

Stepping Stones Local Offer

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

Here at Stepping Stones we perform a two year check for children registered with us from two years old.

We monitor the children's progress through the Early Years Foundation Stage curriculum using an online learning journal called Tapestry.

Key workers work closely with the SENCO to observe and complete Ann Loche observation forms to assess children's needs.

Parents can request a meeting with staff at any time to raise any concerns that they may have. We work in partnership with parents and follow the code of practice.

How will the setting support my child?

The SENCO and keyworker will work closely with the child initially and the advisor from EYCS will be contacted with parents' permission if further advice is needed.

Parents will be asked to a meeting so they can meet the team and have everyone's roles explained to them.

Home visits can be made by the SENCO if needed and the setting will share useful resources which the family can use at home.

Funding for extra equipment can be applied for by the nursery.

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

All children are different and have different needs. They will be closely monitored as they travel along their learning journey. Observations are made and added to their Tapestry online journal for parents to see and written

observations taken and used to write an ISP (individual support plan) which will have specific targets for the child.

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

Parents are invited to meetings with their child's keyworker once a term.

For children who have an ISP parents are invited to a target review meeting every six weeks to discuss progress and set new targets.

Parents can check their child's online journal at any time using their personal log in and parents without internet access will be offered paper copies.

A copy of your child's two year check will be given to you to store in your child's red book.

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

The nursery has policies in place for the wellbeing of all children in our care. We will administer medicines prescribed by a doctor with signed consent from the parents. We also have a safe cupboard/fridge for the storage of such medicines.

What specialist services and expertise are available at the setting ?

The SENCO and staff attend regular training and work closely with the EYCS for support and guidance. We welcome outside agencies to work alongside us such as speech and language therapists, occupational therapists, health visitor etc.

We hold information about local support groups and professionals that we can share with parents.

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

The nursery has staff have experience working with Makaton, hearing impairment, speech and language and autistic spectrum disorders.

The SENCO attends regular forums and the manager and SENCO attend Code of Practice meetings to stay up to date.

If training is needed to meet a child's specific needs training would be taken by the relevant key Worker.

How will my child be included in activities outside the nursery including school trips?

Children with SEND are full members of our nursery and our provision is inclusive to all. A risk assessment will be performed before undertaking any school trip. We will meet with the parents before booking a trip to discuss transport and access needs so the child can be fully included.

How accessible is the nursery environment?

The downstairs is fully accessible with wide doors and a disabled toilet. Funding would be applied for if a stair lift was needed to access the upstairs room. Funding for additional equipment would be applied for and we would adapt the layout of the room to suit the child's needs. A disabled car parking space would be offered to the family at the front of the building.

How will the nursery prepare and support my child's transfer to another school or setting?

We hold transition meetings with local schools before a child leaves us to pass on ISP's and learning journals. We use photo books of new settings for children to look at and have uniform to play with from the local schools. Meetings for parents with the new setting can be arranged by us if required.

How are the settings resources allocated and matched to children's needs?

When the number of children with SEND in nursery is high the nursery applies for an inclusion grant and /or discretionary funding. This allows staff extra time to implement ISP's and work closely with children in smaller groups. Suitable resources will be provided within the setting and appropriate activities planned using the child's interests.

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

Regular meetings will be had to review ISP's with parents following the child centred approach - assess, plan , do , review. The level of support will depend on whether the child has been assessed by a professional and their support and guidance put into place. Parents will be involved every step of the way.

How are parents involved in the setting?

Parents know their children better than anyone. It is important to take time to listen to their views and wishes. A home school book is offered so we can share information and parents can log into Tapestry at any time and add their own comments.

Who can I contact for further information?

Your child will be given a keyworker when they first join the nursery and the SENCO is clearly identified on the staff board. Please see the staff board at the top of the stairs which shows what staff are working each session. The nursery have a Local Offer help file for parents to access information and local support and further advice can be found on the Surrey SEND local offer website.

www.surreylocaloffer.org.uk

