



Plus Three Nursery - Martin's Heron

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, Martin's Heron 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 Nurseries, Martin's Heron each child has a designated key person allocated at their registration. 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 in the rare event your child's key worker is not in the setting for any reason there is another member of staff who has built a relationship and familiar with them. Upon starting at the nursery you will be introduced to both of staff members. 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) Miss Jones 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 and to allow a positive and proactive multi agency relationship in assisting the child in developing their full potential.

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 Child Development Centre at Bracknell Forest but they must first seek your permission for this.

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

Before starting at Plus Three Nurseries, Martin's Heron 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/entry questionnaire to complete about your child. This will help us to share information about your child's strengths and any possible needs. At the home visit and settling in session you will be able to discuss with your child's key worker or Nursery Manager / SENCO any queries or concerns / 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 Child Development Centre 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, planning new ones together and discuss 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. Targets 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 Child Development Centre 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 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 do regular home observations on your child to support our planning.

Newsletters are sent home on a regular basis, notices are displayed, daily posts on our closed parent face book page 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 at home.

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

Our practitioners are knowledgeable, professional, welcoming and friendly, providing an inclusive, caring 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 if necessary to ensure your child is able to fully interact and get involved with the environment. Visual strategies, such as visual timetables are used to help them understand our routines. Our book / cosy 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 challenging 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, Martin's Heron?

Staff have accessed specific training on speech and language development and Special Educational Needs.

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.

Paula Munn, is our named officer from the Child Development Centre and aims to help Early Years and Childcare practitioners provide the best possible experience for children with SEND at nursery. They will support staff 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 both staff and parents and sign posting us to relevant training.

Parental agreement will always be obtained before Paula Munn becomes involved with any individual child. Paula Munn 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, Martin's Heron staff have accessed child development training and have experience working with the Early Years age group. Staff have up to date First Aid qualifications. All staff regularly attend training which is cascaded to all staff at staff meetings and a record of staff training is kept on file. We are supported with advice from the Child Development Centre, 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, Martin's Heron including trips?

All visits or trips would be planned 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, Martin's Heron environment? (Indoors and outdoors)

We have a wide entrance door which leads to a floor level foyer. The foyer leads to a level floored main hall which is accessed via double doors and also one disabled toilet. There is a large outdoor area which is 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 if available.

Our notice board lists our weekly / termly activities as does our closed Parents Facebook site.

Signs and posters around the setting show pictures and the names of the areas in different languages (appropriate to the languages within the setting) to help the children identify the equipment and play areas, this is also to see different scripts from the world and begin to identify the written word.

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. It is also possible to arrange a loan of relevant equipment from other agencies or from our other nursery.

Policies and procedures are updated regularly and are always available for parents / carers to view on the reception table. A copy is given to you in the Parents Welcome pack.

10) How will Plus Three Nursery, Martin's Heron 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 give 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 individual needs and the possible involvement of other agencies. We also use this time to agree with you a consistent and positive partnership / approach to ensure the continuity of the best possible 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. We will also provide them with a transition document which details a child's strengths, needs and progress throughout their time in the setting. This will be made available to you before it is viewed by other parties and you will also receive a personal copy. We also have books we have made 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 to build familiarity.

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 Child Development Centre 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, Martin's Heron 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.

Inclusion funding may be applied for once we can evidence strategies already delivered to meet your child's need and the additional support that your child may require.

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 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 / carers involved in Plus Three Nursery, Martin's Heron? How can I be involved?

We value and encourage parents / carers to be 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 / carers can also be involved by becoming involved in everyday nursery activities and experiences such as reading with the children, cooking, helping on trips and outings, coming in to 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 Child Development Centre with your permission.

Mrs Abbott is our practitioner for Behaviour Management and can offer advice and strategies to cope with challenging behaviour.

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