



SEND – Answers for parents regarding children with special educational needs and /or disabilities Local Offer.

1. How would the Nursery know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?

All staff at Garden Cottage Nursery are trained or are training in Early year education, we are therefore aware of what to look for and how to monitor children with any additional needs. All Parents and children within the setting have a time when first joining to talk about their needs like and dislikes if needed the OAIP (Ordinary Available Inclusive Practice) can be discussed. Learning profiles are used to look at the next steps for all the children as individuals and areas that may need supporting. If you have any concerns about your own child, the nursery team are always here to help. We will support and work with parents to focus on any specific concerns. We would formulate a plan such as an independent plan or a monitoring plan. This will be discussed with parents and their agreement, so we are able to contact the relevant organisations if it felt necessary to involve outside agencies, such as Speech and Language Therapy, Health Visitor, TSS, Occupational Therapists, Portage, and the CDC.

2. How will early years setting staff support my child?

Staff will support all children by understanding them as an individual and by the monitoring tools that we use at the nursery, independent plans will be actioned by all adults that are in contact with your child and any outside agencies that are working with your child should provide a report and what action needs to be taken to provide the necessary support. This will then be added to your child's IP and staff will use this as guidance for supporting your child alongside you as Parents/Carers. This is done in conjunction with you as parents and your key worker will be able to go through any action or advice that is needed.

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

On-going observation of your child will help the staff plan for the next steps of all children and the curriculum will be matched to the children in this way. At Garden Cottage Nursery we can adapt the play space/setting/classroom to what is needed for the children that attend each session. We also have a lot of access to outdoor space at forest school, the walled garden and the farm which are used daily to help those children that learn better outside. Again, individual play/learning plans are drawn up for all of those children that need them, and these are shared with parents.

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?

There are many systems in place that mean both staff and parents will be aware of the level of their children's development and any support that they may need. We have a daily book that goes backwards and forwards between home and school that can be used as a mean of communication. We send out weekly planning via our newsletter and photos of what they have been doing. The learning journal for each child is e-mailed to parents regularly Parents are encouraged to add anything to the learning journal at any time.

We have several meetings to discuss progress per year and some informal sessions. such as our educational evening, it is important that the door is always open for all.



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

Each member of staff has been employed because of their commitment to the welfare of children and therefore all staff will be responsible for the care of your child. All of the children that attend the nursery have a key worker and they are responsible for the completion of the learning journal although all staff that work with your child will be observing them, the key worker may ask for the other staff to look out for specific things that may be missing from their journal or just to get a closer picture of any things that they excelling at or anything that they may need a little help with, we also ask for your comments on their Learning Journal.

All staff are first aid trained and all have done child protection training the numerous policies and procedures are fundamental to the running of the nursery and these are available for parents/carers to read in the blue file in the front entrance.

6. What specialist services and expertise are available at or accessed by the early years setting?

Garden Cottage Nursery staff have a wealth of experience and knowledge however if it felt that a child needs something more, we are able to call upon a variety of services or signpost parents to the support that they may need for their child see the front entrance. We have the Target Support Setting including those with teaching experience, speech and language therapists etc., local children and family centres, portage, Health visitors and our door is always open if parents/carers would like to talk things through. We also have good knowledge of our local schools and can give support to parents/carers when going through the choosing process, this is also extended sharing information with Parents and schools during transition.

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

All staff are trained in childcare or are training varying from level 2 to EYTT addition to this we provide training to all staff working with the children with Additional educational needs, and several of the staff are SENCO trained this can be as a session away from the nursery by experts in a certain area such assign language, how to get children talking etc. or a group in house session such as a training evening on promoting positive behaviour, writing play plans etc. all staff have a training record and the opportunity to request training that they feel they need.

8. How will my child be included in activities outside the early years setting including trips?

We are lucky enough to be based on a farm and have donkey's, chickens, horses etc. a forest school and walled garden where the children grow their own produce and then sell it onto the parents, all of these areas are accessed daily by the children. We don't take out large numbers of children on outing as parents would then have to give their time to support this and many of our families are working parents; however we do have theatre trips to the school next to us, entertainers at the nursery. Small groups going to see the school that they may be going to. We also do a lot work for charity and the children become involved in summer fair's, concerts, cake baking and dressing up weeks plus many more activities.

9. How accessible is the early years setting environment? (indoors and outdoors)

We are fully accessible for all and we have wheel chair access to both indoor and outdoor areas. All possible changes to the environment would be made if felt necessary by the nursery to accommodate children and families with Additional Educational Needs.



10. How will the early years setting prepare and support my child to join the early years setting, transfer to a new setting/school?

Settling in sessions are very much an individual thing that will be planned with parents and carers as to what will work best for them and their child, as all children are treated as individuals. There will always be a transition process that we go through before handing care of a child over to a room within the Nursery, new setting this also happens in the setting from room to room. Everything that a new carer needs to know will be relayed to them either in writing or verbally and the child's learning journal will be forwarded to the parents to pass on to the new setting. Any child that attends two settings will have a dual setting form and this will also be passed via the parents regularly to keep everyone up to date with a child's progress. We are also always available on the telephone or by e-mail. We have school visits regularly before the new intake move on to school usually from the reception class teacher or teaching assistant.

11. How are the early years setting's resources allocated and matched to the children's Additional educational needs?

All resources are bought with the children in mind and they will be used in the area that we feel that they will have most impact on those using them. If specialist equipment is needed, we will do our utmost to provide these for the children we also have the toy library where we can loan things for periods of time when in stock that are for children with Additional educational needs these toys are usually enjoyed by all and not just the children that they have been chosen for

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

Always in conjunction with parents/carers as far as what the nursery can provide and we will support the inclusion of outside agencies working with your child which we are happy to work with and take any advice they can give about individual children.

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

The parents at Garden Cottage Nursery can be as involved as much they would like from helping out with in the setting, being a member of the parents committee and coming in to talk to the children about what they do for a living. There are many opportunities to be involved in the nursery and for any of the parents that cannot be as involved as they would like we have good communication through the reading folder, web-site, weekly newsletters,

14. Who can I contact for further information?

Jane Denman, Kirsty Tate and Louisa Campbell are INCO/SENCOs for the nursery and should be the first point of contact, although your child's key worker will be able to help or point you in the right direction, again the door is always open.

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You can find the Local authority offer on the West Sussex County Council Website

