

Pulborough Village Pre-School Local Offer for Children with Special Educational Needs and/or disabilities (SEND)

1 How does the Pre-School know if my child needs extra help, and what should I do if I think my child may have special educational needs or disabilities?

When starting Pre-School you will visit with your child. You will be introduced to your child's keyperson who will get to know your child. At this time we will discuss a settling in plan individual to your child, which will include any concerns you have regarding your child's development.

2 How will Pre-School staff support my child?

Each child is allocated a keyperson who will be responsible for monitoring progress, and keeping families informed of that progress. The keyperson is supported by the groups Special Educational Needs Co-Ordinator (SENCO). Together they plan for the next stages for your child which is tailored to each child individually.

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

We work with in the guidance of the Early Years Foundation Stage frame work, which allows children to develop at their own pace. The keyperson will carry out regular monitoring and assessment, and plan for each child's Next Steps. If necessary this may include a Play Plan to support your child.

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?

We regularly observe, monitor and assess all children through the use of Learning Journals. This ensures any needs are quickly identified and appropriate support can be put into place.

Staff are always available at the start and end of each session should you wish to discuss anything. Your keyperson will give you regular updates on the progress your child is making, and you will be given opportunities to come in to discuss and share information.

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

Pulborough Village Pre-School have robust policies and procedures in place to ensure the wellbeing of all children in our care. These include Safeguarding Children and Medication in

Pre-School. We have a high staff to child ratio which ensures all children are supported and included in the setting.

6 What specialist services and expertise are available at or accessed by the Pre-School?

We work closely with outside agencies, including Speech and Language Therapists, Facilitating Inclusion through Reflection, Support and Training (FIRST) Visiting team, Family Support Workers etc.

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

All our staff attend regular training on all areas of child development, these have included behaviour management, speech and language, monitoring children's progress and Makaton. The SENCO attends regular network meetings and training.

8 How will my child be included in activities outside the Pre-School setting including trips?

Staff will assess the suitability for all children before organising trips. We enlist the help of extra staff and parent helpers to come with us. We ensure our Risk Assessment procedures are adhered to.

9 How accessible is the Pre-School environment?

The building has level floors and is wheelchair accessible, with suitable accessible toilets.

There is limited access to our front outside play space, and main garden is accessed by alternative route.

10 How will the Pre-School prepare and support my child to join the Pre-School, and transfer to a new setting/school?

You will be invited to attend a familiarisation session with your child prior to starting Pre-School. Together we will agree on a settling in plan individual to your child. Parents are asked to complete an 'All About Me' book for their child which staff will use to support the settling in of your child.

When going to school the keyperson and SENCO liaise closely with the school, parents and other agencies involved with the child to share information and agree on strategies.

11 How are the Pre-Schools resources allocated and matched to children's special educational needs?

If any additional resources are required we will either buy them or they may be sourced from the Children Centre Toy Library. Where necessary additional funding may be available from the Early Intervention Grant from West Sussex County Council via FIRST, dependant on child's needs.

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

Prior to starting Pre-School we will consider what the individual needs are and agree with you the best way to address those needs. Children will be monitored and reviewed regularly with all individuals involved with the child working together - keyperson, parents, SENCO, Pre-School leaders, FIRST, and any other agencies.

13 How are parents involved with the Pre-School? How can I be involved?

At Pre-School we value and welcome parents' comments and opinions. All our staff are friendly and approachable and available to chat at the start and end of each session. We gain feedback from parents by carrying out parent questionnaires, and encourage parents to complete comment slips.

We encourage parents to come in and help during activities - trips, cooking, reading stories, talking about occupations etc.

14 Who can I contact for further information?

For further information please contact Allison Walter on 01798 875329 or visit our website www.pulboroughvillagepreschool.weebly.com