

SEND Information Report

Lover & Redlynch Pre-school SEND Information Report and Policy Guidance 2015

How do the staff at Lover & Redlynch Pre-school know if children need extra help and what should I do if I think my child may have special educational needs?

At Lover & Redlynch Pre-school we have proven experience and pride ourselves with the ability to identify children requiring extra help. 'All About Me' sheets (part of the initial registration pack) provide information relating to a child's particular needs which will help the staff put in place specific support prior to a child commencing Pre-school. Parents are encouraged to speak to the child's key person (or any other member of staff) or Special Educational Needs Co-ordinator (Lisa Griffiths). We have an 'open door' policy which allows parents to either have an initial informal chat or make an appointment for a more formal/confidential meeting at a convenient time. Parents can also telephone/email the Pre-school to speak to the SENCo/Manager. Each child is allocated a specific adult who will be known as the key person and along with the other members of staff within the setting; they will develop a close and trusting relationship with both children and their parents/carers. The early years outcomes guidance is used as a tool to assess the extent to which a young child is developing at expected levels. All staff complete observations, assessments and the key worker monitors each child's progress which can include a 2 year development check (where applicable). Every child that attends the preschool is discussed at a weekly planning meeting, the above mentioned documents and meeting helps identify areas of a child's development which may require extra support and further assessment. If a parent has expressed a concern regarding their child's development or a member of staff has notified the SENCo, a meeting will be arranged with the parents to discuss their child's needs. If necessary, a 'My Support Plan' will be created; clear targets will be set and reviewed at weekly planning meeting. This helps to create a holistic picture of the child's progress and their needs and helps determine which services are best suited to meet the Child's needs.

How will Lover & Redlynch Pre-school support my child?

The Manager/SENCo will oversee the planning of your child's education. It is the responsibility of the Manager/SENCo to liaise closely with the parents and other professionals to create a realistic plan to support the needs of the child. Any assessments and reports made by outside agencies are sent to the SENCo and are incorporated into creating targets in the child's 'My Support Plan'. The child will be set targets relating to their specific needs which will be assessed and reviewed by the SENCo and other staff. If certain targets are achieved, new targets will be set or existing ones will be altered to meet the needs of the child. Staff/key person will work using these targets, with the child in a 1:1 or small group situation depending on the child's needs. The SENCo, staff, key person and parents work very closely to review the child's progress. If a child has additional needs and/or is not making progress, a plan will be created where the child will be referred to the appropriate professionals and if needed a Team Around The Child' (TAC) made up of professionals from health and education is set up to support the child and their family. Staff attend relevant training courses and the SENCo also attends relevant SEN training/courses where up to date SEN information is discussed and shared. We provide an environment in which all children, including those with special educational needs are supported to reach their full potential.

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

Each key person (and other staff) carries out regular observations of their children. Activities are planned each week and these can be adapted to meet the needs of the individual children. A 'My Support Plan' sets out targets which have been

specifically designed for the individual child. The environment at Lover & Redlynch Pre-school can be adapted to ensure that it is best suited to the needs of all the children. Our Pre-school has wheelchair access.

How will both Lover & Redlynch Pre-school and I know how my child is doing and how will the staff help me to support my child's learning?

'My Support Plans' are reviewed by the Pre-school/SENCo weekly and parents are invited to discuss their child's progress and their targets regularly. We will give regular feedback and meetings can be arranged to discuss your child's progress. Parents can arrange to view their child's Learning Journey/observations/ assessments at any time. The staff, the child's key person, the Manager/SENCo will offer suggestions and guidance to parents about their child's learning at home as parental involvement is an integral part of this process. We believe that parents are an essential part in contributing to the support for children with special educational needs and disabilities.

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

'All About Me' sheets and other registration documents provide Lover & Redlynch Pre-school with information to help create a holistic picture of your child. These forms also give staff an insight into a child's interests, likes and dislikes as well as any specific medical needs or existing special educational needs and disabilities. We have a comprehensive set of policies and procedures in place to ensure that a child's wellbeing is being supported. These are always accessible and can be found in the cloakroom, copies can also be made available on request. We use 'WOW' sheets for special events and achievements that happen at home. This enables the staff to build on the child's learning which further strengthens home to Pre-school relationships. All our qualified staff are Paediatric First Aid trained and this is updated regularly to ensure all procedures carried out are relevant and up to date. We require parents to complete the permission and administration of medicine book when appropriate and these records are kept in a secure place. We have strong links with outside agencies including the Children's Centre, local speech & language team and health visitor.

What specialist services and expertise are available at or accessed by Lover & Redlynch Pre-school?

If a child requires support from outside services, parents will be consulted prior to any support actioned. Some specialist services will attend Lover & Redlynch Pre-school and observe your child in the Pre-school environment. Our local Children's Centre based at Trafalgar School, Breamore Road, Downton are able to offer advice to parents through a variety of classes they have to offer including parenting classes. Our SENCo is experienced in referring children to specialist services including speech & language, Health Visitors and Educational Psychologists.

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

Any courses that are available and relevant from Wiltshire County Council are attended by Lover & Redlynch Pre-school's SENCo and any changes that are implemented by the Government or the Local Authority are discussed with all other staff.

How will my child be included in activities outside the classroom including Pre-school trips?

Lover & Redlynch Pre-school staff sometimes organise trips into the local community e.g walking on Lover Green, exploring the woods etc. or travel further afield on our summer trip (always parent accompanied). A risk assessment is carried out to ensure that access is suitable for every child and additional staff are included if necessary.

How accessible is the Lover & Redlynch Pre-school environment?

There is wheelchair and pedestrian access to the building and the garden.

How will Lover & Redlynch Pre-school prepare and support my child to join, transfer to a new setting or the next stage of education and life?

A meeting can be arranged with the Manager/SENCo and parents to discuss the individual needs of their child. Information will be gathered through a variety of means e.g. 'All About Me' forms etc. Reports from Health care professionals such as health visitors, speech & language therapists identify children's individual needs. Lover & Redlynch Pre-school welcomes parents and professionals sharing these reports with them in order to plan appropriately to meet individual needs. We offer 'settling in' sessions during the term before the child begin Pre-school. Parents bring their child to meet all staff and their key person. The child (accompanied by parent/carer) will be able to stay for a period of time agreed by the staff and parent. If a child finds it difficult to settle, a gradual process may be required and this is discussed and agreed with parents on a case-by-case basis. When a child moves to primary school, the Manager/SENCo will complete a transition document which informs the receiving school about the needs of the child. With your permission, information such as Individual Support Plans will be shared and a meeting will then be arranged. The meeting will include parents/carers, SENCo, the school SENCo and any invited additional professionals to meet and discuss the child's needs to ensure that a smooth transition is made from Pre-school to school.

How are Lover & Redlynch Pre-school resources allocated and matched to children's special educational needs?

Lover & Redlynch Pre-school can apply for various grants/funding for individual support and inclusion grants for group support. The funding can be allocated to meeting the child's specific needs set out in their Educational Health Care Plan. To ensure families and children whose first language is not English, can fully access information regarding the Pre-school, staff will ensure that information is explained and if necessary will provide further support in providing a translation service. Once the needs of a child are established, funding can be applied for so that specific resources can be purchased to meet the needs of each child.

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

A decision about the type of support needed will be based on discussions with parents, child, SENCo and the recommendations made by the relevant professionals. A child's Educational Healthcare Plan will help provide staff with information about a child's specific needs and an informed decision can then be made. The SENCo will create an Individual Support Plan designed to provide specific targets and support. This is then reviewed and a meeting is organised to discuss the next steps with the parents.

How are the parents/carers involved, or able to get involved in Lover & Redlynch Pre-school?

Parental involvement in a child's development at Pre-school is essential. We value parents sharing knowledge about their child's needs, interests and progress and they are able to arrange regular informal meetings with staff, key person and/or Manager/SENCo.

Who can I contact for further information?

Staff, your child's key person or the Manager/SENCo are available to discuss your child's progress, support and education at any time. If you have any concerns regarding your child, would like to arrange a visit, settling sessions or for any additional information about your child's needs, please contact Lisa Griffiths at Lover & Redlynch Pre-school on 01725 510295 or lover.preschool@gmail.com.

Lover & Redlynch Pre-school Team: Manager/Leader and SENCo: Lisa Griffiths. Deputy Leader: Shirley Hobday.

What is the Local Offer?

The local offer provides information and guidance on services for children and young people aged 0 – 25 with special educational needs and / or Disabilities (SEND).

The following website contains information about education, health, social care, preparing for adulthood and leisure etc...

www.wiltshirelocaloffer.org.uk