



St. Margaret's Nursery

## Local Offer

## Nursery



Updated: September 2019

Date for review: September 2020

# **St. Margaret's Nursery Offer**

## **How does St Margaret's Nursery staff know if your child needs extra help?**

We know when your child needs help if:

- ❖ concerns are raised by the parents/carers, keyworker or other staff members
- ❖ there is lack of progress identified through termly observations and assessments gathered by your child's key worker
- ❖ there is a change in your child's behaviour or wider circumstances causing a lack of progress in their development

## **What should I do if I think my child may have special educational needs?**

- ❖ If you have concerns then please raise them with your child's keyworker
- ❖ A further meeting may follow with the designated Nursery SENDCo Mrs Rea if required

## **How will St Margaret's Nursery support my child?**

- ❖ Through observations and assessments made by the keyworker, we plan next steps for your child. Information will be gathered from you in regard to your observations at home. This will then be collated in your child's online journal which will be shared with you at the end of the Keyworker's observation week.
- ❖ Parent consultation evenings will be held 3 times a year to keep you updated with your child's development
- ❖ Keyworker's can identify concerns in regard to their key children through staff meetings and individual chats with the SENDCo
- ❖ Occasionally a child may need further support from West Sussex services such as: Child Development Centre, Portage, Occupational Therapy, or Speech & Language Therapy. Referrals will be discussed with parents/carer. With parental consent we can refer direct to NHS Speech and Language and the audiology departments as well as to the Targeted Setting Support team (TSS). TSS is our point of contact to support children with additional support needs in West Sussex. The guidance that they give will be shared with you and all Nursery staff.

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

- ❖ Every child has a learning journal which is an observational based assessment. Within the journal children have an individual summative assessment which monitors individual progress within the Early Years Foundation Stage (EYFS). Next steps are planned for with parents/carers to meet individual children's needs taking into account their interests.

## **How will I know how my child is doing?**

- ❖ You will be able to discuss your child's progress at Parents Consultations.
- ❖ The Manager or Assistant Manager will be on the door at the beginning and end of every session with a keyworker to discuss any concerns you may have.
- ❖ By sharing the learning journal and next steps with parents/ carers, progress is monitored and discussed.

When required a home book is set up to inform parents/carers of development and progress that your child is making, this can also be shared with other settings that your child may attend



## **How will St Margaret's Nursery help me to support my child's learning?**

- ❖ The Nursery SENDCo may meet with you to discuss how to support your child.
- ❖ In the event that TSS are involved then strategies maybe provided that can be used to support the learning of your child both at home and in Nursery.
- ❖ Individual Plans (IP) and one page profiles will be written in addition to the Learning journal progress reviews and next steps. These will be shared with parents/carers and all staff members and will be updated regularly.

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

- ❖ All children are supported by their keyworker and the Nursery SENDCo. Measures are put into place to support behavioural management as per our 'Behavioural Management Policy'
- ❖ Through risk assessments, monitoring, high staff/child ratios and training we ensure as far as can be possible the safety of the children in the Nursery.
- ❖ Support will be tailored to the individual needs of the child.

## **Pupils with medical needs**

- ❖ If your child has a medical need then a detailed Health Care Plan is compiled in consultation with parents/carers. Information will be gathered from agencies in regard to their individual needs. These are discussed with all staff members who are involved with the child. This will clearly identify any specific training required to support the individual medical need.
- ❖ In order for the Nursery to do this, we ask parents/carers to keep us up to date with pupil's current medical needs.
- ❖ Where necessary and in signed agreement with parents/carers medicines are administered in Nursery.

## **What specialist services and expertise are available at or accessed by the Nursery?**

At times it may be necessary to consult with West Sussex and NHS agencies to receive their more specialised expertise.

- ❖ We have access to Speech and Language Therapy (SALT), Portage, Educational Psychologists, Physiotherapists, Occupational therapists, Behaviour support etc. We also have access to the local Children's Family Centre, Health Visitors and Home Start service.

## **What training are the staff supporting children with Special Educational Needs and/or Disabilities had or are having?**

The Nursery has a designated SENDCo who accesses regular training through West Sussex. All staff are aware or have access to training in:

- ❖ Child Protection
- ❖ Health and Safety
- ❖ First Aid

- ❖ Positive behaviour
- ❖ Visual support

The training needs are specifically tailored to individual children's needs. The Nursery access training from local health care professional's dependant on the child's needs.

All training is discussed and cascaded down in staff meetings.

## **How will my child be included in activities outside the classroom including Nursery trips?**

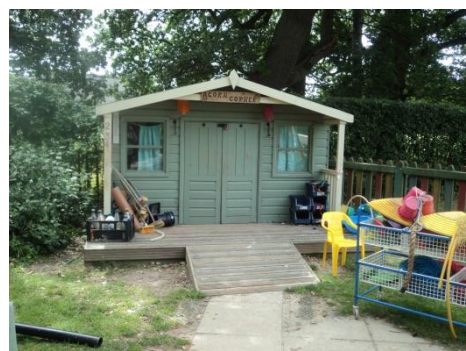
In the event that the Nursery organised an outing, we would ensure that all children were fully supported and included. Detailed risk assessments would be carried out to ensure that everyone's health and safety would not be compromised.

## **How accessible is the Nursery environment?**

- ❖ The Nursery is fully wheelchair accessible being on ground level. We have slopes leading up and down to the front and back entrances and into the role play area in the garden. We have an accessible toilet with full changing facilities and a wet room style shower. Throughout the Nursery we have wide doors for ease of access.
- ❖ We have multi language posters and a display board to support children with English as an additional language (EAL).
- ❖ The outside environment is partly paved and partly grassed. All children have access to all the areas in the outside.
- ❖ Visual timetables and visual prompts are used throughout the environment.







## How will we support your child when they join or leave the Nursery?

The Nursery identifies the importance of thorough transition into and from Nursery. This is laid out clearly in the Transition policy. Strategies used to support the child are the following:

- ❖ Home Visits made by the keyworker and Assistant managers.
- ❖ Pre entry meetings are made to discuss your child's individual needs and how the Nursery can support them. Equipment can then be sourced prior to your child starting with us.
- ❖ Visits into the Nursery to play in the environment.
- ❖ All about me books to give extra information in regard to the likes and dislikes of the child
- ❖ Visits to other settings that your child may attend, such as Nursery or childminder
- ❖ Encourage visits to Nursery by the reception teachers to share a story time
- ❖ If your child is going to attend St Margaret's school then the Nursery SENDCo will support your child in their reception year. All relevant information will be shared with the School SENDCo for their future learning journey in school.

## How are St Margaret's Nursery resources allocated and matched to children's special educational needs?

The funding allocated depends on the additional needs of the individual child. If enhanced funding is allocated an additional staff member may be employed to help support the setting and look after the welfare of the child. Additional toys to support the child to achieve their full potential will be purchased.

## **How is the decision made about how much support my child will receive?**

West Sussex support agencies may visit the Nursery and observe your child. Discussions will be carried out between the Nursery SENDCo, the parents and the advisors. Following this the advisor will make a decision to the level of support needed.

## **How are parents involved in St Margaret's Nursery? How can I be involved?**

We communicate with all parents/carers through termly newsletters, Parentmail and notices on the whiteboard in the entrance hall. Parents/ carers are able to contact the Nursery through the email address or by directly phoning the Nursery. The Manager or Assistant Manager are available at the beginning and end of every sessions to keep you informed. We welcome parent helpers into the Nursery to share a session with us. Three times a year we hold parent consultation meetings to meet with you and discuss your child's progress and any concerns that you may have. All parents are encouraged to attend any meetings with the Nursery SENDCo or other professionals regarding your child.

## **Who can I contact for further information?**

If you wish to discuss your child's specific educational requirements, please call the Nursery on 01293 421080. The manager and Assistant Manager would be happy to discuss any concerns that you may have or email the Nursery on [jhiscock3.938@lgflmail.org](mailto:jhiscock3.938@lgflmail.org).