

# Willowdene Nursery School

## Local Offer

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Our Local Offer sets out what Willowdene can provide in the way of support and resources for children and families with special educational needs or disabilities (SEND). It sits alongside West Sussex County Council's own Local Offer, which covers support available across the local area.

### How do we identify children who need extra help, and what should I do if I'm concerned?

- We aim to give every child a broad, balanced learning environment and the opportunity to reach their full potential.
- Each child's key person monitors their progress throughout their time with us; observation and assessment inform planning for their individual needs.
- We record each child's achievements and development in their learning journal, building a clear picture of their strengths and where further support may help.
- If you're concerned your child may have SEND, talk to their key person, Holly Nash (SENCO) or Sara Brookes (Manager). We'll work with you and, where needed, put you in touch with agencies who can offer further advice.

### How will staff support my child, and how is the curriculum matched to their needs?

- We follow the Early Years Foundation Stage (EYFS) framework, supporting each child's learning through an environment that encourages exploration, achievement and participation.
- Support is tailored to each child, recorded, and reviewed to extend their learning. Every child has a key person, but all staff work together, sharing information and supporting one another, ensuring the environment, resources etc are encouraging and appropriately challenging.
- Observations and conversations with you help us build an accurate, ongoing picture of your child's needs and how together we can provide the best learning environment.

### What training do staff have?

- All staff complete regular training. Our designated SENCO keeps their own training up to date and attends WSCC SENCO/INCO network forums, feeding back to the whole team.
- Additional, specific training is arranged around individual children's needs as they arise.

### Are children included in activities and trips outside the setting?

- We don't run offsite trips; instead, we bring outside activities into the nursery.

### How accessible is the nursery?

- Willowdene is open to children and families from across the local community and further afield. We offer viewing appointments to interested parents/carers when places are available.
- We're all on one floor, with a large car park, one large, varied outside play area. Staff work closely with a range of agencies and attend regular training, including English as an Additional Language.

### How do we prepare and support my child in starting nursery or moving on?

- We want every child and parent to feel comfortable, cared for and settled as quickly as possible.
- Before your child starts, we provide written information about our policies, procedures, and terms and conditions, and agree the settling-in approach together that will be unrushed and gentle.

- Every child has a key person, who keeps developmental records up to date and shares them regularly with you and the rest of the team. Within the first 4–6 weeks, we work with you to begin your child's record of achievement.
- We build relationships with visiting professionals and local schools to help ease the transition to your child's next setting or 'Big School'.

### **How will we work together, and how will I know how my child is doing?**

- Partnership with parents matters to us. We're always available for a chat, and can arrange a private conversation whenever you'd like one.
- We share your child's learning journal with you regularly and welcome your input — it's a two-way record.
- Progress summaries give us both a clear picture of your child's development and where support is needed, which we then discuss together. If your child has an Education, Health and Care Plan (EHCP) or an Individual Education Plan (IEP), these are reviewed regularly to plan next steps.
- Keeping this relationship close and up to date is, we believe, the best basis for supporting your child well.

### **What specialist services, resources and funding are available?**

- We can access speech and language therapy, occupational therapy, physiotherapy and portage, along with advice from West Sussex's SEND & Inclusion Advisers and the Educational Psychology Service, and we take part in WSCC network forums.
- Resources for all areas of development are purchased and accessed regularly. Where a child needs something specific, we discuss this with the whole staff team and, if needed, may seek financial assistance from the local authority to help meet the cost.
- We monitor each child's learning closely through play and observation to identify strengths and whether extra support is needed. Any outcome is agreed with you and, where required, we seek support from outside agencies. For children with more complex needs, this may involve an Early Years Planning and Review Meeting (EYPARM).

### **How can I be involved?**

- Your views and feedback shape our improvement plans, and staff are always available to talk about your involvement at nursery or anything else on your mind.

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

Sara Brookes, Manager — 01243 530720 — [sara@willowdenenursery.com](mailto:sara@willowdenenursery.com)

Holly Nash, SENCO — 01243 530720 — [sara@willowdenenursery.com](mailto:sara@willowdenenursery.com)