

The Park Pre-school Local Offer

The Park Preschool Local Offer for children with Special Educational Needs and/or Disabilities (SEND) 2014

The aim of this document is to enable families to see the support that they would receive for their child at The Park Preschool. It provides clear information about what we have already put in place to enable your child to achieve to their full potential. We work within the guidance of the Early Years Foundation Stage (EYFS) framework and use this to promote each child's learning and development. We regard each child as being unique and endeavour to meet their individual needs.

How does The Park Preschool know if children need extra help and what should I do if my child may have special Educational Needs or Disabilities?

Initially we invite parents/carers to visit The Park Preschool with their child. If you have any concerns at this point about your child's development we would discuss this with you and put in place any support required.

We regularly observe, monitor and assess all children through the use of 'Tapestry', our online learning journal.

How will The Park Preschool staff support my child?

Each child is allocated a key person who will be responsible for monitoring their progress. We have high adult child ratio's ensuring all children receive the individual support that they require. We have two SENCo's (Heidi Kennedy and Denise Thurgood) who attend regular training and children are monitored both individually and as a group.

How will the curriculum be matched to my child's needs?

Through ongoing assessment, key workers plan for their individual children, based on their interest and next steps ensuring they can access all areas of the provision. Where necessary we will work with parents to put a Play Plan or Individual Learning and Provision Plan (ILPP) in place. All progress will be recorded and shared with parents/carers.

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

The Park Preschool has an open door policy and you are welcome to speak to us at any time about your child's development. Our online Learning Journals provide us with a monitoring tool that enables us to identify any additional support required. Our approachable, highly qualified staff team ensure children's needs are quickly identified and supported, this in turn is shared with parents/carers.

What support will there be for my child's overall well being?

The Park Preschool has detailed policies and procedures in place that ensure the well being of your child. We have clear policies for the administration of medication, and for providing personal care. We pride ourselves on being an inclusive setting ensuring children with behavioural difficulties are supported and included in the setting. Through close relationships with the children and their key workers we ensure all children feel valued and supported. Through regular staff meetings and training we ensure a consistent level of care and support is given to all children.

What specialist services and expertise are available at or accessed by The Park Preschool?

Our staff are highly qualified with over half qualified to Level 3 Diploma in Preschool Practice and others working towards Level 3 and working towards Level 2 (DPP). We have two members of staff working towards an Early Years Foundation Degree.

We have close links with outside agencies, including our Area SENCo (Helen Sadler), our local Children's Centre, local schools, health visitors, speech and language professionals, Area ENCo and EYFS Quality Improvement Officer.

What training are the staff supporting children with SEND had or having?

All our staff receive training in behaviour management, have knowledge in simple signing, two members of staff have Code of Practice, all staff have in-house code of practice. Our SENCo's attend 6 weekly community meetings with local teachers and care professionals and attend cluster meetings every term with local teachers (primary and preschool) held by our EYFS Quality Improvement Officer.

How will my child be included in activities outside The Park Preschool including school trips?

We include all children in our trips and outings. Where necessary any additional support is put in place through discussion with the parents/carers and by carrying out risk assessments.

How accessible is The Park Preschool?

Our setting has a ramp into the building. We are on one level inside the setting, so there is good access around the room. We have disabled toilet facilities. We have steps to the outside play area but have room to adapt the access. The outside hard standing and grass areas are flat. We use multi-sensory activities as part of our planning.

Our policies and procedures are updated regularly and are available at the preschool to view at any time. They are also available on disk, as a hard copy or on our website. (tbc)

We support families whose language is not English. Our ENCo (Brigitte Weavers) sources books and resources and is supported by our Area ENCo (Andre Race)

We use signs and posters to direct children and adults. If possible, we will arrange for an external interpreter.

How will The Park Preschool prepare and support my child to join the setting and transfer to a new school/setting?

We offer a flexible settling in policy. We offer the option of a home visit before your child starts preschool. Prior to your child starting at the setting you are welcome to visit at any time. This allows your child to play becoming familiar with the environment and for you both to meet members of staff and the SENCo's.

We will work closely with you so that you feel you can stay with your child for however long necessary in order for them to settle.

We would gain as much information as possible from you and other professionals involved with you child before your child's start date. Enabling us to ascertain the level of support needed and appropriate targets for their ILPP.

If your child should attend another setting whilst with us or leave to go to another setting, we would invite your child's key worker and our SENCo to attend sessions with your child to help them become familiar with them and to discuss your child's strengths and needs

We liaise with local schools to arrange visits of both the children to the schools and teachers to visit the children at our setting.

How are The Park Preschools resources allocated and matched to children's Special Educational Needs?

All children's individual needs are closely monitored and where additional equipment is required we will endeavour to provide or source. Where necessary we will try to access additional funding to provide specialist equipment. We regularly review all our equipment to ensure it supports the Early Years Foundation Stage.

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

The decision is made through ongoing detailed assessment. Individual Learning and Provision Plans will be monitored and regularly reviewed with parents/carers and key workers. We would involve the Area SENCo asking them to advise us of any additional support they consider necessary.

How are parents involved in The Park Preschool? How can I be involved?

We have an open door policy and we promote and value all parents/carers views and opinions. We carry out annual parent questionnaire asking for feedback on our provision. We encourage ongoing dialogue with their child's key worker. We produce a newsletter at the start of each term and additional newsletters if needed. We put other information on our blackboard outside the setting. Parents are invited to help in the setting and are encouraged to share their interests and skills.

Who can I contact for further information?

Your child's key worker is your first point of contact if you would like to discuss your child's needs.

Heidi Kennedy and Denise Thurgood (co managers) are always available for you to contact during session time. We always encourage prospective parents/carers and children to visit us. You can observe children in the setting and discuss your child's interests and needs.

If at any time you are unhappy with an aspect of our provision or practice we would ask that you come and discuss the matter to see if it can be resolved. If you are still unhappy, our Complaints procedure is posted on our notice board in the waiting area outside, and is also in your copy of our Prospectus.

For more information on Local Offer in Essex go to: [www.essex.gov.uk/local offer](http://www.essex.gov.uk/local%20offer)