

**The Local Offer** gives children and young people with special educational needs or disabilities and their families information about what support services their local authority think will be available in their local area.

Our Local Offer provides parents/carers with information about what our nursery can offer in the way of support or resources for families who may have special educational needs or disabilities.

### **How does the early year's setting know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

- We aim to provide all children with a broad and balanced learning environment that is committed to the integration of children with special educational needs or disabilities. Our philosophy is that all children should have the opportunity to develop to their full potential in an educational environment.
- Each individual child's progress is monitored throughout their time at Willowdene by their key person.
- Planning and provision will cater for the individual needs of all children.
- Observation and assessment will inform planning.
- Parents/carers will be consulted and involved in all areas of their child's learning.
- Each child will have their own individual learning journal where their achievements and development are recorded. Through regular observation we can get a very detailed picture of your child's strengths and therefore their learning needs can be extended by planning through their interests. We can then establish where further support is needed.
- Parents who think their child may have special educational needs or disabilities should talk to their child's key person or the head teacher. We will work together to give support and every effort will be made to put parents in touch with agencies and groups who can offer additional advice and support.

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

- We will support every child with special educational needs or disabilities. The nursery will offer support that can develop your child's learning. The nursery will record the steps to meet each individual child's needs and extend their learning.
- Although each child has a key person, all staff will focus on all children, share information and support each other with next steps and extend learning.

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

- We follow the Early Years Foundation Stage. These guidelines help us to support each child's learning and development by creating a learning environment that encourages children to achieve, explore resources and participate in activities.
- Observations and discussions about your child at home help us to gain a clear picture of your child's on-going needs. From this we will plan to extend your

child's learning through their interests and including them in every area possible of the nursery routine. If further support is required from outside professionals this is always discussed with parents beforehand prior to any action being taken.

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

- Working in partnership with parents is of major value and importance to the development of your child. We aim to form a good relationship with parents so that information regarding their children can be exchanged easily and comfortably. We are always available for a chat and arrangements can be made for more private discussions should you wish.
- We discuss the ongoing learning journal with the parents to show how we plan, support and extend each child's learning.
- Your involvement in the journal is important and, therefore, parents are encouraged to add their input.
- The progress summary enables us and parents to give a clear picture of your child's progress and where support is required, which we will then discuss.
- If your child already has an education health care plan, play plans these are reviewed regularly to make future plans and improvements.

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

- Willowdene is a nursery where memories and impressions are never forgotten and hopefully are an integral part of a child's early years. We challenge children to think, question, explore and create. We strive to create an exciting learning environment and to give each child a love of learning, a curiosity of how things work and confidence in all their endeavours. We will encourage each child to grow socially, emotionally, physically and intellectually at his or her own rate and in their own way.
- Willowdene is committed to providing equal opportunities for all children and families. The curriculum offered at Willowdene encourages children to develop positive attitudes to people and societies which are different from themselves.
- We believe that each child must be seen as an individual and take every opportunity to learn about each other.
- We promote an ethos of working hard, following the rules of our community and by showing mutual respect, care and consideration for others.
- Willowdene has key policies and procedures in place for all aspects of the nursery.

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

The specialist services that can be accessed by our setting are:

- Speech and language therapy, occupational therapy, physiotherapy, portage
- FIRST Team
- WSCC Network forums

- SENCO/INCO training
- Social Services

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

- Each member of staff undergoes regular training. The designated SENCO/INCO member of staff regularly updates training and attends local network forums.
- All training is fed back to all members of staff.
- Any specific training will be undertaken should the need arise and will be based around the individual child's needs.

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

- This is non-applicable to our setting.
- We bring outside activities to our nursery.

**How accessible is the nursery?**

- We ensure Willowdene is made accessible to children and families from all sections of the local community and further afield.
- We have our own website and offer interested parents/carers an appointment to come and view the nursery.
- We have 1 outside play area. We have a large car park and ground floor toilets for children and adults and ground floor nappy changing facilities.
- The nursery is on 2 floors and access to the second floor is by stairs.
- We work closely with various agencies and staff attend regular courses including English as an additional language.

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

- A new child should feel comfortable, cared for and integrated into the life of the nursery as quickly as possible.
- Before a child starts attending nursery we provide parents with written information about the nursery including our policies, procedures, terms and conditions.
- We explain the settling in process to the parents and jointly decide on the best way to help the child settle into nursery.
- Every child will be allocated a key person who will be responsible for developmental records and information sharing on a regular basis with the child's parents and other staff members to keep those records up to date, reflecting the full picture of the child at nursery and at home.
- Within the first 4-6 weeks of starting we discuss and work with the child's parents to begin to create their child's record of achievement.

- It is of utmost importance to the nursery that both child and parent/carer feel comfortable, happy and relaxed with Willowdene.
- We have comprehensive policies available to parents/carers to view on admission and settling children into nursery.
- We welcome other agencies and visiting teachers which all help to build relationships and ease transition to a new setting or 'Big School'.
- We have very good relationships with our local schools.
- Parents are kept informed via the notice board in the reception area of all transition meetings locally and any additional information from the local Children and Family Centre.

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

- Resources are purchased regularly for all areas of development throughout the nursery.
- If specific learning resources are required then this is discussed with all the staff, in order to purchase the resources needed.
- We hold fund raising events in the nursery and purchase great resources with the money raised.
- We may seek financial assistance from the local authority with aim of providing specialist resources to help meet your child's needs.

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

- We observe and monitor each child's learning from their play and use observations recorded in their journals to identify their strengths.
- We can then see if any further support is needed.
- We agree the outcome with the parents and get any support we may need from outside agencies.
- For some children with more complex needs an EYPARM may be required.

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

- Parent views and opinions are always valued and put into practice.
- We base improvement plans on parent suggestions and feedback.
- We have parent suggestion box in reception which parents can access at all times.
- We encourage parents to be as involved as possible in recording information in their child's learning journal.
- Staff will always be available to talk to regarding a parent's involvement at nursery or any other issues they may have.

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

**Sara Brookes, 01243 530720, [info@willowdenenursery.com](mailto:info@willowdenenursery.com)**