

Knutsford Community Pre-school

Setting Offer



Care and Nursery Education from 2yrs 9mths to 5yrs

Knutsford JMI School, Balmoral Road, North Watford, Hertfordshire, WD24 7ER

Tel: 01923 466 025

Web: www.knutsfordpreschool.org

Ofsted 2015: OUTSTANDING

How do we know if children need extra help and what should you do if you think your child may have special educational needs?

At Knutsford Pre-School all of our staff are trained in the Early Years Foundation Stage (EYFS)

Helen Inniss is our dedicated coordinator for Special Educational Needs and Disabilities (SEND) and Lin Plunkett is our deputy SENCO. Staff use their knowledge to assess all the children within their key groups using individual observations and up-to-date learning journals to record the progress of each child and plan their next steps.

If for any reason a child does not appear to be meeting expected EYFS framework milestones, it will be highlighted during our daily meetings and discussed with our SENCO team and Leader.

We maintain communication with parents at all times and if a child may need some additional support we will work with the parents and get their permission to involve other professionals to put a support plan in place.

We may need to work with: Health Visitors, Speech and Language Therapists, Educational Psychologists, the Autism Specialists and Physiotherapists etc. If external professionals are involved in supporting your child we always follow their advice and guidance on how best to support your child's individual needs.

This will ensure that your child is given the appropriate support and the optimum care and educational opportunities to help them to flourish within our setting.

If you have any concerns as a parent about your child, you can raise them prior to joining our setting either on application or on submission of our admission procedure. Alternatively you can contact us personally to discuss any sensitive issues in order to make sure that everything is in place (e.g. special equipment, staff training etc) before your child joins us.

Any additional needs will also be discussed during our induction meetings in a confidential manner. If your child is already attending the setting, you can raise concerns at any time with your child's key person or Alison Hope/Helen Inniss our joint Heads of Pre-school, Helen Inniss (SENCO) or Lin Plunkett (deputy SENCO)

How will the setting staff support my child?

At Knutsford Preschool, we recognise that every child is unique and individual. We ensure all children feel valued and use praise and positive reinforcement as a strategy.

Through observations we find out your child's likes and dislikes and build on what they enjoy and know. This is the basis for our planning and will determine how best to support each individual child and help them progress.

If we are concerned with any child's development/progress, we work in partnership with the parents and together discuss the way forward. All meetings and reports are confidential.

If necessary, a Herts IAELD (Individual Assessment of Early Learning and Development) or developmental journals from Early Support will be completed to assist us in identifying the child's strengths, needs and areas to develop. Some children may need to have a Graduated Approach through Assess, Plan, Do and Review to support their progress.

Some children may be supported using an EHCP (Education Health Care Plan), which integrates education and health to promote wellbeing and improve the provision for children with SEND (Special Educational Needs and Disabilities). Parents can apply for an EHCP through Herts County Council.

Our designated SENCO Team are always available for support, advice and to signpost parents to the appropriate outside professionals. Your child's key person will develop a strong bond with your child and all staff will work with you to ensure that your child is happy and settled at Knutsford Preschool. The Preschool is supported by an Early Years Inclusion Development Officer, from Herts County Council.

How will I know how my child is doing?

At Knutsford Preschool we pride ourselves on our partnership with all parents and our open communication with them.

We monitor all children's progress using the Early Years Foundation Stage Development Matters Ages and Stages and carry out Two Year Checks, linking with health visitors. Parents are invited in to meet with the child's Key Person and to discuss their Two Year Check and work together to plan the next steps of their child's development at Knutsford Preschool. At the end of each term all parents are sent by email a record of their child's achievement through a Learning Journal. This helps to view the unique progress of their child alongside formal and informal meetings.

You are always welcome to discuss any concerns you may have with your Key Person or the

Head of the Preschool, which can be arranged at your convenience.

Our voluntary parent rota system provides a firsthand opportunity to see how your child is getting on, the friendships they have made and the activities they enjoy. Parents have the opportunity to be involved further by joining the Preschool's Management Committee.

How will the learning and development provision be matched to my child's needs?

At Knutsford Pre-School every child will have:

- The guarantee of a set of policies including Safeguarding & Prevent Policies and a signed Settling in Policy which is an agreement between Parents and the Preschool to ensure your child's needs are met
- Well trained, friendly, caring and enthusiastic staff
- An inclusive environment with an ethos of respect for each child and family
- A stimulating, happy and exciting environment which is well structured and planned with child initiated and adult led activities
- A Key person allocated
- Support from the SENCO's, staff team and outside professional agencies if appropriate
- An individual folder, Ages and Stages and an electronic Profile to monitor and report progress
- Parent/child Home Information Sheet
- A Two Year Check
- A termly Learning Journey including photographs
- A 'What I can Do' at Term 3 with a verbal progress report and a 'What I Can Do' at term 5 to show the child's stage of development
- A Leaver's Report
- Confidentiality

We use iPads and a specialist program to observe, photograph, report the child's activity and style of learning, decide on 'Next Steps' for the child's development and link the experience to the stages of the Early Years Foundation Stage Curriculum. We can produce a graph to compare the peer group's development and ensure no stages are missed. All reports are confidential.

All children are individuals and make progress in different ways. We adapt activities to suit the progress of all children and make sure they are suitably challenged.

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

Knutsford Preschool are committed to meeting the needs of all the children and making sure our children are happy, progress and develop to the best of their potential is of paramount importance. We build good relationships with all families so that all children feel comfortable and secure in our fun filled environment.

We offer healthy snacks which are available in a rolling cafe. We make sure all the children have free flow access to play outside and are kept active. Our excellent staff ratio of 1:5 guarantees that hands are available for children who may need extra support.

If your child has any specific medical needs, a Health Care Plan will be drawn up and procedures agreed with parents. Advice from health professionals will be implemented and where appropriate our staff will undergo training. Currently four members of staff are trained Paediatric first aiders and all our staff are trained in EPI pen administration.

All staff have a positive approach to children's individual learning and development and are sensitive to their needs. Unwanted behaviour and the testing of boundaries is often part of growing up. We will work closely with the parents to put strategies in place to support and enhance your child's positive behaviour as outlined in our 'Achieving Positive Behaviour' policy.

What specialist services and expertise are available at or accessed by the setting?

Our team have a vast range of experience supporting children and their families who have additional needs such as; Autistic Spectrum Disorder, Visual Impairment, Speech and Language Delay and Physical Disabilities.

We have designated SENCOs working daily within our setting and have good links with our local children's centres. Information is shared about support available to all parents both verbally and via our parent information notice board.

We work closely with our Early Years Inclusion Development Officer and can call on outside professionals like: Health Visitors, Speech and Language Therapists, Educational Psychologists, the Autism Specialists and Physiotherapists.

What training and/or experience do the staff, supporting children with SEND, have?

Staff attend regular training courses and cascade their knowledge at staff meetings, including specialist training. If a child needs specific help, we look for the appropriate training and may arrange group training for the whole team so that we are all able to support and assist. For example some of our staff have attended Makaton, ADHD, Visual impairment training etc. to lead the staff in supporting individual children. The SENCOs attend termly Cluster Training to keep their knowledge up to date. All the staff work with and support the SENCOs.

We are committed to the Continuing Professional Development (CPD) of all staff.

How will my child be included in activities outside the setting?

When we arrange outside activities and social functions, we make sure to have a Risk Assessment in place which includes all families and everyone can take part. This gives the opportunity for families/carers to get to know each other better, to feel included and valued, share experiences and learn from each other.

How will I be involved in discussions about and planning for my child's learning and development?

Parents regularly talk to their child's key person and other staff members working at the setting. They are formally and informally invited into the setting to discuss their child's development and have the opportunity to contribute to the planning for their child's progress using our 'Next Steps' format.

How accessible is the building / environment?

Knutsford Pre School is based within Knutsford School. We are situated on the ground floor and have a large playroom with a cafeteria style kitchen area, a small office area with a separate small playroom and lavatory area. The children have constant access to a garden and large outside space which is fully covered by a roof. The space is well planned and easy to get around including accessibility for wheelchair users.

Activities are provided on carpeted areas and low level tables and chairs. We are flexible in making adaptations where needed. There is an outside ramp to enable wheelchair access.

How will the setting prepare and support my child with transitions between home, settings and school?

All parents/carers are invited to visit the Preschool before accepting a place and are sent a set of induction papers to be completed and returned.

You and your child will also be invited for an induction session and are expected to take this opportunity to help make a relationship with the Preschool. This session is prior to the start of term and solely for new children and families to attend so that they can be introduced to staff and the setting. It allows the child to experience time at the setting with their parent or carer present to allow them to become familiar with the environment and staff and meet their Key person. During this session and in conjunction with your completed 'Home Information' sheet, we obtain information about each child to ensure that we are aware of their interests and needs and how we can support your child.

We appreciate the first few sessions can sometimes be an unsettling time for the child and families. We therefore maintain very close communication so that we can support both parent and child. We take each session slowly one step at a time and offer the new children the help to make their session at Preschool fun and successful. We encourage new parents to stay with their child until the child feels happy to separate from their carer.

When children are due to move onto Reception Class we invite the teachers from the different schools to visit our setting so they can meet the children in a place they feel safe and comfortable. We also visit the child's Reception Classes if required and use opportunities to view the School, the Dining Room and the large playground and get to know the building.

If the child has Special Educational Needs, we are involved in the assessment process and preparing the paperwork. We attend meetings to support the child's case to move to the school that best meets their needs.

The Preschool is required to pass on the Herts 'Ages and Stages' forms to the next settings and providing we have been given permission by the parents, we may share information gathered in the Learning Journal to make the process of transmission as smooth as possible.

How will Knutsford Pre-School's resources be used to support children's special educational needs?

Knutsford Preschool is an inclusive provision. For any child identified with special educational needs and disabilities (SEND), we will work closely with the setting's SENCOs, Parents/Carers and other Professionals involved to discuss how the child's needs can best be met.

We have an extensive range of resources and plan activities to meet all individual children's needs and regularly assess, review and monitor progress to ensure we are supporting the child appropriately and if any extra provision has to be made or further resources have to be acquired.

If your child has complex SEND needs we may apply for Herts Exceptional Needs Funding to employ an additional member of staff to provide support for your child. The SENCO team are experienced in the process of applying for funding.

Who can I contact for further information about our early years Setting Offer?

Alison Hope/Helen Inniss Heads of Pre-school
Helen Inniss SENCO
Lin Plunkett Deputy SENCO
knutsfordpreschool@hotmail.co.uk

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to www.hertsdirect.org/localoffer