



# Great Tey Pre-School

## Parent information: SEND local offer:

Frequently asked questions:

### **How does the 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?**

Each child at our Pre-School is assigned a Key Person. This person will be the one with whom you share any worries or concerns. They will observe, assess and plan for your child's Next Steps in all areas of learning and where any areas for concern are discerned they will talk to you and also to the setting's SENCo (Special Educational Needs Coordinator), and if needed our setting's Autism Lead. Should the SENCo or Autism Lead agree that help may be beneficial for your child, with your consent, they will contact outside professionals who are best placed to know how to deal with whatever problem has been highlighted.

### **How will you support my child?**

As stated above, every child has their own Key person who will support you and your child. 'Next Steps' are set and additional plans, such as, 'Outcomes' are made if there is an area of need. All staff at our setting, along with any outside agencies, will work together to ensure that your family and your child are supported adequately.

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

We are well aware that each child is unique and has their own particular interests and ways of learning. We make and record observations on each child regularly and these are put into a 'Learning Journey' on Tapestry (online) which you are able to view. These records mean that when we plan for their learning we can incorporate a variety of ways to ensure that each child actively wants to learn and takes pleasure from it.

### **How will I know what progress is being made and how will you help to support my child's learning?**

We work in partnership with parents and their families. Staff will make themselves available for either formal or informal meetings to talk over any concerns you may

have. Children's progress using Tapestry, Assessments and Next Steps are available to parent/carers at any time.

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

The settling in process is tailored towards the child's individual needs. The key person plays an important role in building a relationship, being responsive and working towards the child feeling secure in the environment. This can involve a home visit if needed, and working with parents and families to achieve the best settling in process. If there is an additional need, a plan is raised and extra support will be on offer. Additional needs are raised with the SENCo and parents/carers together to ensure the well-being of every child. We follow set policies that are always available to read and which detail all of our procedures.

### **What specialist services and expertise are available at, or accessed by, the Pre-School?**

We work closely with all outside agencies and the Local Authority to ensure we support all children. We liaise with our Area SENCo and signpost parent/carers to useful resources, websites or other professionals. We are able to make referrals if requested by parents/carers and we support the family at every stage.

### **What training do the staff supporting children with SEND, have?**

We have trained, experienced and knowledgeable practitioners who is the setting SENCo and Autism Lead of the setting. All staff members receive on-going training including speech, language and communication, promoting positive behaviour and in-house mentoring. We continuously reflect on our practice and attend further training as and when a particular need is identified.

### **How will my child be included in activities outside Pre-School, including trips?**

We practice inclusion for all our children. Family members are welcome to join us on trips and outings, and we ensure a high ratio of adults to children. Additional staff can be included to give 1:1 attention to the child if this is required. Outside activities are arranged so that every child is able to participate and children's safety is risk assessed daily.

### **How accessible is the Pre-School environment?**

The inside and outside area is accessible to all; you will find access ramps to the outside area, an accessible bathroom and floor area accessible to all. The layout can be changed as and when required.

### **How will you prepare and support my child during transitions?**

Settling in programmes are made to cater to each child's individual needs. We encourage you to visit the Pre-School prior to leaving your child with us. The settling in process continues for as long as the child requires and is helped by the information gathered from parent/carer. We do also offer home visits if it will help the child settle with us. We focus on readiness for school with our children. We have close links with our surrounding schools and teachers from these visit our setting, whilst the children themselves also visit the schools. We arrange with the

new school or settling a transition period that helps with the settling of the child. All of this allows for a smoother transition.

### **How are the setting's resources allocated and matched to children's Special Educational Needs?**

Where appropriate, funding may be allocated by Panel, for an Inclusion Grant or SEN Premium, to enable us to employ additional members of staff to support the child or to buy necessary equipment. Activities and equipment are modified to allow all children to access them. We have added support from an Area SENCo who would sign-post us to other sources if necessary.

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

We will discuss this with parents/carers and make observations and assessments of individual needs. A plan will then be put into place and actioned. The SENCo and Key person will review this regularly with parents/carers to ensure your input is included in plans and you are kept well informed at each stage.

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

Parent/carers are encouraged to contribute to children's Learning Journeys and Next Steps. Newsletters sent each week by email, or paper if preferred, keeping everyone informed regularly. Tapestry can also be used as a messaging service from parent/carer to key person. We are a committee-run setting so there are the opportunities to join and be a part of our Pre-School.

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

Please contact us by phone on 07712 967081 or at [greetteyPre-School@hotmail.com](mailto:greatteyPre-School@hotmail.com) where Truly Bruce, our Manager and SENCo, or Letitia Acland, our Deputy Manager and Autism Lead, will be happy to give you more details and information on all our policies and joining our Pre-School.