

Leverstock Green Playgroup Local Offer

- 1. How does Leverstock Green Playgroup know if children need extra help and what should I do if I think my child may have special educational needs?**

At Leverstock Green Playgroup you can speak to any of our staff if you have any concerns about your child. However, Tracey Dignum is our dedicated coordinator for special educational needs and disabilities.

If your child has an identified special need before joining our setting, Tracey will work with you to ensure that everything is in place (e.g. special equipment, staff training, classroom organisation etc.) before your child joins us.

Your child's key person will work with Tracey to continually monitor and review your child's development and progress in the setting through the Early Years Foundation Stage (EFYS) framework.

We work very closely with other professionals such as Health Visitors, Speech and Language Therapists, Educational Psychologists and other healthcare professionals to ensure that your child is given appropriate support and that we provide the very best care and educational opportunities for your child.

- 2. How will Leverstock Green Playgroup staff support my child?**

We have one member of the team, Tracey Dignum, who is our specialist SENCO, and have a wide range of experience helping children with different needs.

Your child's key person will develop a strong bond with your child, and we will work with you to ensure your child is happy and settled at playgroup.

Our SENCO will work to ensure that you are closely involved at all stages and will also liaise with a wide range of professionals. Information provided will be fed into a SEN Support Plan to ensure that all staff are working to the same goals in supporting your child.

3. How will I know how my child is doing?

You will be given feedback on your child's progress. You are always welcome to discuss your child's progress informally at the setting or by telephone or email. We will also review progress with you via their learning journals and through talking with the key person or SENCO.

The regularity of formal meetings between staff and parents will depend on your child's level of need. If your family has been registered with Early Support then Team Around the Family meetings will take place once a term and, if necessary, more often.

There are many formal ways of communicating about your child's progress but nothing is better than an informal chat at the end of a session, so please always speak to us about any concerns.

4. How will the learning and development provision be matched to my child's needs?

Once an initial assessment has been carried out, your child may have a SEN Support Plan made for them by the SENCO and key person, based on the child's needs and other professional advice. All staff will be aware of the targets on your child's SEN Support Plan and will ensure that they adhere to them during the sessions.

Through the EYFS we will observe and assess your child and then plan their learning and development provision around our observations.

We will follow advice from other professionals on how to support your child's particular needs and the SENCO will ensure that training is accessed for staff, where possible, to support your child's learning.

5. What support will there be for my child's overall wellbeing?

We will involve other professionals (e.g. Health Visitors) to ensure that we support your child in all areas of their development. We will support you and your child with toilet training, and any issues regarding eating, sleeping etc. The playgroup has changing facilities.

There is a strong emphasis on providing a caring environment, and this is supported through various strategies such as organising children into mixed family groups with older children helping some of our younger children.

If your child has any specific medical needs our staff will undergo any training (e.g. epi pen training, replacing breathing tubes etc.) and we will administer any medication prescribed by a hospital paediatrician or GP.

We have a behaviour management policy which outlines the procedures used at the playgroup, however if specialist help is required to manage behaviour we can request the support of the Inclusion Development Officer employed by the local authority.

All staff have a positive approach to all children's individual learning and development and are sensitive to their needs. Unwanted behaviour and the testing of boundaries is often part of growing up, and we will work closely with you to put strategies in place to support a Herts STEPS training, which we adhere to. Please see our behaviour support policy to give more guidance of STEPS.

6. What specialist services and expertise are available at or accessed by Leverstock Green Playgroup?

Tracey Dignum has been a SENCO since June 2010 and has worked with children with a wide range of needs. She attends termly SENCO cluster meetings and specialised training e.g AUTISM , SPEECH AND LANGUAGE to update her knowledge. Tracey has completed a SENCO accredited course .. Both Tracey has completed Elklan and Wellcomm training which help with Speech and Language . We have very good links with our local Children's Centre and we work with a wide range of agencies such as Advisory Teachers, Autism Advisory Teachers, Occupational Therapists, Physiotherapists, Educational Psychologists, Speech and Language Therapists, Health Visitors, GPs etc.

We also have a good relationship with all the local feeder schools, and this will make the process of moving to a new setting much easier for your child.

7. What training and/or experience do the staff, supporting children with SEND, have?

All staff have a lot of experience with working with children with special needs.

We are all attended some training in Makaton sign language and STEPS training and we have the database of Makaton signs and symbols held at the pre-school so we can look up words to support individual children.

8. How will my child be included in activities outside the setting?

Your child will benefit from all activities outside the setting and full risk assessments will be carried out.

We will discuss your child's needs with you to ensure they can be included. You will not be required to accompany children on any outside activities. However, if you are unhappy about your child

joining in a trip, visit or event without your presence you would be welcome to act as a parent helper on the outing

9. How will I be involved in discussions about and planning for my child's learning and development?

Your child's key person will discuss the progress and development of your child and you can see their learning journeys as often as you would like. The SENCO will be available to speak with you and support the key person and yourself. If an external professional is sought we will always obtain your permission first. The SENCO will liaise with the professionals and a report/ discussion will be arranged for you to be updated fully of your child's progress.

10. How accessible is the building / environment?

The playgroup environment is very accessible and meets the current disability regulations.

There are no stairs in our building and we have ramp access.

We have purpose built toys and equipment at your child's level.

Our garden is all on one level and we have grassed and tarmac areas and a sensory garden.

There is an accessible toilet in the main building.

11. How will Leverstock Green Playgroup prepare and support my child with transitions between home, settings and school?

Taster sessions will be organised at playgroup for you and your child to attend prior to their start date.

If your child receives care from another setting (e.g. another nursery or a childminder) with permission we can liaise with them to share information and support/strategies.

When it is time for your child to leave us to start nursery school or school we will contact the new setting and invite them to visit your child at playgroup. During this visit the teacher or key person from the school will meet and play with your child and discuss their development and progress.

12. How will Leverstock Green Playgroup resources be used to support children's special educational needs?

All equipment and toys are moveable and can be made accessible, they are age and stage appropriate. We will seek to borrow equipment needed for specific needs from our local toy library.

The playgroup has a high staff/child ratio, so your child will receive plenty of adult support. We are a very inclusive setting and have a range of resources/strategies in place to support children with a range of needs e.g. we have two visual timetables (using photographs and symbols) that may be used with speech and language delay or if English is a second language.

We have a number of sensory resources.

13. Who can I contact for further information about the early years offer in Leverstock Green Playgroup?

Tracey Dignum 01442 266270 leverstockgreenplaygroup@hotmail.co.uk

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to www.hertsdirect.org/localoffer