

SEND local offer Information policy for Gorefield Preschool from September 2104

The aim of this document is to enable families to see the support that is available to them and their child/ren who attend Gorefield preschool. It provides clear information about what and how we can put the support and guidance into place as well as the support we already have in place to help your child reach their full potential.

1.

About us

Gorefield preschool has been established in the rural village of Gorefield for 20 years.

We are committee run group accommodated in a purpose built building. We will ensure that the children can access all areas of the setting.

We are registered to take children between the ages of 2 and 5 years of age. We offer an inclusive, safe, secure and stimulating environment where children can explore and build their confidence whilst engaging in activities which will broaden and support their learning and development.

2.

How we at Gorefield preschool know if children need extra help; and what should I do if I think my child may have special educational needs or disabilities?

It is important in the early years that there is no delay in making any necessary special educational provisions.

Practitioners will monitor and review the progress and development of all children through the early years. Where a child appears to be behind or where progress gives us cause for concern, practitioners will consider the information gathered through checks, observations and assessment.

If we as a setting, identified a child as having special educational needs (SEN) we will work in partnership to establish the support the child needs

Each child at our preschool is assigned a key person who will be your point of contact. If you have any worries or concerns you wish to share, Hannah Curson, our settings SENDCo (special educational needs and disabilities co coordinator) will be available to talk to.

The key person will observe assess and plan your child's next steps. Any concerns highlighted by yourself or preschool will be taken to our setting SENDCo and together with outside professionals and with your consent we will be in the best position to meet your child's needs.

We adopt the graduated response of assess, plan, do and review. We also follow the Early Years Foundation Stage statutory requirements completing the 2 year check. This progress check will help us to indentify the child's strengths and any areas where the child's progress is less than expected. If there are significant emerging concerns or an indentified special educational need or disability we will work together to put plans into place to support the child.

We can make referrals, with parental support, via a CAF to early support using relevant information and observations to proceed in gaining support, guidance and help for the child and family.

3.

How will we support your child at Gorefield preschool?

We will support you and your child with next steps and additional plans. The SENDCo will work together to ensure outside agencies are available to advise refer and support the family in all areas of need.

Working with all outside agencies will enable us to provide support for all children and the family. We will liaise with our area SENDCo, children's centre and early support allowing us to signpost parents/carers to useful resources, websites or other professionals. We will implement strategies and advice offered by external professionals as appropriate.

At Gorefield preschool we are committed to working together and, in partnership with families and outside agencies, such as speech and language therapists, occupational

therapists health visitors, social workers and the area SENDCO to meet the individual needs of children with special educational needs and/or disabilities

We ensure that we will provide quality care and support for children through a cooperative partnership between staff, parents/carers and the children. We will make sure that the children and families are at the centre of the decision making, supporting them to participate in the process which will provide the foundations in which their future experiences will be based on and focus on their aspirations, reaching the desired outcomes Our special educational needs and disability coordinator (SENDCo), Hannah Curson, offers support to the child and their family and also the staff who are working with the child ensuring their wants and needs are met while they are within the setting

We work with in 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. We plan to ensure all children receive the individual support that they require.

4.

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

All staff are responsible for ensuring the safety and well being of all our children, both emotionally and physically.

We will not allow your child off the premises if the person collecting them is not known to the staff.

The play room and outside play area are checked daily for any risks and risk assessments are carried out and reviewed regularly.

Promoting positive behaviour is important in the setting. We will always discuss and behaviour concerns with you in order to maintain a consistent approach between home and preschool. Behaviour plans are put into place as required. Stop cards and sand timers are used when needed.

Staff are first aid trained. We are able to administer medication once the appropriate form has been completed. If additional training is required to administer medicine we will

undertake this as necessary. All named medication is stored in the kitchen in labelled containers and a record of medication administration is kept in the office.

When joining the setting, your will be offered a settling in programme which will cater for each child's individual needs. Visits to preschool are offered to allow you and your child to meet the staff and their key worker and for the child to become familiar with the environment. The settling in period is on-going for as long as the child requires and is made easier from information gathered from parents/carers.

5.

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

Each child is different and unique so we follow children's interests while planning. We differentiate to include all, in all areas of learning and record using observations and photographs in individual learning profiles

We ensure our provision is inclusive to all children. Our key worker system enables each child's key worker to adapt, as necessary, activities to suit individual needs. A strong bond between a key worker and child will promote a sense of security and help develop trust and a person they can rely upon. It is our ethos that we meet the needs of the children in our care and support them to reach their full potential. Our focus is to ensure that our children develop at their own pace with structured adult guidance following their likes, interests and fascinations, ensuring that each experience promotes each child's social, emotional development as well as physical and cognitive development.

6.

What specialist services and expertise are available at Gorefield preschool?

We work with external professional as required for each individual child. Advice may be sought, with parental permission, from health visitors, or another relevant external agency. If speech and language is identified as a concern we ask parents to take the child to the local drop in centre which is convenient to them. Details of these are available on the parents notice board and are up dated each half term

7.

How will I know what progress is being made and how will the setting help to support my child's learning?

The settings designated SENDCo will be responsible for monitoring progress alongside your child's key worker. Through ongoing observations, assessments, and planning, the key worker and SENDCo will put plans into place based on each child's interests and next steps to promote learning and development.

We will work alongside parents/carers and outside agencies to plan smart targets and next steps which we will work against to fulfil each child's potential. We will plan, implement, monitor, evaluate and review each child's next steps regularly. These are shared with parents/carers and are kept within our SEND folder in the setting. They are available for parents/carers to look at all times. The next steps which we are working towards are in each child's profile for you to comment on and follow with us. Each child's profile folder will be shared on a regular basis and we will continually communicate with parents/carers to enable us to involve them in all decision making with regards to their child's learning profile.

The child's learning profile shows progression through observation and tracking. Targets set will be worked towards, monitored and completed, reviewed then new ones set to enable further progression. We will work in partnership with parents and other agencies to meet all the individual needs of the children, planning, following their likes, dislikes, interests, fascinations as well as planned adult led activities.

At Gorefield preschool we use various strategies to adapt our provision making sure we are inclusive to all children to create a positive stimulating environment.

With the use of:

- Next steps
- Targets
- Action plans
- Behaviour plans

- Observations
- Individual child profiles
- Graduated response
- EYFS framework

8.

How are the settings resources allocated and matched to children's special educational needs?

When appropriate, funding will be applied for from Cambridgeshire county council. This will be used to provide 1:1 support, to employ another member of staff to support the child and or buy equipment.

Activities and equipment within the setting will be modified to allow all children to access them. With added guidance from the area SENDCo we will be able to sign post to other sources necessary.

9.

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

Our designated named SENDCo is Hannah Curson. Pat Rouse is also a setting SENDCO. Both SENDCos will be updating their training to ensure they are up to date with the children's and families act and the 0-25 SEND code of practice when training via the local authority is made available

All staff attends regular training to ensure their knowledge is kept up-to-date to allow us to provide quality of care. Staff are also supported by the SENDCO within the setting who attends regular training to keep the setting up to date with regards to legislative changes. We continually reflect upon our practise and will attend training when a particular need is indentified.

10.

How will my child be included in activities outside of Gorefield preschool?

All children are welcome to attend all trips and visits. Parents are notified of trips in advance in order to identify any particular needs. Risk assessments are carried out for all trips and walks to ensure children's safety at all times. A first aid trained member of staff is always present. Parents are requested to attend the annual bus trip to ensure high ratio of adults and children. Parents who are not able to attend are required to sign a consent form allowing a staff member to be responsible for the child for the duration of the trip. Village walks take place with high adult child ratios and children wear high visibility jackets and are supported with a walk-o-dile. Additional staff can be included to allow 1:1 attention to the child. A mobile phone and first aid kit along with any medication with for specific children are carried at all times.

11.

How accessible is Gorefield preschool?

Our building is large and spacious on one level with wide opening doors to the front of the building being kept locked once parents/carers have left the building. The double doors to the rear of the building allow free flow play to the large outside play area which has safety surfacing all on one level. The building is suitable of wheel chair access as is the outside play area

There is a disabled toilet on the premises and any other adaptations would be discussed with parents/carers should they arise. The children's bathroom has low level sinks, low level toilets, a larger cubicle toilet, nappy changing facilities and a shower area.

We operate an intercom/buzzer system which allows us to meet and greet at the gate.

12.

How will you prepare my child to transfer to another setting?

All children will be supported in their transition to any other or new setting or when they leave us to attend primary school. We will work with the new setting to achieve a settling in process which meets each child's individual needs. We are committed to working with children and their families and outside agencies to make these transitions as smooth as possible

Gorefield preschool endeavours to help all children thrive, be happy and reach their individual potential.

13.

Who can I contact for further information?

More detailed information is available through our preschool copies. These are available in the setting in the form of paper copies and on our website.

If you would like to discuss your child prior to starting our preschool contact either Christine Kaye (manager) or Hannah Curson (SENDCo)

To register your child for a place at Gorefield preschool please contact us on 01945 871042 where we will be happy to send you our prospectus and registration forms.