

Our Local Offer for SEND

How our setting knows if young children need extra help and what our parents/carers should do if they think that their child may have special educational needs

Prospective parents/carers come to the pre-school and meet with the pre-school's manager where queries and concerns may be raised. We are open to hearing any concerns or receive any information available from parents/carers on registering your child with Little Fingers Pre-school to ensure that we can accommodate your child and help them to reach their full potential when they join us. This will ensure that we are the best fit for your child.

An open day takes place during the summer term, parents/carers and their children attend, giving the opportunity to meet the key persons and share concerns. If further visits or meetings with staff are required these can be arranged.

All children attending Little Fingers Pre-school are continually observed on their learning and development, in line with the Early Years Foundation Stage. A two year old development check is carried out and shared with you and any concerns regarding development will be discussed.

Assessments will identify if your child needs additional support. Your child will be monitored and supported by the pre-school and outside agencies with parental consent. Each child is allocated a key person to give continuous care, supporting the child whilst away from home, building confidence and positive self-esteem, helping the child to feel secure emotionally and physically. The key person will compile the child's Learning Journey and share with parents/carers. This journal will give a written and pictorial record of the child's learning journey through pre-school. The key person will communicate regularly and answer any queries, offer reassurance and inform the parents/carers of their child's progress and ensure they are provided with all necessary information.

Little Fingers Pre-school cater for children with special educational needs such as autism, speech and language difficulties, behavioural problems, disabilities and social communications difficulties.

The pre-school has an open door policy whereby parents/carers are welcome to come in at any time and share progress, and discuss appropriate next steps for your child.

All key persons have a wealth of experience in child care and child development.

Little Fingers Pre-school has a dedicated Special Educational Needs Co-ordinator (SENCo) who monitors your child and liaises with you and outside agencies if required.

How our setting supports young children with SEND

On induction, each child receives an 'All About Me' form which focusses on their strengths, areas for development, home life, interests and language. Observations, assessments and planning along with the routine of the pre-school is explained on induction.

The key staff at Little Fingers Pre-school are widely trained and have experience in many areas which includes speech and language, autism and behaviour management. The manager is the pre-school's Behaviour Management Officer. The pre-school's key person approach involves each key person to plan around their children's individual needs. Each key person tracks their child's development and reviews their progress and will work with you and your child and implement the next steps, to aid their development. The children's Learning Journey Journal's supports communication between parents/carers and key persons. There is also the Children's Development Aims on the main notice board which is reviewed weekly. A key person will log on the board what the child is working on and so help their parent/carers to carry it on at home to support their child's learning.

A questionnaire is sent out to parents to monitor the effectiveness of the support and service we provide to children and their families.

The Pre-school's Special Educational Needs Co-ordinator (SENCo) is familiar with the SEN Code of Practice and attends regular update meetings. They monitor records and ensure that they are kept up to date regarding information about your child's learning and progress. Our SENCo establishes and maintains positive relationships with our parents, informing of any progress, ensuring the staff are familiar with the SEN policy and that it is reviewed annually. The pre-school's SENCo liaises with the Services for Young Children Area Inclusion Coordinator (InCo) and other professionals; attends the professional's SEN support group and coordinated the transition to school.

The SENCo, key person and manager are always available to explain the educational plan for every child.

How our setting creates learning and development opportunities for individual children with SEND

Every child is different and unique. The pre-school allows them to explore and investigate, in a rich environment with adult support. We take into account your child's progress and plan around their interests and support the child at their own pace. We use the Early Years Foundation Stage Curriculum as a guide for your child's development. The pre-school's SENCo and Behavioural Officer help children who need extra support. Regular observations and progress will be recorded in your child's Learning Journey Journal.

One to one support is provided if your child requires an adult to ensure their own or others safety.

How our setting works in partnership with parents/carers

The children's Learning Journey Journals have each child's observations and assessments, tracking sheets, the child's creative works, along with photos telling the story of the child's progress. Individual Educational Planning forms will also be found in the learning journals which explain what area of learning your child needs support in and how the key person and parent/carer can support this at home and at the pre-school. Parents/carers are their child's first educator; Little Fingers Pre-school involve their parents/carers in their child's learning and development. Parents/carers are encouraged to be involved in supporting their child's learning at home. We have an open door policy whereby parents/carers are welcome to come in at any time. Key persons, the SENCo or the manager can be spoken to at the beginning or end of every session to discuss how your child is doing.

Termly newsletters are given out, giving details of our topics and important diary dates. Letters, emails and text alerts to parents/carers also convey important information.

How our setting supports the wellbeing of young children with SEND

The key person is responsible for ensuring your child is safe and secure; both emotionally and physically throughout their time at pre-school.

The room and outside area are checked before each session for safety. We are all responsible for checking for broken toys and spillages.

Little Fingers Pre-school staff are trained in paediatric first aid. They can administer prescribed medicines with parental consent. All medicines are stored in a secure place. A record book is kept of all medications held and dosage. Time of administration is recorded and signed by you.

A child with behaviour difficulties will be supported by each member of staff. The pre-school's Behaviour Officer will ensure each child has an Individual Education Plan in place to support their needs. Little Fingers Pre-school have a policy in place to support behaviour, special educational needs and disabilities and inclusion.

All staff are CRB or DBS checked, and regularly updated with safeguarding training. The pre-school policies include child protection and special educational needs.

You may not use photographic devices unless all other parents/carers have given their consent.

No student or parent/carer may accompany children other than their own to the toilet. All disclosures made by a child is treated in line with our child protection guidelines.

Allergy and dietary information is posted in the kitchen area with a photograph of the specific child to inform all staff.

Staff training and experience in supporting young children with SEND

Our key persons are fully qualified to Level 3 in childcare. They are paediatric first aid trained, and have attended advanced safeguarding training, with the manager and the deputy manager holding current Level 4. The pre-school's SENCo has attended a course on SENCo Induction training and attends network meetings which contain important changes, legislation or new ideas and resources to support children with SEN. The SENCo would also liaise with other services that are maybe involved with your child, so ensuring continuity of care. The SENCo also holds an advanced Child Protection Certificate. All staff regularly access relevant training to keep their professional knowledge up to date.

Little Fingers Pre-school has policies and procedures in place to support the running of the pre-school and the safety and wellbeing of the children and staff. All staff are kept up to date with the policies and procedures.

Training is undertaken to equip staff with the necessary knowledge as the need arises.

The pre-school's Behaviour Management Co-ordinator has attended Understanding Children's Behaviour and Management of Children's Behaviour, Death and Bereavement for Children, Speech and Language Therapy and relevant briefings and seminars. There are plans to update her Managing Children's Behaviour, in this academic year. The Key Persons all have up to date Paediatric First Aid. The manager and the deputy manager regularly attend the Birth to Three provider briefings.

We recruited a play assistant in January 2014. She is new to Early Years Childcare and has since attended the 'Make it Happen' course, which is a four day course introducing her to the Early Years Foundation Stage and how to implement it and best practice in the pre-school. In September we took on another permanent member of staff. She is currently undertaking the Level 3 Diploma for the Early Years Workforce. We are also planning for both new members of staff to attend Paediatric First Aid and training in Safeguarding.

All staff will work closely with you and outside agencies to learn specific skills to support children with additional needs.

Specialist services and expertise accessed by our setting

Little Fingers Pre-school has access to advice and guidance from our Hampshire Area SENCO, Health Visitors, Speech and Language Therapists, behavioural support, Children Centres and specialist teachers.

How our setting includes young children with SEND in community based activities and outings

Trips and outings are notified through our termly newsletter, also in letters, emails and text reminder alerts. Parents give consent on Little Fingers Pre-school admissions forms when your child starts pre-school. Parents/Carers are invited to attend if they wish. Depending on their need children will have one to one support outside the pre-school. This will be their key person. All outings undertaken by the pre-school are within our local area. We ask parents/carers for help as well as staff. We would use visual timetables and picture exchange to prepare your child and explain what is going to happen on the outing and make sure they feel comfortable at all times when out of the pre-school.

The committee organise various events to raise funds throughout the year to which all children on the register, their siblings and family members are welcome.

Our environment

Guidance from specialists would need to be sought if specialist equipment is required as the pre-school is a community building that is also used by others.

Little Fingers Pre-school is situated within a shared community building. We will work closely with parents to access any specialist equipment that is required. We will make reasonable adjustments to our settings layouts if needed.

Little Fingers Pre-school has a spacious outside environment. It has many resources and experiences to offer.

How our setting prepares and supports young children with SEND when joining the setting and when transferring to another setting or school

In consultation with yourself and other agencies involved with your child, we will ensure that the appropriate equipment and care will be in place to make entry into Little Fingers Pre-school as smooth as possible.

Taster sessions can be arranged, where you and your child can visit the pre-school to familiarise yourselves, with the setting, the room and the staff prior to attending.

For transition to the receiving school, we invite reception teachers to visit the pre-school to read stories and meet the children. During the months leading up to the start of school in September, our village primary school invites the children to visit the school with the staff. For those children going to other schools in our local area, they will also have the opportunity to visit their school on more than one occasion.

Review meetings will be held regularly during your child's time at our pre-school, with their key person, SENCo, yourselves and all other professionals involved in your child's care. From these meetings, decisions could be made to support children's transition to specialist schools, if required.

How our setting organises its resources to meet the needs of young children with SEND

All children receive up to 570 hours per funded year of free early years education the term following their third birthday.

The pre-school includes children who are in receipt of 2 year old funding, which is accessible to families on low incomes.

Additional funding can be claimed for children with Special Education Needs (SEN). A meeting is held with you and the key person to discuss how the funding should be spent for the benefit of your child. The funding is allocated to enable your child to achieve their full potential, possibly one to one support, specialist equipment, and appropriate toys to aid development or the creation of pictorial aids. This is decided upon through consultation and meetings with all that are involved with the child.

How we decide on appropriate support for young children with SEND

If your child has already had a diagnosis then a meeting will be held before he/she starts at Little Fingers Pre-school. Decisions will be made through consultation with all parties involved with your child's care; this includes you, specialist agencies, as well as the pre-school's SENCo and key staff.

If your child has no diagnosis but you have expressed concerns or the key person has identified a problem at the 2 year check (which takes place between 24-36 months) then a meeting will be held with you to explore ways of supporting you child.

Your child's key person will carry out observations which will be shared with you on a regular basis.

The amount of support is dependent on your child's needs and is decided through consultation between the manager, the committee and other agencies involved.

The pre-school's SENCo will draw up and Individual Education Plan (IEP) in collaboration with you and the key person. This is reviewed half termly. At the review the impact of the support will be assessed and moderated as appropriate.

Monitoring of progress is carried out every term and recorded, to ensure that the curriculum is ensuring progress in all areas of the Early Years Foundation Stage.

How we involve all parents/carers in our setting

Little Fingers Pre-school is run by a committee of parents and carers, members of which are nominated and seconded on a yearly basis at the Annual General Meeting, which is open to all. We are always pleased to welcome new members to join and contribute to the running of the pre-school.

Parents and the key person work together on your child's learning and development. Parents' evenings are held and it's here that the planning for the individual child takes place. The planning is for you at home as well as at pre-school. Both parties review the child's progress through the term and discuss daily.

Parent feedback forms are sent out to all parents and carers twice a year, giving you the opportunity to evaluate and comment on our pre-school's performance.

Who to contact for further information

Little Fingers Pre-school

Leanne Shuttleworth - Pre-school Manager

Pre-school number: 01264 737735

Administration number: 01264 730695 / 07979 536929

Little Fingers Pre-school, The Gospel Hall, Vernham Dean, Hampshire SP11 0LD
Registered Charity No: 1038252

Email: lfpreschool@btinternet.com

Web: vernhamdeanpreschool.com

Prior to application for a placement at Little Fingers Pre-school, the main point of contact is Miss Leanne Shuttleworth, who is the manager. She is also responsible for the allocation of your key person and one to one support.

An open day is held in the summer term for parents/carers and their children, giving an opportunity to meet the staff and share concerns or queries about your child.

The Special Educational Needs Coordinator (SENCo) is Mrs Susan Clarke, who is also a key person and is available for consultation at any time by prior arrangement.

Parents and Carers can talk to their child's key person, the manager or the deputy manager regarding day to day concerns. Little Fingers Pre-school operates an open door

policy, whereby parents and carers are welcome to come in at any time to discuss their concerns or child's progress.

Prospective parents can visit the Pre-school anytime during the term, by prior arrangement.

The Services for Young Children, Area Inclusion Team, Portage, Children's Centres and Health Visiting Team would all be able to provide information and advice.