

Local Offer: Greenway Nursery

Completed by Ellen May

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## **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?**

When a child initially starts with us at Greenway nursery, we provide them with settling in sessions where the key person, in partnership with the parents and carers, familiarises themselves with the child's individual needs, interests, and abilities. This is the initial opportunity for parents/carers to identify any specific needs for their child with the key person to enable us to plan appropriate support. The key person completes an initial starting point assessment of development during this settling in session to identify any concerns. This provides a baseline assessment from which we can monitor your child's progress whilst they are attending the nursery. We work closely with parents and carers to ensure they are fully involved in their child's assessments.

All children are offered a home visit before they start the nursery. This will ensure that you are given the opportunity to discuss any additional needs your child may have or any concerns you have about your child's development.

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

The nursery team all work together to support your child in our nursery. The key person will observe your child, assess their individual needs, plan focused activities around their interests and plan their next steps. Additionally, the key person will form strong bonds with your child getting to know their likes and dislikes whilst working closely with you. This ensures your child receives a consistent approach to their care and education, aiming for the best outcome for your child.

The nursery SENCO has been trained to support the key person, child, and families to ensure that the child's individual needs are met. They will work with the key person to provide your child with a setting-based support plan which will be completed and reviewed by you and your child's key worker every 6 weeks. This timeframe is flexible, and reviews can be brought forward if needed.

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

All practitioners at Greenway use the Early Years Foundation Stage (EYFS) to teach individual children in their rooms. The children are taught from their own starting points appropriate to their needs. When a child has been

identified with special needs their work will be differentiated (adapted) by the Key person to enable them to access the EYFS more easily.

The SENCO will then work closely with the key person to differentiate resources, experiences, and activities to support the child. This helps us to ensure we are providing a fully inclusive environment for all children and that they can join in activities with their friends.

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

All parents at Greenway are invited to a parents evening three times a year where we update you on your child's progress and discuss any concerns and plans for the next term. This is a great opportunity to discuss their needs, support, targets and progress. For children needing extra support we complete a Setting Based Support Plan to plan for their individual needs. These plans are reviewed with parents/carers every 6 weeks and changed if necessary. If your child has complex SEND, they may have an EHCP (Education Health Care Plan). The SENDCo can attend this meeting if required.

We offer an open-door policy where you are welcome any time to make an appointment to meet with either the key person or SENDCo and discuss how your child is getting on. We can offer advice and practical ways that you can help your child at home depending on the individual needs of your child.

Some examples are:

- a lending library for children to borrow books from.
- termly learning letters which tell you all about what we are doing in nursery and give suggestions for how to continue this learning at home.
- Signpost you to other services that may be able to provide further support.

We believe that your child's care and education should be a partnership between parents and practitioners. This promotes continuity for your child between home and nursery. Therefore, we aim to keep channels open and communicate regularly, especially if your child has complex needs.

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

All child within our setting will receive a high standard of care at all times. Key persons work closely with you and your child helping them to settle. During their settling in time they will get to know their keyworker and form strong attachments. All practitioners work within the Leuven Scales of well-being and use these to identify if your child is making progress, is happy and that all their welfare need are met. Children's well-being is supported in the nursery through the role of the key person and buddy key person who will be able to support the individual needs of the children.

We are able to train so that we can administer any medication your child is prescribed and we are flexible in meeting daily care needs such as feeding, changing, toileting etc. We will also provide any additional care that is needed to meet the individual needs of children with Special Educational or specific care needs on a daily basis. Children with SEND are able to contribute their views in a number of ways, including having a voice and using visual timetables, signs and symbols to help children communicate with others. Our staff are fully trained and will attend specific training if required to enable them to meet any child's specific needs.

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

Greenway Nursery has close links with the local Health Visitors and Children's Centre Key Worker team, who are on site. We have SENCO's on site who will liaise with other professionals (with the parents' consent) such as Early Years Inclusion Officers, Speech and Language Therapists, Community Nursery Nurses, ISEND Early Years team and Health Visitors to gain further advise in supporting each individual child. The SENCO and the key person will work collaboratively to ensure that these targets and strategies are implemented.

As part of a wider organisation we also have links to FSN services including:

- Healthy cooking for the whole family
- Dragonflies bereavement project
- Pantry – offering food banks for families

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

The nursery has four qualified SENDCO's onsite. The manager has a level 3 in SENDCO, and there are three more staff who have SENCO training.

SENDCOs attend inclusion support meetings three times a year to ensure practice is up to date, this is cascaded to the rest of the team. The nursery also liaises with the other projects and senior managers to share ideas from training and develop further skills.

Other training consists of:

Child Protection Training (all staff)

Paediatric First Aid (all staff)

Behaviour Management Training (all staff)

Autism Training (2 staff)

Children with learning difficulties (1 Staff)

Makaton (2 staff)

Allergy training (1 staff)

Standards of behaviour (3 Staff)

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

Activities and Nursery trips will be accessible for all children and we liaise with parents/carers to implement any specific arrangements that might be needed to meet the needs and safety of individuals. A ratio of at least one adult for two children is maintained on these visits. On occasions an additional member of staff may be assigned to support an individual child. Risk assessments are carried out regularly to help identify where additional support maybe required. We fully encourage outdoor learning for all children, and we make full use of our outdoor spaces and local community area. Parental consent is requested for activities outside the nursery grounds and thorough risk assessments carried out before any trip and activity, so it is suitable for all children. We use Makaton symbols and flashcards within and outside of our setting for children who need additional support with communication.

### **How accessible is the nursery environment?**

The nursery layout is all on one level and accessible for wheelchair use. The nursery is divided into two rooms, Preschool & Toddlers room, and a Baby room with a beautiful round room in the middle. There is a disabled changing unit facility within the nursery. All rooms have access to their own free flow garden. The Manager, key person and SENCO work with parents to place their child in the best base room to be able to access all the resources and activities, to meet their needs, every day

The nursery environment is enabled to ensure that it is inclusive to all and that everyone has an equal opportunity to enjoy and achieve. Our displays and resources reflect diversity and we use dual language signs, books and displays within the setting to ensure everyone feels welcome. We provide dual language registration forms and information.

We also display Makaton signs and symbols around the nursery and practitioners use these with the children. We are able to access support from the Children's Centre translation service.

### **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?**

Transitions are a key time for any child. The key person ensures that these transitions are well planned and supported.

When a child first starts at the nursery the key person will work with the parent to devise appropriate times for the child to settle into the nursery at their own pace. When a child transitions to another room throughout their time at Greenway, the key person works with the new key person to relay and hand over relevant information for that child.

The child will have a range of settling in sessions into the next age range to secure successful transitions. The new key person will ensure that the child's interests and needs are catered for and that the child is well adjusted to their new room and peers.

When a child is ready to transition to School the new teachers will be invited into Nursery to meet the key person and all relevant transition supporting documents such as Moving on form, summative assessments and language checkers are completed and relayed to the School to ensure a smooth transition takes place for all children.

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

The nursery is well resourced and resources are matched to children's individual needs. Your child's additional needs will be assessed by the ISENDCO and outside agencies involved and the appropriate equipment will be funded for, if required, and brought into the nursery as soon as possible. This will be assessed regularly to ensure that your child's needs are met throughout their time with us.

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

We believe that a strong multi-agency approach is the most effective way to support a child or young person with SEND. This is why we work closely with experienced professionals such as the Speech and Language Therapy team, Family Support Service, and Physiotherapists amongst others. We encourage outside agencies to come into the setting and observe the child interacting within the nursery setting.

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

We develop links with parents/carers from the beginning of their child's time at Greenway Nursery. We begin by home visiting which enables us to ask parents and carers if they have any special skills they might like to share with the nursery. We encourage parents and carers to carry out home learning activities and also share interesting things that their child may have achieved through Tapestry, our Facebook page or verbally sharing this with us. Parents, carers and family members are welcome to help out on trips and outings to the community. We hold three parent and carer evenings to enable families to share their child's learning and we will ask for feedback to enable parents and carers to contribute their own ideas.

If the family has English as an additional language, they will be encouraged to share key words in their home language with their child's key person to assist them to understand the child better and to ensure the child feels safe and secure. We encourage parents to share any skills they have with us so that we can involve them in nursery activities.

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

For further information, the nursery team can be contacted on 01424 438660, additionally our main centre number is 01424 423683. We have an e-mail address and there is further information on our website [greenways@fsncharity.co.uk](mailto:greenways@fsncharity.co.uk)

The local offer- what is available for children and young people with special educational needs in East Sussex

- [www.eastsussex.gov.uk/localoffer](http://www.eastsussex.gov.uk/localoffer)