

What is the Local Offer?

The Local Offer provides information for children with special educational needs and disabilities (SEND) and their parent's or carer's in a single place. This enables parents and carers to see clearly what services are available for children with SEND in their area and how to access this vital support.

How does Ashurst Wood Pre-school know if children need extra help and what should I do if I think my child may have Special Educational Needs or Disabilities (SEND)?

Every child is allocated a Key Person who oversees their welfare and development, and prepares individual 'Next Steps' based on the child's interests and development. The key person will regularly discuss your child's learning and development and encourage the sharing of parental knowledge to gather a complete picture of your child. We have an experienced Special Needs Co-ordinator (SENCO) who can offer advice and support to the key person and parents. If you have any concerns about your child you can speak to your Key Person or our SENCO.

How will Ashurst Wood Pre-school staff support my child?

Before your child starts, both you and your child will be invited to settling in sessions where there will be opportunities for you to share information with the SENCO. We value your input and will take into account your child's interests, likes and dislikes. When working with children with special educational needs and disabilities we follow a Graduated Approach (Assess, Plan, Do, Review) which allows decisions and actions to be reviewed and refined according to their needs. Our trained SENCO can offer advice and support to staff and parents or signpost you to outside agencies. If further support is needed we will contact our Early Years Advisor or the West Sussex SEN & Inclusion Service. You will be fully involved in this process. If you think your child needs an Education Health and Care (EHC) assessment this can be requested through the local authority. Ashurst Wood Pre-school will also work with the Inclusion Team and external agencies such as the NHS to ensure adaptations can be made for the children's needs including adaptations to the environment and training for staff.

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

We use an on-line learning journal (Tapestry) to record observations of children's interests and achievements. These are used to assess your child's progress and development. The learning journal includes a section entitled 'All About Me', which helps provides us with specific information about your child's likes dislikes, routines and needs. Parents are invited to comment and add their own observations and record of achievements. 'Next Steps' are prepared based on the Early Years Foundation Stage (EYFS) curriculum and an EHC plan if required. We will work together with you to ensure that the environment, routines and activities support your child's individual needs. Outside specialists/professionals are encouraged to visit the pre-school and we will implement their advice and strategies.

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

Formal assessments are made as set out in the Early Years Foundation Stage Statutory Framework (EYFS). If your child attends the pre-school between the ages of two and three years we will undertake a review their progress, and provide you with a short written summary of your child's development in a number of areas. This progress check will identify your child's strengths, and any areas where his or her progress is less than expected. All children are assessed as a minimum termly and the assessment will be shared with you by your child's key person. We hold parent consultations termly to discuss your child's development and 'next steps' to support your child's progress.

At Ashurst Wood Pre-school we operate an 'open door ' policy and staff are available at drop off and collection time for informal chats. Parents have access to the on-line journal (Tapestry) to see observations, assessments and reports of their children. Home learning activities and our planning is also available on Tapestry. Parents are welcome to comment on observations and upload their own observations. General information for parents to support learning and development is shared through regular newsletters, emails and our Facebook page. If you require a private/confidential meeting please speak to a member of staff or contact us via email or phone.

What training have the staff supporting children with Special educational needs and disabilities, had or are having?

All our staff are experienced in working with young children and have a minimum of Level 2 early years/child qualification. All our staff have knowledge and understanding of child development, welfare, care and learning as well as special educational needs and disabilities. Staff regularly attend WSCC childhood service training in areas including speech, language and communication; promoting positive behaviour; and attend Inclusion and SEND network meetings. In addition we have access to on-line training in Special Education Needs and Disability, Supporting Children with SEND in the Early Years and Supporting Early Language Development and continuously update our training. We also have staff trained in anaphylactic shock and gastrostomy feeding devices and Makaton.

We have links with our local Children and Family Centre and our WSCC Early Years Advisor. We have worked with a range of specialist including Speech and Language Therapists, Health Visitors, Portage, Sensory Support Team, Educational psychologists, Occupational therapists, Community Nurses and family support agencies.

How will my child be included in activities outside Ashurst Wood Community Preschool including trips?

We undertake occasional in session walks around the village and have access to the Primary Schools hall, field and playground. Risk assessments are carried out prior to all trips. As an inclusive setting we invite all children to attend trip and outings. If required the pre-school will discuss with parents/carers the best way for their child to access the activity, any additional aids or medication needed and an individual risk assessment will be undertaken. To access the trip the parent/carer may be invited to attend. If a parent is unable to attend with their child a staff member will be allocated the specific role of accompanying the child on a one to one basis so they can be included in the trip.

How accessible is the Ashurst Wood Community Preschool environment? (Indoors and outdoors)

Ashurst Wood Pre-School is situated in a purpose built building on one floor and can be accessed by a wheelchair. We have free-flow to the children's toilets and a disabled toilet. As part of our Accessibility Plan the garden can be accessed via side gates and includes the installation of a ramp. The primary school field, playground and hall also easily accessed by wheelchair. We pride ourselves in having an enabling environment to encourage independence. We have low level tables, toilets, sinks and chairs; an open planned room where the resources are kept at low level and with pictures labels. We have visual timetables to help children with routines, transition times and communication. If a parent's first language is not English we can request an interpreter from West Sussex County Council.

How will Ashurst Wood Community Preschool prepare and support my child to join the preschool or transfer to a new setting or school?

We encourage several visits for children and their parents prior to starting. Settling-in strategies are tailor-made to suit the individual child and parent/s and include show- arounds, stay and play and/or shorter sessions. Any parental concerns can be discussed with the Manager, SENCO and a key person is allocated as the main contact point for you and your child. If transferring to a new setting or when moving to primary school, your child's key person and our SENCO will arrange for a transition meeting with the new

setting /school. With your consent we will discuss strategies, assessments, share Next Step planning, Education Health and Care (EHC) Plans, Learning Journal and any relevant specialist reports and documentation. In addition we can seek Transition Support from the local authority. Staff from new settings or teachers are welcome to visit our setting before the transition.

How are Ashurst Wood Community Preschool's resources allocated and matched to children's special educational needs?

We seek to ensure that all children attending our setting who have Special Educational Needs and Disabilities have the additional support to the best of the pre-school's ability. We can apply for WSCC inclusion funding to employ additional staff members or for training and resources. Funds may also be available from the Disability Access Fund (DAF) if your child is in receipt of Disability Living Allowance (DLA). As a charity we also have a small inclusion budget which we ring-fenced for SEND resources and training.

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

The decision about how much support your child will receive is made after discussions with you, the key person, SENCO and Manager. Reports from professionals working with your child will be used to plan support within the setting. Your child, where possible, will have the opportunity to have an input into how much help they feel they need and voice their current interests, likes and dislikes.

The aim of targeted support is to enable your child to become as independent as possible in the setting and ensure your child has access to all of our facilities, resources and activities. We will regularly review your child's progress to assess how the support we are providing is impacting your child and adjust this support if necessary.

The West Sussex Inclusion team can provide support to prepare strategies for an Individual plan or EHC plan for your child. These plans determine the type of support and how often this will be required to progress your child's development and will be reviewed regularly. Additional support can be requested via the pre-school committee if finances permit.

How are parents involved at Ashurst Wood Preschool? How can I be involved?

We are a registered charity and run by a committee of volunteers and parents. Parents/carers can become involved in a variety of ways, from joining the committee to reading to the children. We encourage parents/carers to attend during in session to share information about their jobs, hobbies or skills. We welcome help with fundraising and organising social events throughout the year. Parents can find out about events and activities through our regular newsletters, noticeboard and our Facebook page. We also welcome help with maintenance of the building and outside area, making and maintaining resources.

Who can I contact for further information?

You are welcome to contact our Manager – Lauryn or Senco – Kate by phone 01342 825515 or email ashurstwoodpreschool@gmail.com

More detailed information is available in our policies specifically – Inclusion and Supporting Children with Special Educational Needs and Disabilities, Administration of Medication and Working in Partnership with Other Agencies which are available in the pre-school or by email on request.

<https://www.westsussex.gov.uk/education-children-and-families/special-educational-needs-and-disability-send/>