

## Our Local Offer for children with Special Educational Needs and Disabilities

### **1. How does the early years setting know if the children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

At Frenchay Pre School we are committed to ensuring that all the children within our provision are offered the best start possible. Each individual child is covered under the early years foundation stage (EYFS), is observed individually and planned with their next steps covering each of the 7 areas for children over the age of 3 years, or 3 areas for the children under the age of 3. Progress reports are carried out using the collated information, observations and photographs. These show the development stages of the individuals and can identify any areas where additional needs or support that may need to be offered by the setting. If it is felt that further support is required we will consult with both you and the settings SENCO (Special Educational Needs Coordinator) to decide whether additional or different provision is necessary. If you have any concern about your child's progress or believe they may have a special educational need, this should be discussed with your child's key worker or setting manager. Additional assessment and observation can then be carried out and discussed with the SENCO.

### **2. How will the early years setting staff support my child?**

As a setting we have provisions in place to support children identified as having special educational needs. The named SENCO for the setting is Claire Frost and on the whole is responsible for making provision for children with special educational needs. Within the setting we will support your child in a variety of different ways depending on their individual needs. This will begin within the learning environment, your child's key worker will work closely with the SENCO to ensure that the planning and next steps are appropriately put in place, through continued observations and also an Individual Education Plan (IEP) or behaviour plan will be put into place to further support additional needs. All the staff will be aware of their roles and provisions in place for staff absence to ensure the consistent continuation of each of these factors. Should an Educational Health Plan be in force a further level of provision may involve a member of staff working on an individual basis with your child to further support their development.

### **3. How will the curriculum be matched to my child's needs?**

Frenchay Pre School strives to offer and provide an exciting and engaging curriculum. The activities and opportunities offered are based upon the children's interests. Each child is also planned for individually based upon their next steps and observed and supported by their

key workers and staff in the setting. For children needing further support and with special educational needs, Individual Education Plans are put into place on individual children by the SENCO and child's keyworker. All these aspects of the curriculum are individually designed to each child and their interests. These are all observed and reviewed on a 6 weekly basis.

#### **4. How will both you and I know how my child is doing and how will you help me to support my child's learning?**

At Frenchay Pre School we aim to work in partnership with parents and are always available to talk about concerns. Progress reviews are carried out 3 times a year. Within these meetings, parents are offered the opportunity to look through their child's individual learning journals. In addition to these reviews parents/carers are welcome to arrange further meetings with the manager and staff if required, or are unable to attend review meetings. The staff also communicate through staff meetings on a regular basis. The manager of the setting works closely with the staff through 1-1 meetings and with parents where desired. For children with support through outside agencies staff and parents also work together and meet with these agencies.

#### **5. What support will there be for my child's overall well-being?**

At Frenchay Pre School we aim to develop children's emotional and social well-being in partnership with parents and carers. Cases are individual and this may be provided by specialist support through outside agencies or within the setting through Individual Education Plans. As much information will be obtained as possible. Policies and procedures are in place with detailed networks of support to ensure each individual is offered the best possible care and opportunities. In cases of health the setting will work closely with parents and carers and further training may be issued to staff based on the individual needs. In all cases the setting will obtain consent.

#### **6. What specialist services and expertise are available at or accessed by the early years setting?**

Outside agencies play a significant role in helping our early years setting identify, assess and make provision for children with additional needs. At Frenchay Pre School these include: assessment, advice, strategies and support from the First Point team, advice and support for speech and language, advice and support from the Health Visitors, advice and support from the children and adolescent mental health service (CAMHS), advice and support from Educational Psychologists, Paediatricians and Physiotherapists. Before any referrals are made to specialist outside agencies we will always gain your permission.

## **7. What training are staff, supporting children with SEND, had or are having?**

Staff training is continually assessed and staff regularly attend training sessions on a vast variety of topics. Staff meet regularly with the manager to discuss performance and training needs based on the priority of the settings needs and also staffs' personal and professional development. Training that staff have undertaken or are currently working towards include: SENCO training, Every Childs A talker, Behaviour Management, Writing Individual Education Plans, Makaton, Safeguarding, Information Sharing, Supporting Children with behavioural emotional and social difficulties, and cluster meetings provided by the Area SENCOs.

## **8. How will my child be included in activities outside the early year setting including trips?**

At Frenchay Pre School we aim to offer every child the opportunity to take part in all aspects of the planning including activities outside and off site. All areas of the setting are risk assessed daily and before any trip off site takes place a risk assessment is carried out on all aspects of the trip. We aim to ensure that by risk assessment that each individual child is supported appropriately. This also applies to new equipment or activities within the setting. Where necessary the staff will meet with parents and carers to discuss any individual needs and care plans. Consent must also be granted by the parent or carer before children are taken off site.

## **9. How accessible is the early years setting environment?**

Our setting strives for equal opportunities and to offer an accessible environment for all, both indoors and outdoors. We work closely with parents and carers to ensure we are continually assessing ourselves and our environment to meet the needs of our families. The building itself has wide doorways and also has wheelchair access and a disabled toilet and change area (although on Wednesdays we operate from upstairs which unfortunately is not accessible by wheelchair). We have plans and policies in place to support this and have means and access to support families and individuals also where English is not a first language.

## **10. How will the early years setting prepare and support my child to join the early years setting, transfer to a new setting/school?**

At Frenchay Pre School we are very aware that each child is different, as are you as parents, and we are happy to take the lead from you. We offer settling in sessions and would be happy to do home visits too, some of which may include meetings with health professionals to ensure we are able to meet your child's needs. You are welcome into the Pre School at any time and can choose to stay to play, or leave for a short period at first. We are happy for you to take the lead on this as we want you to feel as happy and comfortable as possible to leave your child with us. When your child moves to school we will work closely with them and conduct several meetings with and without your child so the school understand your child's needs, and really what works and what doesn't. You will be invited along and a SEN transition plan will be put in place. We would follow this up by ensuring your child's journal is talked through and next steps are understood by the school.

### **11. How are the early year's settings resources allocated and matched to children's special educational needs?**

When a child with a disability or special need starts with us we will discuss with you as parents and health visitors and other professionals involved what equipment we may need. South Gloucestershire Council may have certain equipment available.

### **12. How is the decision made about what type and how much support my child will receive?**

Each individual child's needs are carefully assessed using the observations and next steps and also working closely with parents and carers. These are then reviewed through termly progress reports and also summaries where decisions can then be made based on the development in different areas. The SENCO and key worker will work closely with you the parent or carer and also the staff at the setting to ensure the relevant support and advice can be given and any referral to a specialist agency be made where necessary. These plans are assessed regularly and observations continued to monitor progress and ensure each individual receives the continued care needed.

### **13. How are parents involved in the early years setting? How can I be involved?**

At Frenchay Pre School we feel very strongly that parents are partners and learning starts at home so we really enjoy spending time with you to build a strong relationship so your child benefits. We have a secure Facebook page that we post photos of activities the children are engaged in, so that parents can keep track of their children. We do regular Progress reviews and parents are welcome to stay and play at their convenience. We have a Christmas Party and Sports day where Parents and carers are invited. Some parents like to come in to take

part in an activity with the children, like read a story or talk about their job. We encourage parental involvement as much as possible. You are always welcome.

#### **14. Who can I contact for further information?**

There's a range of support out there but we recommend if you need any further help you contact First Point, who are South Gloucestershire Councils central contact point: 01454 86000. They support families, nurseries, child-minders etc. and we are confident they would point you in the right direction.