



St. Margaret's Nursery

Local Offer

Nursery

Updated: July 2022

Date for review: July 2023



St. Margaret's Nursery Offer

How will St Margaret's Nursery staff know if your child needs extra help?

We recognise that all children are individual and will know when your child needs help if:

- ❖ concerns are raised by the parents/carers, key person or other staff members
- ❖ there is lack of progress identified through termly observations and assessments gathered by your child's key person
- ❖ 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 share these with your child's key person.
- ❖ A further meeting may follow with the designated SENDCo Mrs Rea

How will St Margaret's Nursery support my child?

- ❖ Through the ongoing observations and assessments made by the key person, we plan your child's learning in the environment. Information will be gathered from you in regard to your observations at home.

- ❖ Your key person will have regular conversations with you to share progress and achievements made by your child.
- ❖ Key person can identify concerns in regard to your child's development through staff meetings, supervision meetings with the Manager.
- ❖ 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/carers. With parental consent we can refer directly to these services as well as request/apply to the Targeted Setting Support team (TSS). TSS can help us look at individual support for children with additional support needs. The guidance that they give will be shared with you and all Nursery staff.
- ❖ When planning your child's learning the views/recommendations of outside agencies will be included.
- ❖ Staff will make effective use the OAIP (Ordinarily available inclusive Practice guide) in providing effective strategies and inclusive practices.

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

- ❖ Every child will be observed and assessed by their key person. This information and your child's interest will be used to plan their learning in the environment. Interventions will be used to target gaps in their learning.
- ❖ An online journal called Seesaw will be used to record your child's learning at home and in nursery.

How will I know how my child is doing?

- ❖ You will be able to discuss your child's progress during Parents Consultations.
- ❖ The Manager or Assistant Manager will be on the door at the end of every session to discuss any concerns you may have. You can also use the Seesaw journal to ask questions and share your own observations with your key person.
- ❖ 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 SENDCo may meet with you to discuss how to support your child.
- ❖ In the event that TSS are involved then strategies may be 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. These will be shared with parents/carers and all staff members and will be updated regularly.
- ❖ The SENDCo will make any referrals needed in seeking further support for your child.

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

- ❖ Initial settling sessions and nursery visits allow a chance to discuss/share any concerns you may have prior to your child starting as well as allow for successful transition.
- ❖ All children are supported by their key person and SENDCo. Measures are put into place to support behavioural management as per our 'Behavioural Management Policy' Staff promote positive behaviour.
- ❖ Through risk assessments, monitoring, high staff/child ratios and training we ensure as far as 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 the 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 and we encourage professionals to visit and observe your child in the setting.
- ❖ 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, EMTAS, Health Visitors and the integrated front door (IFD)

What training do the staff supporting children with Special Educational Needs and/or Disabilities have or are having?

Staff continually review and update their training. The SENDCo 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 professionals and services dependent 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.

Individual Risk assessments where needed and staffing considered.

How accessible is the St Margaret's 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 Acorn corner 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 outside.
- ❖ Visual timetables and visual prompts are used throughout the environment to help children understand routines and support speech and language and English as additional language needs.





How will St Margaret's Nursery 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:

- ❖ Stay and play visits are organised to introduce the children to the nursery and its staff.
- ❖ Liaison between settings with key person/ SENDCo and teachers
- ❖ Home Visits will be made if we feel an individual child would benefit from this to help them settle.
- ❖ 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 and pre entry referrals to TTS made if needed.
- ❖ 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 a 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 key person/SENDCo will ensure relevant information is 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.

Staff may undertake any necessary training to meet the needs of the child.

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

The nursery staff and SENDCo will work in partnership with you. West Sussex support agencies may visit the Nursery and observe your child. Discussions will be carried out between the 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 weekly newsletters, emails and Seesaw (online journal) messages. 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 end of every session 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 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 nichola.rea@stmagsifield.co.uk