

**Loxwood Pre-School Local Offer**

Registered Charity Number: 1028253

How does Loxwood Pre-School know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?

The whole team is committed to identifying any special educational needs in line with the SEN Code of Practice 2014. We monitor your child’s development on an on going basis, collecting a varied range of evidence. Should your child’s Key Person have any concerns about your child’s development he/she will discuss it with the Special Educational Needs Coordinator (SENCO). Together they will decide whether any additional or different support is needed. Any concerns will be discussed in a parent meeting.

If you have any concerns about your child’s development, please speak to your child’s Key Person or SENCO Michellé Vorster.

How will early years setting staff support my child?

Your child has a Key Person who will form a close attachment to your child. The Key Person is also responsible for the overall development i.e. planning activities and experiences to support your child’s learning. If your child has specific needs there will be collaboration between the SENCO, Key Person, yourself and other professionals (if needed) to ensure targets are set and we are working towards meeting them.

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

Our adult/child ratio is high, ensuring that your child receives a excellent level of adult attention and intervention, as and when needed.

Your child’s Key Person will plan his/her next steps and a programme aiming to provide an engaging and exciting range of experiences and activities. Next steps are set appropriately to ensure achievable outcomes to consolidate and extend your child’s learning.

How will both you and I know how my child is doing and how will you help me to support my child’s learning?

Termly parent meetings are held to discuss your child’s progress and development as well as discuss your child’s next steps.

Key People also meet your child and yourself each day at drop off and at collection. This gives you the opportunity to update the Key Person on any development/concerns you may have. The Key Person will then update you at collection regarding your child’s activities during that session.

In addition, we email a weekly update newsletter to parents and carers. A copy is included on our Parent Noticeboard. This newsletter provides information about what the children have done that week as well as information about the week to follow e.g. on what we are focussing, special outings, anything children need to bring in etc. It will also include information about the weekly activities, what our focus will be for the coming week, sounds that we will be looking at and upcoming topics etc.

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

We strive to help your children feel secure and confident, by valuing them as an individual, by forming positive relationships and by providing an enabling environment.

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

The SENCO attends regular training and meetings to ensure he/she is up to date with current good practice and legislation.

All Early Years Settings have access to the FIRST Team. The FIRST Team forms part of West Sussex Early Childhood Service. The team offers training and advice to early years and childcare settings in developing inclusive practice. They also support practitioners (childcare professionals) in meeting the individual needs of disabled children and children with additional needs to fully include them within their setting.

If we have a concern about a child’s speech and language, we refer the parent to the local Family Information Service’s Speech and Language Drop-In Sessions.

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

The SENCO attends regular training and meetings to ensure they are up to date with current good practice and legislation.

We constantly assess our training needs and requirements and have a subscription to the West Sussex Training Scheme, which allows us to have access to the most current and relevant training courses.

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

We treat your child as an individual and would endeavour to plan Pre-school outings to accommodate all children. Risk assessments are carried out for every activity both within and outside of preschool (including trips). All parents and carers are notified before any preschool trip and parents and carers are welcome to help on the day.

We liaise with parents and carers to discuss individual needs prior to any outing.

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

At the moment the setting is accessible by everyone.

We also have an accessibility plan to help identify and prioritise access issues around the physical environment for people and children with special additional needs. It also suggests strategies for achieving these targets.

How will the early years setting prepare and support my child to transfer from a new setting?

Your child will attend a number of settling in sessions prior to starting at our setting. Should your child also be attending another setting, we ask for a copy of their next steps and if possible to see your child’s learning journal prior to the start.

During these sessions your child is encouraged to become familiar with the pre-school, his/her Key Person, children and staff. It gives them an opportunity to be involved with our daily routine and to find out what they enjoy doing at pre-school. All parents and carers complete several registration forms, which includes an ‘About Me’ form detailing the likes and dislikes of your child.

If your child attends another setting whilst also attending our Pre-school, we arrange a visit to the other setting at least once a year. We will also work together sharing information within our learning journals and next steps.

How will the early years setting prepare and support my child to transfer to a new setting or school?

The majority of children attending our setting move on to Loxwood Primary School. Our garden runs onto the school field, with a gate linking the two settings. During the year we visit the Reception Class regularly. We also offer a two-hour ‘Bright Sparks’ session, after Christmas, to all children starting school that September. During these sessions we focus on school readiness and helping the children get ready for the transition to school.

Should your child move on to a different primary school we liaise with that school to find out what their expectations are for your child to start school. Where possible we arrange for the teacher to visit our pre-school or the Key Person and your child to visit the school itself.

If your child has a Health Care Plan, or statement of Special Educational Need, a transition meeting/s will be arranged between you, the school/new setting and us.

How are the early years setting’s resources allocated and matched to children’s special educational needs?

Should we identify a child with specific needs we are able to approach West Sussex County Council for additional funding to support an individual child’s requirements. Although Loxwood Pre-school is a registered charity, we have specific funds set aside which we can use to increase our resources. We are also a member of the toy library and are able to borrow specific items to support children’s needs.

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

Your child’s needs are carefully assessed and decisions are then made based on the ability of your child to access the curriculum and make progress. The SENCO and Key Person will work closely with you and other professionals to assess your child’s needs. We hold termly parent meetings to discuss your child’s requirements. Your child’s Key Person will be able to identify any additional support through our on-going observations.

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

We are a committee run pre-school and welcome any help and feedback. Our committee is made up of mainly parents of the preschool who make decisions about our fund raising activities.

We strongly rely on the help of parents and carers who can volunteer time to the pre-school. This can range from helping with the children, joining our committee or any other jobs. It also doesn’t have to be for a full session, but could be helping out for just an hour.

We also encourage parents and carers to be a secret storyteller or secret helper for a session. Children love guessing who will be reading the story today! We also have baker’s/grocer’s child which is an opportunity for children to take turns to bring in cakes/fruit & vegetables to sell to their friends, in aid of the Pre-School.

Who can I contact for further information?

For more information about joining Loxwood Pre-school please either contact Tessa O’Mara or Michellé Vorster on 01403 753284 or email us at enquiries@loxwoodpreschool.com