



**Dicker House Preschool** Stimulating children's minds!!!

(Charity Reg. No 1036414)



(updated February 2018)

## **Parent information – SEND Local Offer –**

The Children and Families Act 2014 requires local authorities to publish, in a single place information on services and provision across education, transport, health and social care for children and young people aged 0 - 25 with special educational needs and disabilities (SEND). The purpose of this "local offer" is to enable parents, carers and young people to see more clearly what services are available for children with SEND in their area and how to access them. The process extends to early years settings and all the information below forms our setting offer and shows how we have, for many years, provided for children with special educational needs and disabilities. If you would like to more about this Local Offer there is a general information leaflet that you can access at [www.se7pathfinder.co.uk](http://www.se7pathfinder.co.uk). You also invited to take a look at the website [www.local-offer.org](http://www.local-offer.org)

Dicker House Preschool strive to meet the needs of children with Special Educational Needs and are supported by the Local Authority to ensure all children, regardless of any specific needs, make the best possible progress in preschool. All preschools are supported to be as inclusive as possible, with the needs of children with a Special Educational Need being met in a mainstream setting wherever possible where families wish this to happen.

### **How does Dicker House Preschool know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

At our preschool we treat all children as individuals – "every child matters". Our staff are experienced to support children through effective observation - assessing, planning & reflecting the next steps for the children. We can identify children needing support through our Children's learning and well being audit (CLAWBA). We continually observe all the children to identify any areas of concern. Where we are already aware of children needing extra help or support this will be put in place. If you have concerns about your child you should speak to the Manager or Special Educational Needs & Disability / Inclusion Coordinator (SEND/INCO) for the preschool. We undertake a 24-36 month progress check which supports parents/ carers with a short written summary of their child's development in the three prime areas of learning – Personal Social Emotional development, Communication & Language and Physical development.

### **How will the staff support my child?**

Every child has a key person who will work with you and your child to support their developmental needs. In addition, the SEND/ INCO, together with your child's key person, will use a graduated approach to make specific play plans working alongside your child's learning journal which will focus on your child's area of need. This will be shared with you. If your child starts the preschool with an Educational Health Care Plan (EHCP), this will be used alongside any other assessment approaches to help your child. When appropriate, outside agencies will come in to help support individual children and families and the staff team to work together for the benefit of your child. If further support is identified, a special educational needs (SEN) action plan or Individual Plan (IP) may also be used.

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

Every child has an individual learning journal which is put together by your key person. This will contain observations, photographs and child progress sheets, based on the Early Years Foundation Stage (EYFS). These will help support staff to assess your child's development. Developmental Support Progress Systems and Individual Education Plans can also be used instead of or alongside the learning journals. These will be shared with you and your child at any time and we welcome parental views and comments.

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

At Dicker House Preschool we offer an "open house" policy and are always available for you and your family to discuss your child's progress and to help you and your child. We invite you to comment on your child's next steps twice termly. In addition to this we also offer 1:1 parent consultation meetings during the day and

sometimes in the evening at other times in the term. There are regular meetings with families who have children with special educational or additional needs and with other professionals who may be involved with your child. We can signpost you to special events - such as those offered by our local Children & Family Centres (CFC's).

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

We promote positive behaviour and staff are trained to support this. Should your child display unwanted behaviour we will work with you and your child to provide a consistent approach to improve behaviour. You and your child will be involved in the development of this approach. We use special feelings books, resources, areas and methods to help with this. We encourage and support children to manage their own personal care routines and will role model this. All our staff are fully trained in first aid and when required we complete individual health care plans. We risk assess daily, weekly, monthly and yearly and act upon any changes as a team. Should your child require any prescribed medication, we have effective plans in place to administer this and you will be required to sign your consent.

### **What specialist services and expertise are available at or accessed by the preschool?**

Whilst the preschool does not offer specialist services we work alongside other professionals to help your child. These would include a Child Development Team, Portage, sensory support team (SST), Target Setting Support (TSS), Speech & Language Therapy Support service, and Health Visitors. Staff members also attend additional training as appropriate to the needs of our children.

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

Staff members are encouraged to attend additional training as appropriate to the needs of our children. These have included English as an Additional Language, Say it & Sign It, SALT workshops, Talking clearly, Working together SEND reforms one year on conference, Solihull EYFS foundation, integrated 2 year review, termly SEND workshops & SENDCO/INCO Forums, The role of the INCO/SENDSCO, The Early Language & Development Programme, SEN code of practise new approaches, Sensory and Transitional training, Developing visual timetables and Effective individual plans- including a "one page profile" session- All the staff have attended safeguarding and child protection training and are aware of the Prevent duties as well as paediatric first aid courses. A "named person" has attended additional courses for Managing Positive Behaviour, Diversity and Inclusion, Health & Safety and Risk Assessment. The Staff team continually update their knowledge and understanding as appropriate to the needs of our children.

### **How will my child be included in activities outside the preschool setting – including trips / outings?**

All children are welcome to attend trips / outings. We may require additional staff for this including sometimes 1:1. Parents will be consulted before any trip / outing and may be invited to join us if this is appropriate. A detailed risk assessment may also be carried out.

### **How accessible is the preschool setting's environment both indoors and out?**

Our buildings are fully accessible indoors and outdoors. We have an accessible toilet and would make further improvements to the facilities where we are able if appropriate. We are happy to work with you and your child to improve accessibility or purchase / loan special resources or equipment. We will support you if you have English as an additional language by individually supporting you and your child's needs. This may include providing dual language literature, using time lines, visual language boards and posters and signposting you to local resource centres such as the Children & Family Centres.

### **How will the preschool prepare and support my child to join and to transfer to a new setting / school?**

We are able to offer a flexible starting arrangement when your child can start for shorter sessions with or without you. We also invite you to come in and visit us before your child is due to start in order for them to feel more comfortable in the surroundings, sometimes this can be several sessions. The type of entry into the preschool can depend on the need of the individual child.

When transferring to school or a new setting, the preschool will liaise with the school or new setting to arrange the best transitional procedures for your child. This could include meetings with teachers, the Target Setting Support team, SENDCO and the key person. These will be organised and fully supported by preschool staff to help you and your child. Transitional forms will be completed by the SENDCO to share information about your

child, in addition to their learning journal. This may contain a photo book from the school to support you and your child at home.

### **How are the preschool's resources allocated and matched to children's educational needs?**

We are able to apply for funding from West Sussex County Council to enable the preschool to employ an additional member of staff to work with your child if needed or we are able to apply for a bursary to purchase specialist equipment or resources or to access special training for staff. Resources are sometimes supplied by other professionals working with your child.

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

The SENDCO/INCO would establish which type of graduated approach would be used to support your child, then you will have meetings between the SENDCO/INCO and the key person that include you and your child on the type of support that is needed. This may take the form of an initial expression of concern form. Then using a graduated approach or SEN support it will be determined whether an Individual Plan (IP) is required. The TSS team may also have input into this support. This will then be regularly reviewed, monitored and assessed to establish whether the support has had an impact on your child's development needs.

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

Dicker House Preschool welcomes an "open house" policy and you are free to come in and speak to us at any convenient time. If your key person is not available we also run a "buddie system" where you are able to speak to another designated member of staff in her absence. The preschool is managed by a parent committee who can have a big impact on the running of the preschool. You are invited to join this parent committee when you join us. You can also come in and "stay and play" with us, help at special events, or demonstrate any special skills or cultural beliefs. We are always pleased to have parents / carers stay for a session or part of a session. We also send out regular newsletters and information sheets so that you know what we are doing with your child, provide a suggestion / comment box & questionnaires. We always appreciate the views of our parents and try to act upon ideas for improvements or constructive criticism.

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

If you would like to register your child, or if you wish to discuss your child prior to them starting with us or you have a concern or suggestion about your child please contact the Manager – Jacqui Hall or either of our SENDCO/INCO's – Alison Hebditch / Sue Evans on either the email address: [dickerhouse@googlemail.com](mailto:dickerhouse@googlemail.com) or on our mobile phone: 07707892532. Our Chairperson can also be contacted by email at this address. If you wish to speak to our SENDCO directly she can be contacted at: [senco.dickerhouse@gmail.com](mailto:senco.dickerhouse@gmail.com).

More information is available in our policies and procedures file kept at preschool or at our website address: [www.dickerhouse.co.uk](http://www.dickerhouse.co.uk)