



# Findon Village Pre-school

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## Local Offer

How does the early years setting know if a child needs extra help and what should I do if I think my child may have special educational needs or disabilities ?

We have a friendly team of experienced staff who have a good knowledge of child development . Each child is given one staff member to observe and get to know both you and your child during their time with us . After your child has started with us and observations have been made, we may feel your child may need extra support in certain areas to help them move on. We would offer help and support for your child and you . We all want the best for all our children who are at our pre-school and to give them the best start we can .

If you know or think your child needs any additional help before they start it would be best to come in before hand to have a chat to the staff so we can all be prepared and have some understanding of your childs needs and so we can put any equipment or methods in place .

### How will early years setting staff support my child ?

Our special staff member called a ' keyperson ' will be working with your child and they will also plan activities and observe your child , they may not always be our SENCO / INCO staff (SENCO - Special educational needs co-ordinatorer .

INCO - Inclusion co-ordinater ) but both will work closely along with the manager to make sure your child is getting the best quality care and learning we can give them . These will be discussed with you at the beginning of each term .

We would work closely with the family and collect as much information about your child to help us support them .

The keyperson will explain if we need to get any outside help such as speech and language therapists, Physiotherapists etc. if this happens we will always ask for your permission to do this first. Some of our staff are trained in special needs although not in every area so we would look for training to help your child and our staff if possible.

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

Each child learns at a different speed and different abilities we always look at this when we plan what equipment we put out eg. making sure we have big chunky crayons/pens and thinner pens/felt tips, small trikes larger ones and ones to share.

Each child has a learning journal which shows you what your child is doing and how they are developing. They also show how their keyperson where they can challenge your child to move on in any way small or big each is a step forward no matter how small it might seem each child is different.

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

Your child's keyperson is generally around at the beginning and end of each session to be able to discuss your child's progress. If there are certain things you would like to chat about, it is easier to set a time for this so we can give you the time you need and arrange sufficient staffing please feel free to do this as we value your input in your child's learning. Each child will have at the beginning of each term their 'next steps' which are areas of the child's learning suggested by your child's Keyperson that may could be developed and challenged. This is discussed with you and any areas you feel you may want to add as well this is also a great time to share with us. Each term we have a 'stay and play session' where you can come along look at your child's journal and have time with their keyperson to chat about their progress.

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

The support given to your child's wellbeing is very important to us. Their Keyperson, SENCO and manager will discuss their medical and personal needs before your child begins, if necessary will be available for all staff so we all understand their needs. We have a medication book where medicines, dosages and times are put and signed by staff when given to your child. We have policies on Behaviour, Medication, Inclusion, Safeguarding, Safe recruitment and many more to ensure your child's needs are met. There are too many Policies to put down but please feel free to ask to see these and get copies if you would like. All staff have been on Behaviour awareness courses and as a team, we follow their guidance about dealing with this. Children are supported in managing their behaviour by small group times, stories and pictures to name a few. This gives the children time to put any thoughts across they may feel.

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

All staff are trained in paediatric first aid and all staff are trained in promoting positive behaviour. We have a member of staff who has completed a sign a long course all staff have some knowledge of simple signing as we have a child starting who uses this and it will be useful for both children and staff. Staff would be trained in other areas if the need arises for any children we may have with additional needs and provide support where this is possible. We have had support from Portage an organisation to help support early years settings and families with children with additional needs and given us valuable advice. Our first point of action would be to get help from Targetted Setting Support (T.S.S.) a West Sussex support service will visit and make observations and give guidance, copies of these are given to you and the setting. We have also had support from Speech and Language, Physiotherapists, Occupational health and outreach workers.

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

Staff are do on going training to enable them to keep up to date with areas needed eg. First aid , Promoting positive behaviour , Including all children. Any additional training for us depends on the children we have or will be attending training will be done if the need arises and is available to us to ensure your child will receive the best they can from us whilst in our care.

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

We rarely have trips outside the setting as parents are working more now and it is harder to get help for these occasions . If we did our Outings policy would come into place and staff ratios and parent help would be required and we would discuss with you the implications and do what we could do to ensure your child is able to join in. We are an inclusive setting so the trip would be one for all to be able to go on and enjoy !

## How accessible is the early years setting environment ? (Indoors and Outdoors)

Our setting is accessible for wheelchairs to get indoors and out but not accessible to our toilets. Our building has two rooms and can be easily accessible and we could re-arrange if needs be to help better access . Outside we have a large playground on even surface and a small grass area . We have varied equipment both large and small to cater for most needs and could gain other equipment if possible you or other support groups may suggest would assist your child .

We have pictures for children to choose their activities and a daily time table including a 'now and next' board to help develop and assist childrens independence .

Children and families with additional languages will be supported by translating information to the best of our ability encouraging the families to help us with everyday words they use and can translate to us to help make talking easier for them and their child.

## How will the early years setting prepare and support my child to join the early years setting , transfer to a new setting/ school ?

When a child starts with us they can have settling sessions with us to get to know children , staff and routines these are very flexible and discussed before your child starts . Children are given a Keyperson and they will chat to you about information that we would find useful and necessary to know your child eg. what to do if they get upset , do they use special words for things . We will phone you during the first few sessions with us to let you know how they are getting on. Your keyperson will also let you know when you collect your child how they have been aswell.

On transferring to another setting / school your child's Learning Journal will go on with them aswell as the red folder given by the T.S.S. (Targetted Support Team ) with reports and suggestions on how to help your child will go with them once we have your permission first to do this . A Transition plan will be completed with strategies and suggestions to help the next team continue with the work we have already started .This will then help your child have a smooth move to the next setting/school.

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

Most of our resources are fully inclusive for all to be able to use. We do receive extra funding from West Sussex County Council for help with some children with additional needs and this helps with specific resources that maybe required to enhance and develop their learning.

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

Decisions about the type and how much support will be done by the manager , Senco , and other supporting staff from West Sussex (T.S.S.). This is regularly reviewed and discussed with yourselves and the team of people supporting your child . The impact of the support given will show in your child's individual plans and through chats about your child's progress.

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

We warmly welcome parental involvement through you coming in to see what your child/setting does , chatting to staff and your child's keyperson . We have a parents committee who help organise fund raising events and promote the pre-school ensuring it runs to the best of its ability. We have our Stay and Play sessions to get to know other parents if you wish to . We would welcome anyone who could eg. help cook , paint , or read stories to the children or just to come along and enjoy a session with us . Any input would be most welcome your child seeing you being involved makes them feel more settled.

## Who can I contact for further information ?

For any further information please contact Kim Fessey (pre-school manager ) on 07762906911 , or email [fvpreschool@gmail.com](mailto:fvpreschool@gmail.com) or our website  
Our SENCO at present is Sarah who would be pleased to meet you for any further discussions on information you may need . The Family Information Service will also give you advice you can call them on 01243 777807 or [familyinfo.service@westsussex.gov.uk](mailto:familyinfo.service@westsussex.gov.uk)

**Pre-school Leader Mrs Kim Fessey Parent Committee Chairman Danielle Huet**

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