



Wendens Ambo Pre-School Local Offer

The purpose of the Local Offer is to improve choice for families by providing information about services available for young children who have special educational needs and/or disabilities (SEND). All Early Years settings in Essex are expected to identify and support children with special educational needs to make the best possible progress. Early Years settings are supported to be as inclusive as possible by the Local Authority so that the needs of young children with SEND are met.

How Wendens Ambo Pre-School knows if young children need extra help, and what our parents/carers should do if they think their child may have SEND.

At Wendens Ambo Pre-School we value and respect each and every child as a unique and individual person. We provide an environment in which children with SEND are supported to reach their full potential. Before a child joins our setting, we offer the opportunity for them and their family to visit us, and encourage them to spend some time in the setting. This provides the opportunity for both the parent/carer and the child to spend some time with their key person and share information about their child. During the first few weeks at preschool the key person undertakes observations linked to the Early Years Outcomes, ages and stages of development with further ongoing observations and assessments. At the end of each half term the key person will record all progress made. This can, in some cases, identify individual needs and some children may require further support in some areas. The observations and progression records will be discussed with the setting manager and the SENCO and shared with the parents, usually in the child's Learning Journey or in a private and confidential discussion with the parent/carer.

The SENCO provides support and advice to the key person and parent/carer and, with the parent/carer's permission, will seek the support from the Area SENCO, Jo Hawkins. We work in partnership with all of our families and encourage parent/carers to discuss any worries or concerns with their key person.

How Wendens Ambo Pre-School supports young children with SEND.

We plan for a child with SEND in the same way that we plan for each individual child within our setting - ie around their interests. We use a graduated approach cycle; assess, plan, do and

review. The key person, parent/carer and SENCO carry out an initial assessment and then, through discussions, a personalised plan of learning outcomes and required support is agreed with the parent/carer. The key person is then responsible for putting these plans into place. They are then reviewed and the cycle continues. We will seek the support and guidance of the area SENCO and outside professionals where necessary in agreement with the parent/carer.

How Wendens Ambo Pre-School creates learning and development opportunities for individual children with SEND.

We assess each child's learning needs and individual requirements. We use the Early Years Outcomes, and use these to plan for each child, using the graduated approach (assess, plan, do and review) to suit each individual child. We have good links to external professionals within the Health, Social Care and Education Departments.

How Wendens Ambo Pre-School works in partnership with parents/carers.

When a child first starts with us, we complete an 'All About Me' booklet with the child's parent/carer which provides us with vital starting point information. We have regular daily contact with parents/carers which allows us the opportunity to share information or any concerns about their child. Wendens Ambo Pre-School has an Open Door Policy so parents can discuss any issues/concerns with their Key Person or any available staff.

We use Learning Journeys for each child which we share regularly with parents and we encourage parents to add information, milestones, achievements etc. about their child. We also encourage parents to complete Home Observations so we can discuss any achievements and Next Steps. We are happy to email or phone parents to discuss any concerns.

We also hold Parents' Evenings so that both parents have the opportunity to attend and discuss any issues without the child being present. If a parent is unable to collect their child each session, we use a Home/School Diary where notes are written about their child's day. In this diary, any special events are recorded, what activities they have participated in, what snacks they have had etc.

We invite parents to a planning review to share information and ask for their contribution on outcomes for their child. We then work on the next steps to achieve these outcomes with the child's Key Person. We follow the EYFS to track children's next steps. We would also attend TAC (Team Around Children) meetings with the parents/carer and all other Professionals involved.

To support the Home Learning Environment (HLE) we are also going to introduce Home School Activity Packs to encourage parents to interact with their child.

How Wendens Ambo Pre-School supports the well-being of young children with SEND.

We undertake Daily Risk Assessments in and around the Pre-School, looking at all areas of the Physical Environment and we will involve parents with the process of Risk assessments to ensure the environment and equipment is appropriate for their child. We keep a list of all allergies and Health Care Plans for each individual child and DBS checks are undertaken on all members of staff.

Staff have had Promoting Positive Behaviour Training and model positive behaviour within in the Setting. We have an administration of medicines policy and parents are asked to complete the relevant forms to agree to the administration of medicines etc. Once any medicine has been administered, the member of staff will also sign the form. If appropriate a Health Care Plan will be put in place.

All the Pre-School's Policies are shared with staff and all parents/carers.

Staff training and experience in supporting young children with SEND.

Staff attend regular trainings on a variety of subjects to keep up to date with their CPD (Continual Professional Development). They give feedback at staff meetings, after the training, so that all the latest information is cascaded to every member of staff. All members of staff attend training together to keep their First Aid certificates and Safeguarding Level 2, up to date. We also have a member of staff who has completed their Designated Person, Level 3 training for Safeguarding. Our SENCO also keeps up to date with all the latest Code of Practice trainings and information.

Specialist services and expertise accessed by our setting.

We have excellent links with our Area SENCO, Jo Hawkins, who happily provides support, information and resources for us to borrow.

Each half term we have the local health visitor attend the Setting to spend time with any parents who might be needing her support with any concerns/issues.

We are also able to refer children to the local Speech and Language Therapist, and then work with the child and their parent/carer to carry out any activities to support the child.

We have good links within the local community and with all health and educational professionals including our local Children's Centre – Fairycroft. Our local Anglican Priest visits every half a term and spends these visits telling the children stories.

How Wendens Ambo Pre-School includes young children with SEND in community based activities and outings.

We would undertake a risk assessment and involve the parent/carer in the planning and suitability of the trip from the start to ensure it is an appropriate activity. Full risk assessments

and a site visit will be undertaken in line with our policies and procedures with the support of the parent/carer.

Our accessible environment.

We hold our sessions in a newly built village hall, which is also used by the local village community when the Pre-School is not in operation. Parking is on a level surface, in the car park, with an area marked for disabled parking, next to the building. Access to the building is by 3 steps up to the main door, however there is a purpose built ramp from the car park through large doors into the village hall. There is a disabled toilet which is easily accessible. Limitation of the garden area can be explained.

Our resources are brought out daily for all children to use and we have photo books to allow children to let us know if there is anything else they would like to play with. All the resources are labelled and have visual aids on the containers. Our Area SENCO is also very happy to lend resources which can benefit individual children and advise what may help to support each child on their Personal Plan.

Our Enco is currently undertaking an Access Audit.

How Wendens Ambo Pre-School prepares and supports young children with SEND when joining the setting and when transferring to another setting or school.

Joining the Setting

We complete 'All About Me' booklets with every child and have regular meetings with every parent/carer, their child and with their Key Person. Each child is able to have regular settling-in sessions which are tailored to their individual requirements and at a pace that makes the child and parent/carer feel confident and secure. The Key Person will work to form a relationship of trust and support with the parent/carer and child during these sessions and works with the parent/carer to ensure appropriate planning is in place for each individual child. Parents are able to email and/or talk with the Manager, SENCO and Key Person if they have any worries or concerns.

Transition to school

We pride ourselves on our Transition process and have very good links with all the local primary schools that our children attend. All the Early Years teachers visit our setting to discuss each child who is moving into their class. We have one session a week (a Thursday) which is specifically for those children moving onto Primary School the following September. These

sessions are all about preparing each child for school, whether it is lining up outside in the morning, changing for PE or carrying a tray with a hot meal to the lunch table. All children are helped with this transition. We also provide the opportunity for children to dress up in school uniform.

How our setting organises its resources to meet the needs of young children with SEND.

Our equipment is regularly, reviewed and updated to ensure suitability for all children. We use photo books of our resources to enable children to choose what they would like to play with and all our resources have pictures on their storage boxes to enable every child to choose.

Our Area SENCO has a lending library of toys and sensory equipment that she is able to let us use/borrow.

Our Fundraising team, from the committee, are always working hard to raise funds to allow us to buy new equipment and resources.

How we decide on appropriate support for young children with SEND.

We ensure all children's individual needs are met appropriately in order to achieve their full potential by involving their parents with every stage of their development.

All staff meet regularly and each child's needs and strengths are discussed so we can plan on these needs within the setting. This ensures we all work together as a team, all staff will support each child by carrying out regular observations and be part of the planning, do and review cycle. The on-going partnership with the parent/carer and other professionals involved with the child/family will support the decision making process.

How we involve all parents/carers in our setting.

In addition to our daily contact with all parents/carers and the many ways we use to keep in contact with you, we also offer the opportunity to have one to one sessions with your Key Person whether this is through our twice a year parents' evenings or if you want to arrange a time to speak privately during a session.

We also hold a Mother's Day lunch and a Father's Day Breakfast where we encourage you to come and join in with a meal and play with your child. Regular other events are held where you are keenly encouraged to participate i.e. concerts in the Autumn and Spring/Summer terms or our annual outing to a local farm.

Who to contact for further information.

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