

Little Gaddesden Preschools Early Years Local Offer

1. How does Little Gaddesden Preschool know if children need extra help and what should I do if I think my child may have special educational needs?

At Little Gaddesden Preschool you can speak to any of our staff if you have concerns about your child. However, Katrina Whichelow is our dedicated coordinator (SENCo) for Special Educational Needs and Disabilities.

If your child has an identified special need before joining our setting, Katrina will work with you to ensure that everything is in place (e.g. special equipment, staff training, classroom organisation, etc.) before your child joins us. If a need is identified during a child's time at our setting, Katrina will work with you to discuss, plan, do and review through the graduated approach.

Your child's key worker will work with Katrina to continually monitor and review your child's development and progress in the setting through the Early Years Foundation Stage (EYFS) framework.

We work very closely with other professionals such as Health Visitors, Speech and Language Therapists, Advisory Teacher, Early Years SEN Team, past/present childcare providers and other healthcare professionals to ensure that your child is given appropriate support and that we provide the very best care and educational opportunities for your child.

2. How will Little Gaddesden Preschool staff support my child?

We have a member of staff, Katrina Whichelow, who is a specialist SENCo, and has a wide range of experience helping children with different needs. Katrina will do an IAELD assessment enabling her to establish exactly where the support is needed.

Your child's key person will develop a strong bond with your child, which will start with a home visit; and we will work with you to ensure your child is happy and settled at preschool through short settle in sessions. They will jointly with you complete an All About Me form for your child and make a base line assessment on your child's learning and development enabling us to plan and implement extra support where needed.

Your child's key person, SENCo will work with you to establish a support plan that is implemented and reviewed regularly.

Your SENCo will work to ensure that you are closely involved at all stages and will also liaise with a wide range of professionals.

3. How will I know how my child is doing?

You will be given feedback on your child's progress daily via your child's keyworker at the beginning at end of the session. You are always welcome to discuss your child's progress informally at the setting or by telephone or email. We will also review progress with you via their learning journals which are available for you to see at any time. Parents evening, 2 year checks and termly summaries of your child's progress are other opportunities for us to review progress.

The regularity of formal meetings between staff and parents will depend on your child's level of need.

There are many formal ways of communicating about your child's progress but nothing is better than an informal chat at the end of a session, so please always speak to us about any concerns.

4. How will the learning and development provision be matched to my child's needs?

Through the EYFS we will observe and assess your child and then plan their learning and development provision around our observations. This is done on a weekly basis as we are aware that needs can change and targets will be achieved, so new ones can be put in place through the SEN support plan.

Katrina Whichelow (SENCo) will liaise with other professionals to gain a broader knowledge of support strategies that can be implemented into the continuous provision.

We will follow advice from other professionals on how to support your child's particular needs and the SENCo will ensure that training is accessed for staff, where possible, to support your child's learning.

5. What support will there be for my child's overall wellbeing?

We will involve other professionals (e.g. health visitors) to ensure that we support your child in all areas of their development. We will support you and your child at any age with toilet training, and any issues regarding eating, sleeping, etc. The preschool is fully equipped with changing mats/potties etc.

There is a strong emphasis on providing a caring environment, and this is supported through various strategies such as organising children into mixed family groups with older children helping some of our younger children.

All Staff cover epi pen training in their Paediatric First Aid course. If your child has any specific medical needs our staff will undergo any training – e.g. epi pen training, replacing breathing tubes etc – and we will administer any medication prescribed by a hospital paediatrician or GP.

We have an Achieving Positive Behaviour policy which outlines the procedures used at the preschool, however, if specialist help is required to manage behaviour we can request the support of the inclusion development officer employed by the local authority. All staff are aware of the Achieving Positive Behaviour policy and use the strategies when needed.

All staff have a positive approach to all children's individual learning and development and are sensitive to their needs. Unwanted behaviour and the testing of boundaries is often part of growing up, and we will work closely with you to put strategies in place to support and enhance your child's positive behaviour.

6. What specialist services and expertise are available at or accessed by Little Gaddesden Preschool?

Katrina Whichelow has several years experience working with children with a wide range of needs. She regularly attends SENCo cluster meetings where she can gain specific advice and broaden her knowledge of different needs. She has completed SENCo training.

We have very good links with our local children's centre and we work with a wide range of agencies such as advisory teachers and speech and language therapists. Katrina has a very good relationship with the Inclusion Development Officer (IDO) for Hertfordshire County Council.

We also have a good relationship with all the local feeder schools, and this will make the process of moving to a new setting much easier for your child.

7. What training and/or experience do the staff, supporting children with SEND, have?

All staff have a lot of knowledge and experience with working with children with special needs.

Our SENCo has several years experience supporting children with a wide range of needs and disabilities.

8. How will my child be included in activities outside the setting?

Your child will benefit from all activities outside the setting and full risk assessments will be carried out.

We will discuss your child's needs with you to ensure they can be included. You will not be required to accompany children on any outside activities. However, if you are unhappy about your child joining in a trip, visit or event without your presence you would be welcome to act as a parent helper on the outing.

9. How will I be involved in discussions about and planning for my child's learning and development?

Your child's keyworker will be available to discuss your child's needs however it may be necessary to arrange a mutually convenient time for a meeting. Team Around the Family meetings are carried out regularly.

If outside professionals come in to see your child we try to organise a meeting at the end of that visit for a brief discussion. If this is not possible any reports are always copied and given to you.

Parental consent is always obtained before we refer to any outside agencies.

10. How accessible is the building/environment?

The preschool environment is very accessible and meets the current disability regulations. There is a disabled toilet accessible.

There are no stairs in our building and we have ramp access at the entrance to the building and into the garden.

We have purpose built toys and equipment at your child's level.

Our garden is all on one level and we have grassed and patio areas.

11. How will Little Gaddesden Preschool prepare and support my child with transitions between home, settings and school?

Before starting preschool we will carry out a home visit so our staff can meet your child in their home environment. If necessary a SEN Support plan is completed and signed off at this meeting.

Taster sessions will be organised at preschool for you and your child to attend prior to their start date.

If your child receives care from any other setting (e.g. another nursery or a child minder) we will work with them by sharing learning journals on a termly basis.

When it is time for your child to leave us to start nursery school or school we will contact the new setting and invite them to visit your child at preschool. During this visit the teacher or key person from the school will meet and play with your child and discuss their development and progress.

12. How will Little Gaddesden Preschools resources be used to support children's special educational needs?

All equipment and toys are moveable and are accessible to all, they are age and stage appropriate. We will seek to borrow specific equipment needed for specific needs.

The preschool maintains Ofsted's staff/child ratio, so your child will receive adequate adult support. We are also a very inclusive setting and have a range of resources/strategies available to support children with a range of needs e.g. Large sensory blocks, visual timetable.

13. Who can I contact for further information about the early years offer in Little Gaddesden Preschool?

Jenny Ivory, Little Gaddesden Preschool, 07375 543288,
littlegaddesdenpreschool@aol.com

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to www.hertsdirect.org/localoffer

