

*Stone Cross Independent Pre-School  
Offer to Children with Special Educational Needs and  
Disabilities (SEND)*

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*Nursery Unit*

Updated 12<sup>th</sup> May 2023

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## **1. How does the pre-school know if children need extra help and what should I do if I think my child may have special educational needs?**

Stone Cross Pre-School is an inclusive pre-school in which all children are supported in reaching their potential. Before your child starts at the Unit you will be offered an appointment to meet our Manager / Special Educational Needs Co-ordinator (SENCO for short) and their role will be explained. You will be introduced to your Key Person also at this time. You will have the opportunity at this appointment to discuss and share any important information about your child and talk through any concerns you may have.

Your child will be offered a taster session at the Unit before starting, to familiarise themselves with their new environment, peers and staff.

The week before your child is due to begin you will be given a second appointment / meeting with your new Key Person to complete an 'All About Me' information sheet and a 'Starting Points' form, this may also include a 'Care Plan' if appropriate.

We hold termly parents' consultation meetings, for an informal chat and to review your child's recent progress. This is an ideal opportunity for you and staff to share information and observations. We have good relationships and links with outside agencies and continuously review and evaluate our 'Valuing Diversity and Promoting Equality' and 'Supporting Children with Special Educational Needs' policies.

## **2. How will pre-school staff support my child?**

When a setting-based support plan is implemented you, your child's key person and the SENCO are all involved in setting targets. There will be a timescale in relation to the review of these targets and it will detail ways in which pre-school staff will support the child in meeting their targets, as well as suggestions for follow up ideas at home. The key person will support your child on a regular 1:1 basis and share progress with you and the SENCO.

We have excellent ratios of staff to children, which means that we can offer small group support throughout each session where needed. The SENCO will oversee the plan and its implementation. If further specialist support is needed, the SENCO will contact relevant external services. We provide a wide range of resources and activities to support all levels of learning and requirements. Where necessary, we engage additional support from a range of professionals with whom we work closely. Any referrals to Early Years support services are always done in conjunction with parents. We also maintain close links with our Local Children's Centres and inform and encourage parents to make use of relevant courses.

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

Age-appropriate planning is done weekly by all staff. Planning is based on the interests, strengths and 'Next Steps' for each child and is therefore carefully matched to supporting each child's unique development. Activities are both simplified or extended where necessary. The pre-school has visual prompts throughout, with all staff using those including individual 'Picture Exchange Communication' cards.

Stone Cross Pre School accesses specialist services and provides specific resources where required.

### **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?**

Learning Journey books are used to document each child's progress and are matched to the typical stages of development in the early years, using the 'Development Matters' documentation. Parents are invited to meet with their Key Person termly to discuss their child's progress and any concerns, to view their child's journal and review 'Next Steps' within the Setting Based Support Plan.

The pre-school has an 'Open Door' approach and parents are encouraged to share any concerns they may have in an informal way when they drop off or pick up their child. We will send home half termly a letter including the activities that are planned to include trips, special days and our phonic program. We also aim to communicate through e-mail and /or Facebook with important dates and information regularly. Good news slips from home inform staff of outside achievements and are placed in their learning journeys and are accessible during every session. Parents are actively encouraged to contribute to their child's learning journey.

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

Staff are highly skilled and develop close relationships with the children and their parents and we have good levels of communication. Our policies regarding sick children and medicines are strictly adhered to and acknowledged by all parents/carers. Medicines are stored away safely and information on individual medical and dietary needs is kept in the staff kitchen area. Permanent members of staff will only administer medication or first aid with parent's permission, which is laid out in additional forms and completed prior to starting pre-school. These plans are discussed at key person meetings.

We ensure that we continually update all staff training on Paediatric First Aid and Safeguarding. We update and review our policies and procedures as and when required or at least once a year. Communicating and evaluating our safeguarding each term ensures robust

procedures are in place. All staff complete a Staff Declaration upon joining pre-school and annually each school year. Staff are DBS checked upon joining the pre-school and processes are in place to ensure a recheck if required.

Children have direct access to water at all times. Healthy eating is promoted with healthy nutritious snacks provided. Children are able to help prepare, chop and serve the snack if they wish.

A rigorous Behaviour Management Policy is in place with a designated behaviour manager at both sites. We have a "Child's Voice" section when the volunteer committee meet. This ensures the children can contribute their own views and wishes.

## **6. What specialist services and expertise are available at or accessed by the pre-school?**

Stone Cross Pre-School has access to the full range of Local Authority specialist services in education, health, and social care. Two members of staff take part in ongoing training for SENCOs. Referrals will be made by SENCOs, in consultation with you, to any relevant services which would be able to provide specific support for your child.

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

The SENCO continuously attend meetings and updates their training to feedback information to all staff regarding policies and procedures. Staff have had specific age-related training regarding child development. Staff have basic Makaton skills.

## **8. How will my child be included in activities outside the pre-school including school trips?**

All children at Stone Cross Pre-School have access to all activities offered by the school and, where necessary, additional adult support will be available to assist your child at pre-school and on school trips.

Parents will be asked to meet with staff to plan appropriate support where necessary, and to share ideas about strategies used at home.

## **9. How accessible is the pre-school environment?**

We are situated on the ground floor with wheelchair access. We have two well-proportioned toilet cubicles with child sized toilets and basins. Additional aids and additional adjustments could be discussed to include a child with SEND. We have a Valuing Diversity and Promoting Equality Policy. Visual support appears in all our rooms.

## **10. How will you prepare and support my child to join the pre-school, transfer to a new setting or school or the next stage of education and life?**

We have close links with local schools and invite teachers in to spend time with us. All Parents of SEND children will be invited to a transition meeting that will be attended by Pre-school SENCO / Key Person and the new schools SENCO and class teacher and any other representatives of other agencies. This will take place in the last term before starting their new school.

SEND children will be given the opportunity to visit their new setting with the key person or SENCO. We are flexible with all children in trying to make moving as stress free and as enjoyable as possible. They will be given a photo book to aid transition of their new setting and can have extra visits where necessary to help familiarise themselves.

Summative assessments for moving on are completed by the staff and passed onto the primary school.

## **11. How are the pre-school's resources allocated and matched to children's special educational needs?**

Individual Needs Assistant follow their key child/children when moving between settings. We use our inclusion grant and any funding we are entitled too. We use internet tools to boost our resources along with and additional training offered by any outside agencies. We make additional resources dependent on the children. The inclusion grant is used to purchase any additional equipment a child might need.

We support any additional cost with our fundraising efforts throughout the year.

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

Whatever decisions the professional support team have made, we try to follow through with appropriate measures.

Based on our Setting Based Support Plan (SBSP) tracking we make the decision, with parents, regarding early intervention and what support is needed. Referral forms are always completed with parents/carers by the SENCO.

### **13. How are parents involved in the pre-school? How can I be involved?**

Parents are encouraged to share their knowledge of their child's skills, abilities, and interests with the child's key person. We welcome parents joining in with activities in the pre-school and sharing their own skills and interests. Your child's key person will share ideas in relation to your support for your child's learning at home. We provide good news slips and communication books for children who attend other settings. This is a great two-way communication for busy parents too. Our website is easily accessible and updated regularly. We hold termly fundraising events and also arrange outings which parents are invited to. These are always well attended and a great way for parents to get together.

We send home feedback questionnaires at different intervals to find out how successful our communication is.

Parents / Carers can follow us on our Facebook page for information and regular news on what the children have been participating in.

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

At the Nursery Unit the Supervisor and SENCO is Sharon Britton.

She is available in person or on the phone and are happy to discuss any specific concerns regarding SEND each session Monday to Friday.

Parents/Carers can contact their child's key person at any time.

Our Administrator Gaye Nethercot is available Wednesday and Friday.

All contact details as well as detailed information about the pre-school are available on our website which includes our Local Offer.

Information about local services is available on the Local Authority website.

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