



Wendens Ambo Pre-School – Local Offer April 2020

The purpose of the Local Offer is to improve choice for families by providing information about services available for young children who have special educational needs and/or disabilities (SEND). All Early Years settings in Essex are expected to identify and support children with special educational needs to make the best possible progress. Early Years settings are supported to be as inclusive as possible by the Local Authority so that the needs of young children with SEND are met.

How Wendens Ambo Pre-School knows if young children need extra help, and what our parents/carers should do if they think their child may have SEND.

At Wendens Ambo Pre-School we value and respect each child as a unique and individual person. We provide an environment in which children with SEND are supported to reach their full potential. Before a child joins the Pre-School we offer the opportunity for them and their family or carer to visit us and encourage them to spend some time in the setting. This provides the opportunity for both the parents/carers and the child to spend time with their Key Person and share information about the child.

During the first few weeks at Pre-School the Key Person undertakes observations linked to the Early Years Outcomes, ages and stages of development with further ongoing observations and assessments. At the end of each half term the Key Person will record all progress made. This can, in some cases, identify individual needs and some children may require further support in these areas. The observations and progression records will be discussed with the Pre-School manager and the SENCO and shared with the parents, usually in the child's Learning Journey and in a private and confidential discussion with the parents/carers.

The SENCO will provide support and advice to the Key Person and parents/carers and, with the parents/carers' permission, will seek the support from the Area SENCO. We work in partnership with all our families and encourage parents/carers to discuss any worries or concerns with their Key Person.

How Wendens Ambo Pre-School supports young children with SEND.

We plan for a child with SEND in the same way that we plan for each individual child within our setting - ie around their interests. We use a graduated approach cycle; assess, plan, do and review. The Key Person, parents/carers and SENCO carry out an initial assessment and then, through discussions, a personalised plan of learning outcomes and required support is agreed with the parents/carers. The Key Person is then responsible for putting these plans into place. They are then reviewed, and the cycle continues. We will seek the support and

guidance of our Local Authority Inclusion Partner and outside professionals where necessary in agreement with the parents/carer.

How Wendens Ambo Pre-School creates learning and development opportunities for individual children with SEND.

We assess each child's learning needs and individual requirements. We use the Early Years Outcomes to plan for each individual child using the graduated approach cycle (explained above). We have good links to external professionals within the Health, Social Care and Education sectors.

How Wendens Ambo Pre-School works in partnership with parents/carers.

When a child first starts with us, we complete an 'All About Me' booklet with the child's parents/carer which provides us with vital starting point information. We have regular daily contact with parents/carers which allows us the opportunity to share information or any concerns about their child. Wendens Ambo Pre-School has an Open Door policy so parents/carers can discuss any issues or concerns with their Key Person or any available staff.

We use Learning Journeys for each child which we share regularly with parents - and encourage them to add information, milestones, achievements etc. about their child. We also encourage parents to complete Home Observations, so we can discuss any achievements and Next Steps. We are also happy to email or phone parents to discuss their concerns. All children have a developmental check between 2 and 3 years of age and parents will be invited into Pre-School to discuss this with their child's Key Worker.

We also hold Parents' Evenings for all children so that both parents have the opportunity to attend and discuss any issues they may have without the child being present. If a parent is unable to collect their child each session, we ensure that we communicate with them frequently.

We invite parents to help complete a One Page Profile sheet and planning reviews to share information and ask for their contribution on outcomes for their child. We then work on the Next Steps to achieve these outcomes with the child's Key Person. We follow the Early Years Foundation Stage ("EYFS") to track a child's Next Steps. We will also attend Team Around Children ("TAC") meetings with the parents/carer and all other professionals involved. Where appropriate we will visit the child's primary school to ensure a smooth transition.

To support the Home Learning Environment ("HLE") we have introduced home/school activity packs to encourage parents/carers to support their child's learning at home.

How Wendens Ambo Pre-School supports the well-being of young children with SEND.

Staff praise and model positive behavior within the Pre-School.

We undertake daily risk assessments in and around the Pre-School. We will look at all areas of the physical environment and will involve parents with the process of risk assessments to ensure the environment and equipment is appropriate for their child. We keep a list of all allergies and a Health Care Plan (HCP) for each individual child.

We have an Administration of Medicines policy and parents are asked to complete the relevant forms to agree to the administration of medicines etc. Once any medicine has been administered the member of staff will also sign the form advising of this. If appropriate a HCP will be put in place.

All the Pre-School's policies are shared with staff and all parents/carers can view these any-time (these are reviewed and updated regularly, and copies can be found on our website (www.wendensambopreschool.co.uk) or at Pre-School.

Current DBS checks are undertaken on all members of staff and Committee members.

Staff training and experience in supporting young children with SEND.

Staff attend regular training on a variety of subjects to keep up to date with their Continuing Professional Development (CPD). They give feedback at staff meetings, after the training, so that all the latest information is cascaded to every member of staff.

All members of staff attend a Level 3 Paediatric First Aid training, and this is updated every 3 years. All staff attend Safeguarding training, Levels 1 and 2, and we have 2 members of staff who have completed their Designated Person, Level 3 training for Safeguarding. Our trained and experienced SENCO keeps up to date with all the latest Code of Practice trainings and information.

Our SENCO has been trained in the use of the Wellcomm Speech and Language toolkit which we use to screen all children for any speech, language or communication difficulties.

Specialist services and expertise accessed by the Pre-School.

We have excellent links with our Local Authority Inclusion Partner, who happily provides support, training, information and resources for us to use. She can also refer to a specialist teacher if she thinks it is required.

Periodically the local health visitor attends the Pre-School to spend time with the child's parents/carer who might require further support with any concerns/issues they have about their child.

We are also able to direct children and their parents to the local Speech and Language Therapist drop-in sessions, and then work with the child and their parents/carer to carry out any activities to support them.

We have good links within the local community and with all health and educational professionals including our local Children's Hub – Spangles at Stansted.

How Wendens Ambo Pre-School includes young children with SEND in community-based activities and outings.

We undertake a risk assessment and involve the parents/carer in the planning and suitability of the trip from the outset to ensure it is an appropriate activity. Full risk assessments and a site visit will be undertaken in line with our policies and procedures with the support of the parents/carer.

Our accessible environment.

We hold our sessions in a newly-built village hall which is also used by the local village community when the Pre-School is not in operation. Parking is on a level surface, in a tarmacked car park, with an area marked for disabled parking alongside the building. Access to the building is by 3 steps up to the main door. There is also a purpose-built ramp from the car park through large doors into the village hall. There is a disabled toilet which is easily accessible. Limitation of the garden area can be explained.

Our resources are brought out daily for all children to use and we have photo books to allow the children to let us know if there is anything else they would like to play with. All the resources are labelled and have visual aids on the containers.

Our Enco is responsible for undertaking and updating our Access Audit.

How Wendens Ambo Pre-School prepares and supports young children with SEND when joining the setting and when transferring to another setting or school.

Joining the Pre-School

Together with the child's parents/carer we complete 'All About Me' booklets with each child and have regular meetings with the child's parents/carer, the child and with their Key Person. Each child can have regular settling-in sessions which are tailored to their individual requirements and at a pace that makes the child and parents/carer feel confident and secure.

During these sessions the Key Person will work to form a relationship of trust and support with the parents/carer and their child to ensure appropriate planning is in place for each individual child. Parents/carers can email and/or talk with the manager, SENCO and Key Person if they have any worries or concerns. Key workers/the Senco will arrange visits from primary school teachers and/or visits to the school to ensure a good transition.

Transition to school

We pride ourselves on our transition process and have very good links with all the local primary schools that our children attend. All the Early Years teachers visit our setting to discuss each child who is moving into their class. We have one session a week (on a Thursday) which is specifically for those children moving onto primary school the following September. These sessions are all about preparing each child for school, whether it is lining up outside in the morning, changing for PE or carrying a tray with a hot meal to the lunch table. All children

are helped with this transition. We also provide the opportunity for children to dress up in school uniform.

How Wendens Ambo Pre-School organises its resources to meet the needs of young children with SEND.

Our equipment is regularly reviewed and updated to ensure suitability for all children. We use photo books of our resources to enable children to choose what they would like to play with and all our resources have pictures on their storage boxes to enable every child to choose. Some of our resources are in trollies so that they may choose themselves.

We have a committee of parents who work hard to fundraise throughout the year so we are able to purchase new equipment and resources.

How we decide on appropriate support for young children with SEND.

We ensure all children's individual needs are met appropriately to achieve their full potential by involving their parents/carer with every stage of their development.

All staff meet regularly and each child's needs and strengths are discussed so we can fully support the child in the Pre-School. This ensures we all work together as a team: all staff will support each child by carrying out regular observations and be part of the planning, 'do and review' cycle. The on-going partnership with the parents/carer and other professionals involved with the child and their family will support the decision-making process.

How we involve the parents/carer in the Pre-School.

In addition to our daily contact with all parents/carers and the many ways we use to keep in contact, including a closed facebook page, we also offer the opportunity to have one to one sessions with the child's Key Person, whether this is through our parents' evenings or if the parents/carer wishes to arrange a time to speak to us privately during a session.

We hold various events during the year where parents/grandparents/carers are invited to come and join with their child.

Who to contact for further information:

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