



Ducklings Pre-School's Local Offer

1. *How does the pre-school know if children need extra help and what should I do if I think my child may have special educational needs?*

Ducklings Pre-School will carry out the mandatory two year check approximately one term after the child has started in the pre-school at the age of two. A letter will be sent to the parents/carers advising them of the date and time. Persons present at the two year check will be the parents/carers, the child's Key Person and the SENCO, where necessary. This is an opportunity for the parents/carer and Key Person to discuss their child's development and identify any areas of concern. If any areas of the child's development is considered to be delayed/requiring more attention, then the Pre-School will suggest the parents/carers speak to their child's Health Visitor. A copy of the two year check summary form should be shared with the Health Visitor by the parents/carer

Ducklings Pre-School will hold two parents meetings a year, one in the Autumn Term and the other in the Summer Term. This will give the parents/carers and opportunity to discuss their child's development with the Key Person.

Ducklings Pre-School will produce a Summary Sheet and Future Provision Sheet each term for the parents/carers information.

Where it is deemed necessary, an Individual Support Plan (ISP) will be put in place, once discussed with the parents/carers and any professionals involved with the child. This will be reviewed every half term by the SENCO and Key Person. A copy of the IEP will be given to the parents/carers. Any IEP's that have been reviewed will also be shared with the parents/carers.

Where it is considered necessary, a referral to Speech and Language Therapy can be made by the SENCO or via the GP/Health Visitor.

In some cases it may be necessary for the Early Years Improvement Advisor to visit the pre-school and meet with the parents. In order for this to take place a referral form will need to be completed by the SENCO and parents/carers.

2. *How will early years settings staff support my child?*

The person responsible for overseeing the child's education programme is the Key Person. However, in cases where it has been necessary to include an IEP it is the responsibility of the Key Person and SENCO to ensure that the developmental needs of the child are being met. The two members of staff will work together closely to ensure that the targets set are appropriate for the individual child.

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

Activities provided by the pre-school are adjusted to meet the child's age and stage of development. Regular reviews of resources by management and staff ensures that toys are safe and appropriate for use.

Targets are set weekly for each child by their Key Person and these are based on 'the next steps' as identified on their Learning Journey.

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

Ducklings Pre-School use 'All About Me' forms, which are completed by the parents/carers and a Progress Tracking Sheet which is completed the Key Person to obtain an understanding of a child's progress. The 'All About Me' forms are updated twice a year.

Summary Sheets and Future Provision Sheets are given to the parents/carers each term which will identify progress made and also future steps for their child. Parents are requested to acknowledge receipt of the above by signing the Key Person copy.

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

Ducklings Pre-School has 6 members of staff who have completed a paediatric first aid course. Two members of staff have been given training on the use of epipen. If a child requires medication during the session then a 'Permission to Administer Medicine' form will need to be completed by the parent/carer. This will be kept on the child's personal records. The storage of medicines will be carried out in accordance with the label and manufacturer's guidelines. Epipens, inhalers and antihistamine medication will be held in securely on the premises. All medications will need to have the child's name and prescription dose on the packaging. Ducklings Pre-School will not accept any medicine that does not have the child's name or dose or if it has been amended in anyway.

If a child enters the pre-school where a Care Plan will need to be put in place then this will be carried out in conjunction with the relevant professionals involved in that child's care. Ducklings Pre-School will make reasonable adjustments to the layout of the setting, should this be required.

Should a child enter the pre-school where they may need assistance with intimate care and toileting then this will be carried out in accordance with the Pre-School's Guidance for Intimate Care and Toileting.

6. ***What specialist services and expertise are available at or accessed by the pre-school?***

Ducklings Pre-School has the benefit of their Manager/SENCO having personal experience in Special Needs. The Manager/SENCO has attended training in Autism and Makaton. The Manager/SENCO is proficient in using PECS, which is often used by children with Social Communication Difficulties. Ducklings Pre-School has access to 'Communicate in Print' which enables us to print out picture symbols which are widely used by schools and professionals to support children with language difficulties.

7. ***What training have the staff supporting children with SEND had or having?***

The SENCO attended a six week SEN training and also attends the SENCO Network Forums provided by Surrey County Council and any other training courses relevant to Special Educational Needs and Disabilities that are provided by Surrey County Council.

Six of the staff attended a one day intensive Makaton training course. Makaton is the use of signs using hands to encourage children who are non-verbal to be able to communicate.

8. ***How will my child be included in activities outside the classroom including school trips?***

We endeavour to ensure that all children will have equal access to outings planned by the Pre-School. It may be necessary for a child with SEND to have 1:1 support on the outing and in some cases it may be essential to request that the parent/carer accompanies their child. A Risk Assessment will need to be completed on each outing.

9. ***How accessible is the pre-school environment?***

Access to the building is by ramp, albeit quite steep, or steps. Entry into the building is flat. There is a disabled toilet with a changing table, however, when a child requires to be changed this is carried out on the floor using a changing mat. The layout of the room can be adjusted, where necessary to allow for any mobility aids.

A visual timetable is accessible for all children and is attached to the inside of the main doors. The SENCO will, where considered necessary, apply to Surrey

County Council for Inclusion Support Grant. This is a grant that can be used to support children in small groups. Discretionary funding may also be applied for when recommended by a relevant professional. When a child with EAL starts the pre-school we will try to ascertain their level of understanding and use of English and where necessary, the SENCO will request REMA to visit with a translator.

10. *How will the setting prepare and support my child to join the pre-school, transfer to a new setting or the next stage of education and life?*

When a child with an additional need is due start the pre-school we would recommend a home visit where all aspects of the child's needs and a care plan will be discussed. If a home visit is not possible, we would ask that the parents/carers visit the pre-school or telephone the SENCO to discuss the points above.

When a child with SEND is due to start a new setting we will request that the SENCO, Manager and/or class teacher visits the pre-school so that we can discuss the transition process. If necessary, the SENCO will visit the new setting with the child prior to them starting.

Ducklings Pre-School will pass on the child's learning journey to the new setting along with any other relevant information. If the parent/carer does not wish this to happen they should put it in writing for the attention of the Manager, stating the reasons why relevant information is not to be shared.

11. *How are the pre-schools resources allocated and matched to children's special educational needs?*

Where discretionary funding has been applied for, Ducklings Pre-School will endeavour to advertise for staff with relevant experience. Usually advertisements are placed in local newspapers.

All staff are required to have an Enhanced DBS prior to them starting, we require references, one of which will be a work related reference and the other a personal reference.

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

Discretionary funding is granted by the SEN Admin in Consort House, Redhill. They have panel meetings monthly and the 'Request For Early Years Discretionary Funding For Non-Maintained Early Years Settings' application

form needs to be with their office two weeks prior to panel meetings. The SENCO will complete the above form, with input from the child's Key Person. SEN Admin office will advise the pre-school by letter regarding the amount of hours rewarded for that child. Once we have received notification of this we will advertise for suitable staff.

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

Ducklings Pre-School recognises that parents/carers know their children the best. Staff will work closely with parents/carers to ensure the best possible outcomes for the child are achieved. Regular meetings can be arranged with the parents/carers to discuss their child's progress. Debbie Hickson and Joanne Anderson provide all parents/carers with their home and mobile telephone numbers in case parents/carers need to contact them out of pre-school hours.

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

The first point of contact for parents/carers is the child's Key Person. They will be able to discuss all areas of the child's development with you. If further clarification/advice is required then the pre-school's SENCO, Debbie Hickson, can be contacted. If you are worried about any aspect of your child's development then the ideal opportunity to discuss this would be at your child's Two Year Health Check which is carried out by the Health Visitor.

If you require further information regarding the above please telephone Debbie Hickson, Manager on 01883 342477.