



## **Little Me Pre-Schools Local Offer for Children with Special Education Needs and/or Disabilities (SEND) 2016**

The aim of this document is to enable families to see the support that they would receive for their child at Little Me Pre-Schools. It provides clear information about what we have already put in place to enable your child to achieve to their full potential. We work within the guidance of the Early Years Foundation Stage (EYFS) framework and use this to promote each child's learning and development. We regard each child as being unique and endeavour to meet their individual needs.

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

Initially we arrange for parents to visit Little Me with their child. We introduce you to your child's key worker and take time getting to know your child. If you have any concerns at this point about your child's development we would discuss this with you and put in place any support required.

We regularly observe, monitor and assess all children through the use of our online learning journals.

### **2. How will Little Me Preschool staff support my child?**

Each child is allocated a key person who will be responsible for monitoring their progress. We have high adult child ratio's ensuring all children receive the individual support that they require. We have a SENCo who attends regular training and children are monitored both individually and as a group.

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

Through ongoing assessment key workers plan for their individual children, based on their interest and next steps, ensuring they can access all areas of the provision. Where necessary individual play plans are developed to support your child.

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

Little Me pre-school has an open door policy and you are welcome to speak to us at any time about your child's development. Our online learning journals provide us with a monitoring tool that enables us to identify any additional support required. Our highly

qualified staff team ensures children's needs are quickly identified and supported, this in turn is cascaded to parents. We offer parent workshops covering a range of topics for example; information on the Early years Foundation stage, child development and behaviour management (topics are provided based on parents interests/needs)

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

Little Me Preschool has a detailed policies and procedures in place that ensure your child's wellbeing. We have clear policies for the administration of medication, and for providing personal care. We pride ourselves on being an inclusive provision ensuring children with behavioural difficulties are supported and included in the setting. Through close relationships with the children and their key workers we ensure all children feel valued and supported. Staff receive regular training to ensure a consistent approach is given to all children.

#### **6. What specialist services and expertise are available at or accessed by Little Me Preschool?**

Our staff team is highly qualified with a minimum requirement of a level 3 qualification in Early Years Education.

We have formed close links with outside agencies, including the First Visiting team, Speech and Language Therapists, Education Psychologists and local schools.

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

Our Early Years Professional is responsible for ensuring our staff team has training in all areas. The Early Years Professional is responsible for managing individual training plans and providing training sessions when required. All staff receive training in behaviour management, speech and language and assessing children's development. The SENCo attends termly network meetings to remain up to date with current policies and procedures.

#### **8. How will my child be included in activities outside Little Me including school trips?**

We include all children in trips and outings. This will include visits to local schools, beach, farm parks and soft play areas. Where necessary any additional support is put in place through discussion with the parents and by carrying out risk assessments.

#### **9. How accessible is Little Me Preschool ?**

Little Me Pre-school is accessible to all with additional facilities where necessary. We support families whose first language is not english through signage and ICT equipment and additional support from outside agencies will be sourced if required.

#### **10. How will Little Me Pre-School prepare and support my child to join the setting, and transfer to a new setting/school?**

When children join Little Me pre-school we offer a flexible settling in policy. All children are initially invited to visit the setting to familiarise themselves with the environment and

their key worker. When the child starts with us, their needs are monitored on a daily basis with parents being regularly informed via text, phone calls and tapestry to ensure they are involved in any decisions made until the child has settled.

We have close links with the local schools to ensure smooth transitions, this includes visits arranged by the local Early Years Teachers, followed by us accompanying the children on visits to their new schools. Group and individual transition meetings are arranged as required. The schools provide us with books providing photo's of the Early years classroom to facilitate discussions at Little Me.

### **11. How are the Little Me Preschool resources allocated and matched to children's special educational needs?**

All children's individual needs are closely monitored and where additional equipment is required this is either purchased or sourced from the local toy libraries. Where necessary we will access additional funding to provide specialist equipment. We regularly review all our equipment to ensure it supports the Early Years Foundation Stage.

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

The decision is made through ongoing detailed assessments. Individual Education Plans will be monitored and regularly reviewed with parents and key worker. We would involve The First Visiting Team, asking them to advise us of any additional support they consider necessary.

### **13. How are parents involved in Little Me Preschool? How can I be involved?**

Little Me pre-school has an open door policy and we promote and value all parents views and opinions. We carry out annual parent questionnaires asking for feedback on our provision. We encourage parents to email or phone us directly if they have any comments or concerns. We encourage ongoing dialogue with their child's key worker. We produce a newsletter twice termly, and regularly update our Facebook page. Parents are invited to help in the setting and are encouraged to share their interests and skills.

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

**Lisa Marshall** (Manager) & **Kelly Braithwaite** (Deputy Manager) are always accessible for you to contact for an initial chat. We always encourage prospective parents/carers and children to visit us. You can observe the children in the setting and discuss your child's interests and needs.

