Local Offer: Form for EY Providers

This is the information we have given to the Family Information Service 2014.

It details the provision that we provide for children who have special educational needs.

Answers to questions as follows :-

**What is your service ?** Our setting provides sessional day care for 2 ½ to 5 year olds. The aim of our provision is to meet the needs of every child in our care and to further their learning and development using the EYFS curriculum. We are inclusive to all children and families, we have SEN / Equality policies fully embedded in our practices. We have a maximum of 26 children in any session with 4 trained staff, all trained to NVQ3 or equivalent.

**Where is your service located ?**  We are located in the village hall of Little Melton and are a packaway setting operating from the spacious hall, which is accessible to all. We take children from the village of Little Melton but also take children from any location who may wish to use our setting. All our services are fully accessible to all children.

**What needs does your service aim to meet for children with SEND and their families ?**  Our service fully supports the needs of every child in our care through unique planning for every child. We use the key person system with each key person being responsible for furthering the child’s development by observing, planning and assessing their development. Comprehensive records (learning stories and stepping stone development, tracking sheets) are kept for every child. Activities are planned from all areas of the Early Years curriculum.

**What outcomes does your service aim to achieve for children with SEND and their families ?**  All children can reach their full potential through unique planning during their time at the nursery. Their families are involved throughout their time with us and are continually informed of their child’s progress. Individual Education Plans will be written if necessary with parental input. Extra support will be assessed when needed from external professionals such as speech and language therapists, ASD support, health visitors etc.

**How can children with SEND and their families start to use your service ?**  All families are invited to come into our setting during any session to look at the nursery and talk to staff. Staff will talk to parents about what each child requires before they start at the nursery and external professional help sought if required. The nursery has a welcoming /settling in policy in place and recognises that the settling in period for each child will vary. Staff will meet the needs of each child and their families accordingly. At times the nursery has a waiting list managed by the nursery administrator, places are offered on a first come first served basis.

**How is your service fully accessible to children with SEND and their families ?**  All staff are fully trained and have a good understanding of child development and the expected developmental milestones. The ECAT monitoring tool is used to assess and help children with speech and language delays. Our environment is a large village hall which creates a spacious environment around each activity making them accessible to all children. The building is accessible to all users and has a disabled toilet facility.

**How do you communicate with children with SEND and their families ?**  Communication with children and their families is primarily verbal and by written newsletters. The nursery has a notice board for parents in the lobby and an information pack is given to each new family. Documents would be translated for families whose first language is not English. Regular update on a child’s progress is given face to face by the child’s key person, by communication in the red diary liaison books and by records in their personal learning stories. They are linked to the Early Years curriculum and also contain a visual ‘stepping stones’ developmental tracking sheet. Parent surveys are sent out to seek the views of our families and to reflect on our practise. We sometimes use photographic pictures to communicate with children, eg with an ASD diagnosis.

**What training have your staff and/or volunteers received to support children with SEND and their families ?** All staff are qualified to level 3 in child care and development. Additional training has been completed in many areas of speech and language development and the nursery has worked closely alongside language therapists in the past. Staff have had training and experience in the FSP (Family Support Process). The setting was part of the ‘Talk About’ training scheme and accessed many different specialist speech training. We have experience and some training in working with children with an ASD diagnosis and hope to access further training in this area. Staff have undertaken the Steps Behaviour training, and we have a designated behaviour manager.

**Who can I contact for further information about your service ?**

Information regarding places/ visits - Wendy Gilyead, Nursery Administrator

Email : info@littlemeltonpreschoolnursery.co.uk

Specific questions regarding a child’s needs / requirements - Jo Runeckles, Supervisor.

SEN Officer - Jo Runeckles

Parents are welcome to bring anyone with them when visiting the setting, this may be a therapist or health professional.

**What future plans do you have for developing your service ?**  All staff undertake continuing training around SEN as required to develop our service to meet all children’s needs. This may include specialist training. We currently offer 2 funded 2 year old spaces and may consider increasing this in the future. We continually reflect on all aspects of our practise.