

The Local Offer

Name of Setting: Woodhouse Day Nursery

Telephone: 01509 891131

Email: admin@woodhousedaynursery.com

Name of person to contact: Kimberley Gregory

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

You can either contact the nursery via e-mail or phone to arrange a visit or you are very welcome to just turn up and we will be happy to show you our facilities and answer any questions you may have. The only thing we suggest if you would like to turn up without prior appointment, is that you avoid 12:30pm - 2:00pm as this is when lots of our children take a nap so you don't always get to see them awake and engaged in the activities on offer. If you are happy to see them sleeping, we are happy to have you at any time.

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

You will always be greeted with the warmest of welcomes when you visit the nursery and we always take the time to try and get to know you from the very beginning. In order to get ready for your child joining the setting, our first settling in session involves an hour where we invite you along to speak to staff in their room and give us a good idea of any likes, dislikes and particular needs your child may have. This means that from the first session they stay with us, we can make sure we are giving them everything that they need in a way that suits them.

How accessible are your premises?

We have a large car park to the front of the nursery and access into the building is by fingerprint system only. Our baby room, toddler room and pre-school are all on ground floor level but our 2-3 year old room is accessed by a set of stairs.

How will you keep my child safe?

Entrance to the nursery is by fingerprint system only which means that only staff and registered parents/grandparents can access the building without ringing the buzzer for attention. We also have a network of CCTV cameras installed in all of the rooms, outdoor area and front of the building too so that you can have the peace of mind that your children are happy and playing by a simple rewind and catch up if you feel the need to. All of our staff team are first aid trained and safeguarding trained as standard so we can ensure we can deal with any accidents that may occur and we can also promote their well being on every level. We work to Government ratios to ensure that our children are adequately monitored during the day and though we do give them the opportunity to take risks (such as in our climbing area) we are always close by to keep an eye on what is happening and offer a helping hand when needed.

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

At the end of every session you will be given verbal feedback from a member of staff that has been with your child that day. For the under 2 age range you also receive a written account of what your child has enjoyed, eaten and slept that day. We regularly display artwork and photos in each room as well as uploading them to a secure Facebook page with your permission which gives you the chance to log on and see some of the activities taking place during that day. The staff in each room plan activities according to the EYFS curriculum, all of which are displayed clearly in the rooms so you can see what topics are on the agenda each week and what new things we will be covering. Each child has a unique learning journey filled with photographs, art work and observations each time they achieve a new goal. You are welcome to look through this or take it home to share with the family whenever you would like to. We even invite you to add your own things to it too if you have done special things at home together.

How do you work with other professionals?

We have experience of working with outside agencies such as speech therapists, psychologists, behavioral therapists and nutritionists. We will complete any paperwork that is needed to maintain a constant communication between setting, parents and other professionals and we will regularly attend any meetings that allow us to learn new techniques or share our ideas and information about your child. We welcome other professionals into the setting to meet with staff and will put into practice anything that they advise which will benefit your child.

What training have you/your staff had in SEND?

We have a SEND coordinator in the setting who has attended lengthy training on how to support, monitor and identify children with additional needs or disabilities. She has been trained in how to make referrals and how to complete necessary paperwork as well as

The Local Offer

how to best interact with and cater for the needs of children. The manager will be undergoing the same training as soon as the next course becomes available. We would undertake any necessary training to learn more about an additional need if you were interested in becoming part of our nursery family.

How will you adapt play opportunities for my child?

We will always give every child the opportunity to take part in activities whilst at our setting. Depending upon your child's specific needs we will make any adaptations to activities that are necessary - such as moving activities from the floor to a table if your child was unable to sit on the floor or using flashcards/picture prompts for those with speech difficulties. The way we adapt play opportunities would largely depend upon each individual child and their own needs. We always try to cater activities to each individual child anyway so making small or large changes to ensure everybody gets a chance to take part is absolutely no problem to us at all and is actually part of our common practice.

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

Prior to a room move within the setting, we inform parents by letter around 4 weeks before and give you some information on your child's new room and the staff they will be working with. The staff in their current room will complete a transitional progress summary before the move, to make sure any important information is handed on and the new staff can prepare for your child joining them. We then begin transition sessions to introduce your child to their new room, sending them for a short play session, accompanied by a familiar member of staff and gradually increasing this over the month to longer sessions on their own. This means that by the time the official transition date arrives, they are already comfortable with their new environment and have had chance to meet new friends and get to know their new staff members. When it comes to the time that your child is getting ready to move to primary school, the staff will complete the same paperwork and pass this on to your child's new teacher. We always invite them into the setting on a day your child attends so that they can meet each other in a relaxed environment and we get a good chance to pass on any important and relevant information that might help them care for your child's need as well as help them to learn.

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

Your child will be allocated a key person when they start with us at the setting. This person is responsible, amongst other things, for monitoring your child's learning across the seven EYFS areas and ensuring they are planning activities that will allow them to meet their next steps. This allows them to pick up on areas where your child is excelling and also areas where further work and encouragement is needed. We can then feed this information back to you and tell you how we are going to address it so that you have the option to implement the same things at home.