

The Local Offer

Name of Setting: Busy Bugs Pre School

Telephone: 0116 2992662 or 07792 533051

Email: dylan_loves_liverpool@hotmail.co.uk

Name of person to contact: Natasha Yearby

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

Give the setting a call: between 8.30am and 3.00pm we are available on the land line 0116 2992662, or anytime on our mobile phone 07792533051. No appointments are needed to look around, you could always pop in to the setting and ask to speak to Natasha who is our parent liaison officer and welcomes all new parents to our group and is always happy to meet new parents, offering help and assistance and of course reassurance.

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

Natasha is the person who all new parents speak to, she is very knowledgeable about the setting and can answer any questions you might have. The setting has an equal opportunities policy and every one is treated as an individual, so no child is ever singled out, we do however cater for all needs and use daily visual aids and specialist equipment. We listen to what a parent requires and discuss the best way to settle your child and make you as the parent feel comfortable when leaving your child. We have forms that we are happy to help you to fill out if you require, that helps us meet the needs of your child and make them as reassured as possible.

How accessible are your premises?

We have a large drive leading to our setting for easy accessible for cars. From the drive to the building there is no steps and the doorway is large enough for wheelchair access. We are all one level inside of the building and the door ways are large. We have a disabled toilet and equipment to help with toilet needs (including nappy changing).

How will you keep my child safe?

We are very safety conscious and the child's safety is paramount at all times. We take extra precautions on a daily basis to ensure all the children are cared for and risks are at a minimum. We have a Health and Safety officer who completes his checks daily before the session. We have a Key Person who looks after the children who have bonded with them and they ensure their key children are safe and secure at all times. We also have very high staff ratios to ensure the children are supported and cared for without compromise.

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

We have a notice board in the corridor offering daily general information on the activities that have been achieved that day, we have a private Facebook page for parents only that shares information and gives regular updates (no child photos or named children are ever placed on this page). We are always available to discuss any problems or give updates but if a parent struggles with this we also offer a home/school book to keep the lines of communication open. Our observation process is done digitally and this allows us to offer you a chance to see photos and observations of your child via e-mail if you wish to use this option. We also give the parents regular updates on a child's progress and achievements.

How do you work with other professionals?

We have excellent links with our local authority, our area SENCo, local health visitors and Menphys specialist nursery. We value these strong links with other professionals and feel that in doing so we can offer a child and their parents the best start on their educational pathway. We work closely with a speech and language therapist who attends the setting each term to offer additional help and support to children who have communication difficulties. We also employ a music specialist to give music therapy to the children.

What training have you/your staff had in SEND?

The setting also has two qualified Special Educational Needs Co-ordinators (SENCO), both are fully trained and also hold different qualifications in a range of special educational need disabilities and conditions. We currently hold certifications in the areas of: Speech and Language (Elklan level 3), Autism, Makaton, Epilepsy, Asthma and Downs Syndrome. Every member of staff is First Aid trained.

How will you adapt play opportunities for my child?

Every child who attends our setting has their own individual plans developed by their Key person to fit around their own learning

The Local Offer

journey. Each plan looks at the interests of the child as well as the child's specialist needs. All staff members are made aware of these plans and ensure that the children have experiences and opportunities to reach these goals or even exceed them. The parents are involved in the planning process and are given regular updates to ensure you are still happy with the goals and targets.

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

We have a transition offer who has built up excellent links with our local school as well as specialist schools. It is her role to ensure that we keep open links during the year and not just when a child is moving on from us. We attend different events such as sports days and assemblies, we go for visits to have a play and meet the teachers. We also arrange for the new teachers to visit us, offering parents the chance to speak with them as well as the children. We have a room that we use for meetings if a parent needs a one to one to discuss transition and we invite the new teachers to attend and this helps us to share information. We also cover topics of going to school to making new friends to help the children to understand what is going to happen.

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

We involve the parents every step of the way. We see the parent as the main educator in a child's life and understand the importance of including a parent in the planning and next steps of a child's development and progress. We offer the chance to view the child's learning journey through e-mails or paper copies, we send home the child's creations and use achievement techniques that parents are all aware of and encourage. we hold regular parent consultations and as said previously, we are always happy to chat about the children and the progress they are making.