentiality and have a commitment to updating their skills and knowledge.

How will you adapt play opportunities for my child?

Each child in the setting is treated as an individual and through careful observation we are able to review their progress. Learning is adapted to each child's needs and we will endeavor to adapt play opportunities so that all children are able to participate. We have free flow play and learning to support your child's development and learning in the indoor and outdoor environment. The Nursery has an under cover area so that outside activities are available throughout the year. In our older rooms we use Circle Time to allow your child the opportunity to share information that is important to them. We ensure that all equipment and resources are age, stage and ability appropriate and ensure that the equipment is being used correctly and safely. We will support your child and assist their development by making them feel safe, secure and comfortable in their surroundings. We will plan for your child's needs and interests by bonding with them, observing them in every day play, using their learning journey and by speaking to parents/carers.

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

We will offer full support with the transitions to a new room within The Nursery and to school to all parents/carers and children. We will support visits to school and invite a teacher or a representative from the school into our setting. We will continue to liaise with professionals and arrange a meeting with all involved in your child's welfare. We will plan the transition process together and agree to any action to be taken. We will ensure all documents are up to date and forwarded to the school/passed on to the next room, including summary reports and transition sheets.

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

Each child is observed when they enter The Nursery during their time here we complete progress summaries and hold regular parents evenings. We do not have to wait for a parents evening, parents are welcome to arrange a convenient time to discuss their child's development and needs with us at any time. Feedback is given to parents/carers on a daily basis. This is done verbally or written depending on the families preference.