



# Plus Three Nursery - Farley Wood

## OUR LOCAL OFFER FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The purpose of a local offer is to enable parents and carers see clearly what services are available for children with SEND in their area and how to access them. The following questions and answers forms our local offer and shows how we provide for children with special educational needs and disabilities.

### 1) **How does Plus Three Nursery – Farley Wood know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

At Plus Three Nursery – Farley Wood each child has a designated key person. Their role is to develop trusting sensitive relationships with parents and children to enable respectful sharing of information. We also have a key worker buddy system so if your child's key worker is not in the setting for any reason there is another member of staff who has built a relationship with them. If you have any concerns about your child's development you can discuss these with your child's key worker or our Special Needs Co-ordinator (SENCO) Mrs Belcher who is also our Nursery Manager.

Reports from health care professionals, such as health visitors, speech and language therapists, will identify your child's individual needs. We welcome parents and professionals sharing these reports in order to plan appropriately to meet these needs.

Ongoing observational assessments are made of all children and are linked to the Development Matters ages and stages of development. This in some cases identifies individual needs. These observations will be discussed with the SENCO. If your child's key worker has identified a possible individual need, they will discuss this with you, and plan with you to support your child's learning and development.

Our SENCO will offer support and advice to your child's key worker and other staff in the setting and will also liaise with other professionals to seek advice and support in identifying individual needs if necessary. The nursery can seek support and advice from the Area SENCO at Bracknell Forest but they must first seek your permission for this.

### 2) **How will you support my child?**

Before starting at Plus Three Nursery – Farley Wood you will receive a welcome pack and will be offered a home visit and a nursery settling in visit. The pack will contain a personal profile to complete about your child; this will help us to share information about your child's strengths and needs. At the home visit and settling in session you will be able to discuss with the Nursery Manager/SENCO of any concerns or requirements your child may have.

We work with you to support your child together, listening to you and your child. Our SENCO will explain how children's individual needs can be met by planning support using an Individual Learning and Provision Plan (ILPP) and advice from the Area SENCO and they will also explain who may be involved and their roles.

Observations, assessments and evaluations all contribute towards ILPP's and your child's key worker would oversee the targets on the ILPP.

Your child's key worker will be in the sessions your child attends, fostering a relationship with and understanding your child. The SENCO will also be present.

Together they will identify individual needs and plan next steps, accessing additional support from other professionals where necessary.

The Nursery Manager will maintain an overview of experiences and progress and the SENCO will work with all staff to ensure we are providing the relevant and appropriate support.

We will work in partnership with you, reviewing the ILPP targets and planning new ones together, and give ideas to use at home to support your child.

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

We will get to know about your child before they start and through ongoing observational assessments. Target linked to the Early Years Foundation Stage ages and stages of development will be set on ILPP's to support the learning and development of your child. This enables planning for individual needs and learning goals. In addition to the ILPP, they will have a Learning Journal; this will contain written observations, photographs and samples of your child's work to support staff in assessing and planning to help your child progress to their next steps.

Your child's key worker and our SENCO will work together to sure that the environment, routines and activities support your child's needs, and they will communicate with the rest of the staff to provide consistency and understanding within our team.

We will ask for copies of assessments from other professionals before your child starts, and advice from the Area SENCO will be sought if necessary, with your prior permission.

We also hold termly regular Parent Consultation meetings where parents and key workers are able to discuss a child's progress and plan together for the future.

### **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?**

Assessment systems are in place such as the 2 year old progress check, record of progress chart, development matters chart which are all linked to the EYFS and stages of development. Our open door policy allows you to stay and play to see how your child is developing in the setting.

We have regular coffee mornings for parents/carers enabling the opportunity to build relationships with others in the setting and regular events throughout the year to help you build relationships with the practitioners in the setting.

We have daily opportunities when you are welcome to tell us of your child's progress and this gives opportunities for two-way communication between us. We also ask you to regular home observations on your child to support our planning.

Newsletters are sent home on a regular basis and notices displayed to keep you up to date with what is happening at nursery and a list of weekly activities is displayed enabling you to further support your child's learning.

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

Our practitioners are welcoming and friendly, providing an inclusive, sensitive and positive approach. They provide good role models for positive behaviour and are consistent in the day to day care of all our children. We are flexible in our routines to provide a positive environment for your child's needs and provide personal care such as changing nappies.

Personal health/care plans can be adopted if necessary and staff will be trained in giving appropriate medication for your child if required. Should your child require regular prescribed medication then you will be required to complete and sign a Medication Permission Form and you will be informed of the administration of the medicine and be asked to sign the form in accordance with our Drugs and Medicine Policy/ procedure.

Activities will be adapted to ensure your child is able to fully interact with the environment, and visual strategies, such as a visual timetable is used to help them understand our routines. Our book area is welcoming and provides a quiet area to retreat to if your child is tired, or needs some quiet time.

We are aware that some kinds of undesirable behaviour may arise from a child's special needs. We will refer to our behaviour management policy and will work with you and your child to provide a consistent and planned approach to improve behaviour. For further details, please see our Behaviour Management Policy.

### **6) What specialist services and expertise are available at or accessed by Plus Three Nursery- Farley Wood?**

Staff have accessed specific training on speech and language development

We have links with our local Children's Centre and can sign post you to support which is available there, for example drop in Speech and Language sessions.

We will work alongside the specialist services involved with your child and they are welcome to visit the nursery. Working closely with you and your child will enable us to build stronger relationships and understand your support needs better.

The Area SENCO aims to help Early Years and Childcare practitioners provide the best possible experience for children with SEND at nursery. They will support practitioner in meeting children's individual needs through offering home advice, observing individual children in the setting following a request, suggesting ways to support individual needs, planning next steps with practitioners and parents and sign posting to training.

Parental agreement will always be obtained before the Area SENCO becomes involved with any individual child. The Area SENCO will support the nursery in working together with other agencies that may already be involved with a child.

**7) What training are the staff, supporting children with SEND, had or are having?**

Plus Three Nursery – Farley Wood staff have accessed child development training and have experience working with the Early Years age group. Staff have First Aid qualifications and have attending training on Early Years speech and language training. All staff regularly attend training which is cascaded to all staff at staff meeting and a record of staff training is kept on file. We are supported with advice from the Area SENCO, Speech and Language therapists, Teachers and Health Visitors. Further training will be sought and accessed if an identified SEND.

**8) How will my child be included in activities outside Plus Three Nursery – Farley Wood including trips?**

All visits or trips would be planned in order to include all of our children. We will endeavour to include parents/carers in the planning of the visit off site to identify the needs of your child. All parents are invited to join us on a trip.

A risk assessment would be carried out prior to the visit.

We would also take along any aides or medication your child needs.

**9) How accessible is the Plus Three nursery – Farley Wood environment? (Indoors and outdoors)**

We have a large level hall; one disabled toilet with changing facilities. There is a smaller hall which is on the same level which we sometimes use for additional activities. There is also an outdoor patio area and outdoor play ground which are also on the same level.

If you are a parent/carer whose first language is not English, you can nominate a representative who speaks English, or if possible, we can arrange for an external interpreter.

Our notice board lists our weekly/termly activities.

Signs and posters around the setting show pictures and the names of the areas in different languages to help the children identify the equipment and play areas.

We provide multi-sensory activities as part of our planning. Although we have limited funds we shall endeavour to seek out suitable equipment or adapt equipment and facilities to support children with special educational needs.

Policies and procedures are updated regularly and are available for parents on the reception table, and a copy is given to you in the Parents Welcome pack.

**10) How will Plus Three Nursery – Farley Wood prepare and support my child to join the nursery/transfer to a new setting/school?**

The nursery offers a settling in visit to the nursery as well as a home visit for you and your child prior to your child's start date, when there will be an opportunity to discuss any requirements. These sessions gives us a chance to get to know you and your family, and provides the opportunity for you to share with us details of your child's needs and the involvement of other agencies, and to agree with you a consistent approach to ensure the continuity of care for your child.

We offer a flexible settling period, should your child have difficulties settling in.

When transferring to another setting or moving on to school, the nursery will invite the key person/teacher and SENCO to attend your child's sessions at nursery to help them to become familiar with them and to discuss your child's strengths and needs and we provide with a transition document which details a child's needs and progress throughout their time in the setting. We also have books in our book corner for children showing the different schools that we feed into so that they can become familiar with them and we have pieces of school uniform in our dressing up area.

Your child's Learning Journal, ILPP's and any other information that may be relevant to your child will be passed on to the new setting giving them the time to make necessary plans for any changes they may need to make.

If the Area SENCO has been involved they will also help with the transition to school and remain involved until the end of the first term at school.

**11) How are Plus Three Nursery's – Farley Wood resources allocated and matched to children's special educational needs?**

A dedicated budget is available from Bracknell Forest to train and Inclusion funding can be applied for to support your child in our setting if required.

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

Through the observation process linked to the EYFS ages and stages of development, and in discussion with you, the key person, the SENCO will identify what support is required.

Extra support will be put in place if necessary.

Ongoing partnerships with you, other professionals and ourselves will support the decision making process. Together with the our SENCO they will support the decision making process to plan targets on the ILPP. The ILPP will be written after consulting with you and will include how you can support your child at home. Through regular observations we can track your child's progress.

Our SENCO will give advice on meeting your child's needs within the nursery in consultation with you and other professionals where necessary with your permission.

Reports from health care professionals and other professionals, who are working with your child, will be used to plan support within the setting.

Staff meetings within the setting will ensure all staff working with your child knows your child's strengths and needs, and how to support them.

**13) How are parents involved in Plus Three Nursery – Farley Wood? How can I be involved?**

We value parent/carers involved with the nursery. We have an Open Door Policy and parents/ carers are welcome in the setting at any time.

You are involved in identifying needs, information sharing identifying targets and next steps to focus on at home and in the setting and reviewing progress towards these targets.

Your permission will be sought before involving outside agencies and you are able to volunteer to help in the nursery if you wish.

Parents can also be involved by coming in and reading with the children, cooking, helping on trips and outings, they can come in and talk about their profession/hobby, or play a musical instrument.

You are also welcome to become involved with fundraising for the nursery.

**14) Who can I contact for further information?**

The Nursery Manager, SENCO or your child's key person are available in the sessions if you would like to discuss your child's needs. We are able to offer advice about other professionals who will be able to support your child, such as the Families Information Service, health visitors, speech and language therapists, Local Children's centre and we can help you access support from the Area SENCO with your permission.

The Deputy Manager is our practitioner for Behaviour Management and can offer advice and strategies to cope with undesirable behaviour.

The Local Authority's Local Offer can be found on the Bracknell Forest website under education.