



Seedlings Pre School
St Johns Memorial Hall

Mobile: 07525 731424

seedlings-preschool@outlook.com

Special Educational Needs and Disabilities – Local Offer

How does Seedlings 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?

At Seedlings Pre School we understand that every child is unique and have individual needs so we ensure that every child is treated as an individual.

Each child in our care will have a Key Person who will be responsible for getting to know and understand your child and for monitoring their development. We monitor their development through taking regular observations of their play and interaction while in the setting as well as asking for parental observations and input to give us as big a picture of your child and their development as possible. These observations are used to plans and next steps for your child and also help us to track their development. This enables us to identify if there are any areas for concern. If we do have any concerns about your child's development we will share this with you, welcome your input and, with your consent, we will contact any relevant professionals who can support with your child's development.

If you should ever have any concerns about your child's development then you should speak to your child's key worker. You can do this at any time and do not need to wait for the termly parent consultations.

How will Seedlings Pre School's staff support my child?

Your child will be given general support from all the staff within the setting but they will receive specific support for their individual needs from their key worker. Your child's key worker will liaise with you regularly about your child and how they are developing. We provide parental access to our online observations software to allow parents to view their child's development in the setting and to allow parents to add their own thoughts, comments and observations as well. This software allows us to compile a 'learning journey' which documents your child's time with us. We begin the learning journey with an 'About Me' form which you will complete about your child prior to them starting with us. This is then followed by regular observations, planning and tracking of your child's progress while they are with us. There will also be termly parent consultations where your child's key worker will have a short meeting with you to discuss how they are doing and where we are supporting them.

Seedlings Pre School has two staff members who are trained in Special Educational Needs & Disabilities (SEND), SEND Officer and a Deputy SEND Officer. They are responsible for overseeing the needs, development and provision for any children in the setting who have special educational needs or disabilities (details for who performs these roles are displayed on our notice board).

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

Through the regular observations that the staff make on their key children we are able to plan appropriately

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for their individual needs. We will provide activities tailored for them to engage in and gain benefit from and provide appropriate equipment where possible to enable them to fulfil their needs and participation within the setting.

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

We strive to maintain a strong flow of two-way communication between ourselves and the children's parents. Staff are always on hand on a daily basis at the start and end of each session for parents to liaise with. We also encourage parents to contact us using other methods of communication should they ever wish to discuss something with any of the staff.

We also provide for termly parent consultations where you can meet with your child's key worker to discuss more fully how they your child is developing. We do not hold parent consultations on a specific date, it is up to the parent to ask their key worker for a consultation and together they will arrange a suitable date and time. Parents will be reminded that they can do this in our termly newsletters.

We provide an online learning journey which the parents can access whenever they wish to so they can keep up to date with their child's development and the next steps that we are working towards with them. The software also allows parents to make their own observations on their child's development as well as allowing them to make comments on the observations we have made.

Parents are also provided with our topic session planning so that they are aware of the activities and support that we are focusing on within the pre school sessions.

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

Before your child starts with us we will offer them 'settling in' sessions. These give you an opportunity to come to the pre school with your child and take the time to help them feel comfortable and familiar with the setting, the staff and the other children before they start attending on their own. This also gives you the chance to meet your child's key worker and discuss any important information you would like us to know about your child to help them feel happy, safe and secure in our setting.

We have a number of policies and procedures that ensure we maintain good care for the children, these include care routines for: snack, toileting, nappy changing, administering of medication (once the appropriate consent forms have been completed).

We maintain a high level of safety within the setting. Children are always signed in and out of the setting and they are only allowed to go home with someone who has been authorised to collect them. We keep a record of authorised persons to collect and also operate an ID and password system to ensure the child is going home with the appropriate person. Parents are required to notify us if someone new will be collecting their child and this person must show ID and be able to give the child's password.

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We undertake regular risk assessments of our setting, any outings and specific activities and also carry out regular equipment checks to ensure it is clean and safe to use.

In the setting we have Golden Rules. These promote positive behaviour, care and respect for other and for our environment. We talk about the Golden Rules with the children at the start of every session. We have a positive approach to behaviour management and work with your child to help them learn and understand about their feelings and behaviour. If we have any concerns about your child's behaviour we will discuss these with you to ensure we manage it consistently and also to help us identify if there is a cause behind the behaviour.

What specialist services and expertise are available at or accessed by Seedlings Pre School?

At Seedlings Pre School we maintain good communication with other agencies who can support us in providing your child with the best level of care for their needs. Outside agencies such as occupational therapists, Speech and Language therapists etc are welcome and encouraged to attend the setting if a child has an identified need and your child's key worker will work closely with them.

We also work with Surrey Early Years who support us if a child is identified as potentially having a need for specialist care. We will arrange with them to ensure the correct person comes out to observe and support the child and enable us to follow the correct pathways to give the child any specialist support that may be required. Surrey Early Years will also help us to access any specialist funding that we may need to give a child additional support.

Where possible we will endeavour to send our staff on training opportunities in specialist areas such as Makaton, Autistic Spectrum Disorders, Speech and Language Development etc.

What training are the staff supporting children with SEND had or are having?

We have two staff members designated to the role of supporting SEND. They have both attended the Surrey Early Years training in SEND and also attend regular forums to keep up to date on current practice and legislation.

We are continually seeking training opportunities to enable us to support the children within our setting.

Staff have already had training in:

- SEND role
- Makaton
- Behaviour management
- Planning and Observations

Upcoming training:

- Autistic Spectrum Disorder



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- Speech and Language
 - Motor skills

How will my child be included in activities outside Seedlings Pre School, including trips?

How accessible is Seedlings Pre School?

Our setting is fully accessible for wheelchair users, including a disabled toilet. We secure specialist equipment where we can and will apply for additional funding to support us in this if necessary.

We have a visual timetable for the children. For parents who have English as an additional language we are happy to talk through any information/documents with them to ensure they understand them. If possible we may use a translation software to support them. If a child has English as an additional language then we encourage the parents to provide us with a list of words that are significant/important to them so that we can help the child to learn and understand the words in English as well as their native language.

How will Seedlings Pre School prepare and support my child to join the pre school or transfer to a new setting or school?

Before your child starts with us we will offer them 'settling in' sessions. These give you an opportunity to come to the pre school with your child and take the time to help them feel comfortable and familiar with the setting, the staff and the other children before they start attending on their own. This also gives you the chance to meet your child's key worker and discuss any important information you would like us to know about your child to help them feel happy, safe and secure in our setting. Your child's key worker will also develop a settling in routine to reflect your child's needs and to enable the parents and other staff to know the best way they can support your child.

If a child attends more than one setting then we will liaise, with your permission, with the other setting to share next steps and understanding of your child's development to help provide a consistent approach for your child.

If your child is due to move to a new setting then we are happy to liaise with the new setting to provide them with information about your child's development to aid the new setting in helping your child to settle in.

When your child is due to start school we will have a term focusing on the transition and how it will affect your child. This focus will include the following:

- Visits from your child's school
- Provision of your child's new uniform in the role play area so they can get familiar with it and practice putting it on and off ready for PE lessons
- School theme in the role play area including practicing using things such as book bags and lunch boxes.



Pre School

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- Supply all parents with a copy of their child's learning journey which will include their development progress and a final summary of where their development is at the end of their time with us.

How are Seedlings Pre School's resources allocate and matched to children's special educational needs?

We are able to apply for funding to enable us to provide additional resources to support children's special educational needs. Where possible we will also allocate an amount of our budget to provide some specialist equipment.

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

Our SEND Officer will liaise closely with our designated support officer at Surrey Early Years and other professionals to determine the level of support your child needs. Your child's key worker will also be able to highlight if your child needs a higher level of support through the observations and planning they will be doing for your child. They will also implement Individual Support Plans to assist them in identifying the support required.

How are the parents involved at Seedlings Pre School? How can I be involved?

At Seedlings Pre School we encourage parents to take an active part. They are encouraged to give their own input into their child's learning journeys by contributing observations and comments.

We invite parents to the pre school to enjoy events such as the Nativity, Sports Day, End of year parties etc.

We have a home links section in our planning where we encourage children and parents to bring in items from home to share with the setting.

Who can I contact for further information?

If you need further information then please contact the Manager, Jennifer Bruton, or the SEND Officer, Sally People on 07525731424.

Further information can also be found in our policies which are available to view in the setting or on our website www.seedlings-preschool.co.uk

Policy Reviewed: April 2017

Policy written by: Jennifer Bruton – Pre School Manager