

The Local Offer

Name of Setting: Chapel Lane Playgroup

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

Our Playgroup welcomes any parent/carer along with their child if they are looking for an Early Years term-time setting. You do not need an appointment, just call in to see us at the Free Church, or telephone us on our mobile number, so that we can arrange a visit time for you. On your arrival, you will be greeted by one of our friendly members of staff and shown around our wonderful setting, which includes an enclosed garden. We would then provide you with all the relevant paperwork to look through and leave you to make your decision regarding your child starting with us.

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

Our staff and children are very friendly and always keen to see new faces. We offer you the chance to visit as many times as you feel your child may need to. If required, we could provide you with a photo booklet showing a picture of our staff, and in particular, your child's Key Worker, as well as the setting itself. We request that you complete a registration form and an 'All About Me' booklet, which helps us to get to know you and your child before he/she starts with us. This gives you the chance to tell us about their particular likes and dislikes, for example, about the toys they enjoy playing with, and this can help us to help your child settle in happily. When your child starts with us, you are welcome to stay and help your child settle in and we are happy to have a phased introduction if that is helpful.

How accessible are your premises?

The Playroom at our Playgroup is located up a flight of stairs, as we are located in a church building. Unfortunately we do not have a lift and so we are unable to accommodate wheelchairs.

How will you keep my child safe?

All the staff at our Playgroup recognise they have responsibility to keep children safe and secure, both emotionally and physically. We have two staff members trained in Paediatric First Aid, and our Manager has undergone Safeguarding Training. All staff have enhanced DBS checks. All staff follow our policies and procedures regarding all areas of safety. These policies can be viewed on request and are updated annually. Each morning safety checks are carried out in our playroom, on the stairs and in the garden area. Risk assessments are carried out as and when needed and checked annually. We like to take a child-led approach when planning activities. This helps us to take into account our children's needs, wants and interests so that they feel valued and included. A positive approach is taken to discipline, and children are encouraged to make safe choices and to respect each other and their environment.

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

We have a closed group on Facebook, which is updated on a daily basis with news about what we have enjoyed doing and what we have learned that day. Staff are always around at the end of each session to share specific news and information with parents/carers. Occasionally we send parents/carers a photograph of their child playing happily to reassure them that their child has settled happily. Each child has their own Learning Journey, which you are welcome to see or borrow whenever you wish to. We also offer the opportunity for you to come into Playgroup for a meeting (like Parents' Evening) once a year, where you can ask questions and we can let you know how your child is doing. However, we are always around to chat on a more informal basis. Children receive a written report every six months, which highlights the level they are working at and summarises what they enjoy doing and what their next steps are.

How do you work with other professionals?

We are very familiar with working and liaising with other professionals and we welcome them into our setting. We have experience in liaising with local child minders and we have a wonderful arrangement with the local Primary School which has ensured a smooth transition for all our children. The Foundation teachers come and visit the children at our setting and we have two sessions up at the school, as well as taking part in other events, such as the 'Spring Fling' which is organised by the school's PTFA where we sang some of our favourite songs! We also visit the school to see the Christmas play. We are happy to be involved with any support meetings with other professionals.

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What training have you/your staff had in SEND?

Our Manager has 24 years` experience as a Primary School Teacher and has recently undertaken the SEND training. As part of her teaching, she gained experience in supporting children on the Autistic Spectrum, children with Speech and Language difficulties, hearing impaired children and children with Downs Syndrome. She has experience of using signs and symbols, social communication groups such as `FunTime` and Makaton. As a setting, we would look at an individual child`s needs to see if we need any further training. We would ensure the Key Person assigned to your child had the most relevant experience and skills.

How will you adapt play opportunities for my child?

A higher staff ratio allows us to support children in their play interactions as well as offering small group activities to allow children to develop their confidence and their friendships. We use the information provide by parents/carers in the `All About Me` booklet to ensure we provide opportunities for children to play with their favourite toys and that we learn about things they are interested in. For children who find transitions difficult, we understand that it is necessary to support them as we change from one activity to the next and we can do this by taking time to explain what is coming and to offer focused choices to the child so that they are not overwhelmed.

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

Please see the earlier section about working with other professionals to see how we support our children as they transition to school. During the latter part of the Summer Term, we also have a `School` in our role-play area, where children can dress up in school clothes or pretend to be the teacher!

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

Our Learning Journeys are wonderful working documents which let you see at-a-glance how your child is doing in all seventeen areas of learning. Statements are highlighted and photographs and comments provide evidence of learning. Each child receives a report every six months detailing their progress and any areas for development. We are also happy to provide targets for children to break down their learning into smaller, more manageable steps. One thing we are really proud of at our setting is how family-orientated we are and how approachable and friendly all our staff are. We are always happy to talk to parents/carers on arrival or after sessions, or to arrange a time for a more detailed chat.