



09.13c North Bushey Pre-School – SEN Local Offer

How do we know if children need extra help and what should I do if I think my child may have special educational needs?

Lidia Araujo is our designated coordinator for Special Educational Needs and disabilities (SENCo). Our Staff use their knowledge to assess the individual children they have within their key group using individual observations and development needs.

If for any reason a child does not appear to be meeting expected Early Years Foundation Stage (EYFS) framework milestones, they would be flagged up by their key person and discussed with the Leader and SENCo.

At all times we would maintain communication with the parents/carers and raise any concerns we have immediately. Should a need be identified, we will support the child and work closely with other professionals such as health visitors, speech and language therapists and Early Years Advisors, to ensure that your child is given appropriate support and that we provide the very best care and educational opportunities for your child.

As a parent/carer, if you have any concerns about your child, you can raise them prior to joining our setting either on our application forms, on your visit or you can request a meeting with our SENCo Lidia Araujo or our Pre-School Leader Lisa Beachman, to discuss your child's needs prior to them joining. This will ensure that everything is in place (e.g. special equipment, staff training). If your child is already attending the setting, you can raise concerns at any time with your child's key person or Leader who will then discuss/refer on to our SENCo.

How will the setting staff support my child?

At North Bushey Pre-school our SENCO Lidia Araujo & the team will be supporting your child with activities.

Observations for each child which form a basis for our planning and will determine how we will be supporting and developing your child.

We then plan and prepare activities to support the areas identified. If we are concerned with any child due to their level of progress, we may feel it necessary to complete an IAELD (Individual Assessment of Early Learning and Development) which will support us in identifying the areas that need addressing. We will seek permission from parents/carers before completing an IAELD and explain what this entails. After completing this we will arrange a meeting to discuss our findings and how best to move forward to help your child.

How will I know how my child is doing?

You are always welcome to discuss your child's progress informally at the preschool or by telephone or email. We will also review progress with you via their learning journals and through parents' consultations and termly summaries of your child's progress.

The regularity of formal meeting between staff and parents will depend on your child's level of need.

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.

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

We allocate every child with a Key Person.

Through the EYFS all staff complete regular observations on the children which inform the setting about how the child is learning and what areas they need support in. This information forms our 'next steps' which are used to plan forthcoming activities. Staff would adapt activities to suit the progress of all children so they are suitably challenged. We also gather evidence by photographs and examples.

If needed, we will follow advice from other professionals on how to support your child's particular needs and, if appropriate, training will be accessed to support your child's learning.

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

At North Bushey Pre-School we are committed to meeting the needs of the children and maintaining our caring reputation and ethos as of paramount importance. We build good relationships with families so that children feel comfortable and secure in our environment.

If needed we will involve other professionals (e.g. health visitors, EYA Advisor/teacher, Speech Therapist) to ensure 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 Pre-school is fully equipped with changing mats, small toilets etc.

We offer healthy snacks and ensure the children have access to play outside and are kept active.

If your child has any specific medical needs, where appropriate, our staff will undergo any training - e.g. Epi pen training.

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 and enhance your child's positive behaviour as outlined in our Positive Behaviour procedures.

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

We have a SENCo working within our setting and we have fantastic links with our local children centre.

We share information about support available to all our parents both verbally and via our website.

We work closely with the Early Years Inclusion Development Officer and Advisory Teachers.

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

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

Staff attend regular training courses in all areas of the EYFS and Pre-School practice and child development. We are committed to the continuing professional development (CPD) of all staff.

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

The majority of our sessions are run from our Pre-school building, but 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, if necessary or needed, we will ask if you are able to accompany us on outside activities. You are always welcome to join us on our visits if you wish.

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

Parents regularly talk to their child's key person and other staff working at the setting. The team is very approachable, and we enjoy sharing information about the child's day. Sometimes for a more in-depth discussion it may be necessary to arrange a mutually convenient time for a meeting.

We hold parent consultations where parent/carers are invited into the setting to discuss their child's progress. Parents have this opportunity to inform staff of their feedback about their child's progress and any areas they have concerns with. We would also include into the child's next steps any areas the parents would like us to concentrate on.

If outside professionals come into see your child, we will organise a meeting at the end of that visit for a brief discussion. If this is not possible any reports are always copied and given to you.

Parental consent is always obtained before we refer to any outside agencies regarding Special Needs.

How accessible is the building / environment?

The Pre-school is very accessible and meets the current disability regulations. There are no stairs in our building and we have an accessible toilet. Activities are provided at ground level or low level tables and chairs. We also have sensory resources.

How will the setting prepare and support my child with transitions between home, settings and school?

When offered a place at North Bushey Pre-school you will be sent forms to complete and return. Either the forms or your visit will be our first introduction to your child and their family.

If needed or wanted, we will carry out a home visit so our staff can meet your child in their home environment. If necessary, a health care plan is completed and signed off at this meeting.

If your child receives care from any other setting (e.g. another nursery or a childminder) we will work with them by sharing care and development.

When it is time for your child to leave us to start Nursery School or join a Reception class, we will contact the new setting and invite them to visit your child at Pre-school. During this visit the teacher or key person from the school will meet and play with your child and discuss their development and progress.

How will North Bushey Pre-School's resources be used to support children's special educational needs?

For any child identified with a special educational need, we would work closely with our SENCo, parents and other professionals involved to discuss their needs.

Where possible we would make reasonable adjustments, adapting provision and activities we have, to meet the individual needs of the child, regularly assessing and monitoring progress to ensure we are supporting them appropriately.

We incorporate sign language into our daily routine, particularly during Snack and Carpet Time. We have visual timelines, photographs and labels on display around the pre-school.

Who can I contact for further information about the early years offer in the setting?

Email: northbushey@alnbpreschools.co.uk

Phone Number: 07467 101326

SENCo – Lidia Araujo

Pre-school Leader – Lisa Beachman

Hertfordshire Local Offer: [The Hertfordshire SEND Local Offer](#)

