

## **Local offer policy**

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

Your child's key person is responsible for making observations and assessments to check progress towards the early learning goals as described in the EYFS. They will identify the interest and next steps in learning and will share this with the parents. If the key person has concerns about your child's learning and development, they will discuss this with you and you will decide together how best to proceed to meet your Child's needs. At this point they may also get support from the settings SENCO to document the support they are providing and the progress your child is making on an SSP. They may suggest making a referral to the Early Years Service for more help.

### **2. How will Nursery staff support my child?**

Your child's key person, supported by the SENCO, will plan a programme of support for your child and monitor their progress. If a specialist service is also working with your child, your child's key person and the specialist worker will liaise to ensure that the setting is able to follow the programme of support being suggested for your child. The key person may also suggest activities that you can do at home with your child. They will welcome your feedback about how your child is doing and use this to inform and adjust the support your child is being provided. All members of the setting will be aware of the support your child needs and will work with your child in the same way that they do with all the children in the setting.

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

We currently use the foundation stage curriculum and also early year's tracker books. Alongside these, the child's key person undertakes regular observations and assessments to provide planning for individual children. Children requiring additional support are included within the planning with the help of the SENCO and their individual key person to ensure they are given the opportunities to develop to their full potential, and are given full inclusion.

### **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?**

All parents/carers are invited to attend parents evenings during the Nursery year to discuss to discuss their child's progress with their key person, and to review their learning potential for the forthcoming terms. We have national strategies for assessing speech and language as well as the early years tracker books, which show the progress being made in each of the areas of learning.

Parents/carers can also request to see the manager, SENCO or key person at any time. We undertake regular assessments of your child's progress against age related expectations. This is in addition to a progress check made during the year in which your child is 2. We complete a summative assessment on transition to school and share this with you and your child's reception teacher. The key person can discuss with you the best way to share information about your child's progress.

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

At Happy Days Nursery we are committed to helping all children to stay safe and healthy and enjoy their time at Nursery. We have an medicine administration policy and log for all medicines administered, which is completed on a daily basis by trained staff. We also have a behaviour policy which is followed by all staff to ensure that all children are treated fairly and equally. Staff/key workers will liaise with parents if behavioural complications should arise.

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

Happy Days Nursery has access to the full range of Local Authority specialist services in education, health and social care (see LA local offer). Staff take part in ongoing training in all relevant areas, such as speech and language, child protection, special educational needs makaton and paediatric first aid.

We also have input from the Early Years language team and the Early Years Support team.

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

We currently have 2 designated special educational needs persons who have been fully trained by ESCC to support children who attend with SEND. Other children with additional needs may be identified throughout their time with us. All staff gather information and evidence to support the SENCO through regular observations and assessments.

**8. How will my child be included in activities outside the setting including trips and outings?**

All children at Happy Days Nursery have access to all activities and trips offered by us and, where necessary, additional adult support will be available to assist you child to participate fully. Parents will be asked to meet with Nursery staff to plan appropriate support where necessary.

**9. How accessible is the Nursery environment?**

Our building is fully wheelchair accessible and we have disabled/wheelchair accessible toilet facilities. We are able to accept the inclusion grant and are willing to apply for any additional funding needed to support children's inclusive learning and needs. We adhere to the Equality Act 2010 and have access to the translation service for parents/carers and children whose first language is not English.

**10. How will you prepare and support my child to join the Nursery, transfer to a new setting or school or the next stage of education and life?**

At Happy Days Nursery we work closely with the primary schools to support all children when transferring to their school. Parents/carers of reception age children are invited to meet with their child's new teacher by means of visits and induction meetings. In the term before they start primary school, we liaise with the reception teachers to pass on information about the children and arrange for them to visit the setting during the summer term.

**11. How are the settings resources allocated and matched to children's special educational needs?**

Children will be allocated resources based on their individual needs. If, in exceptional circumstances, the nursery considers that a child needs extra resources we can apply to the local authority for more funding. Outside agencies will also be consulted to ensure the best allocation of resources.

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

Your child will have access to support according to their needs. Support for children with the highest level of need will be outlined in Education Health and Care plans, and for those with lower levels of need information from parents, other professional and nursery staff will be used to plan support. The decision regarding the type and level of support is usually governed by the Early years service following assessments.

### **13. How are parents involved in the Nursery? How can I be involved?**

We encourage parents to take an active roll in their child's learning. Key workers will meet with parents/carers at consultation evenings to discuss progress and they are also available for further discussions/meetings should the need arise. All parents/cares of children on the special educational register will also have the opportunity to attend specially co-ordinated meetings to discuss progress and plans.

Positive parental involvement at Happy Days Nursery is always welcome and feedback from parents is greatly valued.

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

Your child's key person is the first person to talk to. If you have a specific question or concern relating to SEN, you can talk to Eve Blyth who will answer your concern or pass them onto the relevant member of staff. For SEND you may be given specific contact details from outside agencies.

The Local Authorities offer is available to view at the following web address:

<http://www.eastsussex.gov.uk/childrenandfamilies/specialneeds/localoffer/default.htm>