

# The Local Offer

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Name of Setting: Broad Street Playgroup

Telephone: 07702 504113

Email: broadstreetplaygroup@hotmail.com

Name of person to contact: Carol Proud

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*My child has SEND. I would like to look around. What do I need to do?*

Our playgroup has an open door policy, we are open term time only, mornings 9:00 till 12:00 Monday to Friday and afternoons 12:40 till 15.40 Monday, Wednesday and Friday. Either come down during opening hours or get in touch to book an appointment.

Telephone: 07702504113 Email: broadstreetplaygroup@hotmail.com Address: 61, Broad Street, Syston Leicestershire. LE7 1PB

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*How will my child and I be made to feel welcome and how will you get ready for my child coming?*

You and your child will be able to join in with everything our setting has to offer and where possible a member of staff will be with you to show you around and answer any questions you may have.

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*How accessible are your premises?*

We have use of a car park at the rear of the church which has dedicated disabled parking spaces. The hall itself is all on one level and fully accessible for wheelchairs, with ramps at all exits (which are all fire exits). Disabled toilet facilities are available in the main entrance to the hall.

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*How will you keep my child safe?*

As we are in a shared building, access to the playgroup area is strictly controlled with all external doors locked in line with our policies and procedures. To ensure children's safety we maintain a high staff ratio and for children with SEND needs we would offer additional support. Equipment used is age and stage appropriate and additional equipment would be sourced to support individual needs where required.

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*How will you communicate with me what my child has done, enjoyed and learnt?*

We can adopt a number of strategies to communicate with parents depending on your availability; your child's key person is available at the beginning and end of the session; we use communication books to share small bits of information about what is going on, there is a poster up showing you what activities we have been doing during the session (this can be emailed if you do not collect your child) and even a reassuring text message to let you know that they are having fun and playing safely. Your child will also have their personal Learning Journey recording their learning and development within the setting. With progress summaries completed for you to comment on.

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*How do you work with other professionals?*

We welcome them into our setting and are also happy to work with other settings and childminders sharing information and working on individual targets together. We are supported by regular visits from our Area SENCO.

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*What training have you/your staff had in SEND?*

All staff are qualified to level 2 or 3 with diplomas in preschool practice or NNEB. In addition to this all staff have undertaken additional training to support specific knowledge and skills, with two members of staff having SENCO training. If additional training is required then it will be undertaken.

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*How will you adapt play opportunities for my child?*

We would discuss with you appropriate equipment for your child's needs before you attend our setting and make the appropriate changes where applicable.

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*How will you get ready for my child going to his/her new school?*

To support transition we would set up meetings with professionals and the Teachers from the new school to discuss individual needs and begin to plan the transitions. With all professionals, yourself and your child giving their input and agreeing the actions to be taken.

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

Initially we would support you both during the settling in process, producing an individual settling in plan and communicating frequently with you either face to face or by the method most suited to you. We would also produce regular progress summaries and work with you and discuss what you feel is going well and where we should go next. Part of this can also include what you can do at home to carry on the development there.