



**LOCAL OFFER: LITTLE COMMON NURSERY
COMPLETED BY: KATIE WILLIAMS, NURSERY MANAGER
DATE: 13th September 2017 Updated September 2017**

How does the nursery know if children need extra help and what should I do if I think my child may have special educational needs?

Practitioners aim to create a supportive relationship with families. There is a strong parent/carer partnership which enables children's developmental needs to be met. The key person system enables practitioners to closely observe children and monitor their development. We offer many opportunities to liaise with key practitioners which enables parents/carers to share information both verbally and in written format. We have 2 qualified Inclusion officers who will be able to support families and find out any further information that may be necessary. Your child's key person or FSN Inclusion officers can arrange meetings to discuss ideas with you and can also liaise with other agencies or professionals for advice. If you have any concerns about your child you should speak to your child's keyworker, the Nursery Manager or the Inclusion officers.

How will nursery staff support my child?

Children's next steps are carefully planned with parents and carers and the nursery aims to keep in contact with children's families, valuing parents/carers views highly. The nursery will follow children's interests, their likes and dislikes to plan opportunities for their further development. Achievements are carefully recorded in learning journeys to support future planning. Practitioners adapt and develop activities planned for children through reflecting on the needs of the individual. Where children attend more than one setting, we will set up a communication book between settings. Where a special education need has been identified, we will create a settings based support plan, in conjunction with parents/carers and any other professionals involved. This is reviewed on a regular basis.

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

Each child is planned for individually following their next steps for development and their current interests. These next steps are recorded in children's learning journeys and we will also link this to ideas and learning from home. All children will be given the opportunity to take part in a wide range of activities, both self-chosen and adult led and we will adapt activities according to children's age, stage and ability.

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

Through regular consultations with parents/carers we can share children's learning and we hold termly parent /carer evenings and additional meetings if families would like them. Parents and carers are given daily feedback on how their child is doing at the nursery. We will share regular home learning ideas, suggesting ways that you can continue to support your child's current interest at home. We link home learning and nursery learning together and families are also welcome to contribute to their child's learning journeys.

We encourage stay and play sessions enabling parents and carers to take part in activities with their child at the nursery. Our "Live Action Video" recording project is used to record children at play and share the learning that is taking place with families.



What support is there for my child's overall wellbeing?

Children's well-being is supported in the nursery through the role of the key person and second key person who will be able to support the individual needs of the children. We carry out a range of small group activities regularly with the children with an aim to support their well-being. We role model acceptable behaviour; encourage them to make healthy choices and help children to express themselves in positive ways according to their stage of development. We encourage the use of the emotions board and feelings fans and sharing books around feelings. We follow children's interests to plan their next steps and also support family customs. Each child's emotional well-being is recorded regularly as part of our planning cycle and we are then able to plan their next steps along with any parent or carer input. Our staff are Makaton trained and experienced in working with children with additional needs.

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

There are two nursery Inclusion Officers currently based at FSN's Head Office who work with staff to support children in the nursery. As a part of a wider organisation we also have access to many other supportive services that are run by FSN including our PACT project. We have links with the local children's centres and we are able to sign post families to a range of activities and events. We also have good links with many additional services that, with permission, we are able to refer families to including The Children's Integrated Therapy Service and the ISEND Early Years' Service. Practitioners reflect regularly and work with parents and carers to ensure that they are meeting the needs of each child to the best of their ability.

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

The Nursery Manager has a wide range of experience in SEN and Building Support Intervention Groups including Action Plans to develop children with additional needs

Two practitioners in the nursery have achieved their SENCO qualification making them Nursery Inclusion Officers.

Child Protection/Safeguarding (all staff)

Behaviour Management Training (2 staff)

Makaton (3 staff)

All practitioners regularly attend training and network meetings to extend and refresh their knowledge and this is cascaded to the rest of the team. The nursery also liaises with other projects and senior managers to share ideas from training to developing further skills.

Staff undertake any courses that are relevant to individual circumstances to gain more information about a condition and how to support children with these conditions.

Other courses attended include Autism Spectrum Training; Makaton Training; Disability Awareness and Parents Perspective Training.

How will my child be included in activities outside the setting including trips and outings?

The nursery carefully plans for and adapts any activities or outings that the nursery is taking part in to suit the needs and abilities of all children. Practitioners regularly carry out risk assessments and trips are planned around the interests or needs of the children. Occasionally the nursery may be able to access additional funding to further support these kinds of activities and all outings follow a ratio of one adult to two children or one adult to one child if necessary.

How accessible is the nursery environment?

The Nursery is on a residential road in Little Common, on a bus route between Hastings and Eastbourne. There are bus stops close to the Nursery. There is parking on the road outside the Nursery. The Nursery environment is easily accessible by everyone. There are double doors to access the front entrance with a small step to enter the building. Inside, the main room is on one level, there is a ramp into the smaller back room. There is a single door to the rear garden (a ramp can be provided if needed) and the garden is on one level. There is also a bathroom that is enabled for disabled access.

How will you prepare and support my child to join the nursery, transfer to a new setting or school or the next stage of education and life?

At the beginning of each child's time with us we will arrange a home visit to give families time to share as much information about their child as possible. This enables us to plan a careful transition into the nursery. We also offer 'settling in' visits giving opportunities for parents/carers to stay and play with their child before they start at the nursery as this helps to support a gradual settling in process. To help with transitions to schools, practitioners attend network meetings and school open days and begin liaising with teachers as soon as you have found out the school for your child. We also visit the local school with the children, so that they can experience the new environment with a familiar face. We have further information leaflets which we share with families to help them to get their children ready for school and we practice many school skills at nursery which we link into home learning ideas, with our home learning letters. We ensure that children have access to photographs of their new school and carry out lots of small group activities that enable children to talk about their new school and teachers. We can also gather information about local schools before parents and carers have chosen a school space to help families choose the best school for their child. Additionally, we can support families with their applications for schools.

If a child is moving to another setting we will share information with that setting, including learning journeys and a summative assessment outlining your child's development within all areas of learning, with parent or carer permission.

Staff have experience of working with the ISEND team and contributing to Early Years Health and Education Plans for children moving to school and have also supported parents in transition meetings with the school teams.

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

All resources are set out according to the individual needs and interests of the children, we can also adapt ideas to develop children's learning and interests further through the use of extra resources such as Makaton. We may also be able to source bursary funding or help you to apply for additional funding.

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

The key person, nursery Inclusion Officers and nursery managers will work in partnership with parents and carers to ensure that we gain an in-depth knowledge about your child and to plan the best support possible. We have links with other support agencies and we have the opportunity to refer families to their services and work in partnership with them to plan the best support for your child. Staff have experience of working in conjunction with other professionals and helping to implement any other recommendations they suggest. We carefully carry out observations of each child and liaise with parents and carers to share their own findings.

How are parents involved in the nursery? How can I be involved?

We develop links with parents and carers from the beginning of their child's time at Little Common Nursery. We begin by home visiting where we ask parents and carers if they have any special skills they might like to share with the nursery. Parents and carers are invited in for 'stay and play sessions'. Working in partnership with parents and carers, practitioners give time to parents and carers at handovers. We ask for parents and carers contributions of ideas towards their child's learning. We encourage parents and carers to carry out home learning activities and also to share interesting things that their child may have achieved. Parents, carers and family members are invited to help out on trips and outings in the locality. We hold termly parent and carer evenings to share their children's learning and we will ask for feedback too to enable parents and carers to contribute their own ideas. We hold a termly parent and carer steering group giving opportunities to families to suggest ideas and plan exciting experiences for the nursery.

Who can I contact for further information?

For further information, the nursery team can be contacted on 01424 848574 or 07786621316. Additionally our main centre number is 01424 423683. Our e-mail address is littlecommonnursery@fsncharity.co.uk and there is further information on our website: www.fsncharity.co.uk