

The Local Offer

Name of Setting: Langmoor Pre-School

Telephone: 07710 192045 or 0116 2712776

Email: preschool@langmoor.leics.sch.uk

Name of person to contact: Mrs Sally Harrison

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

We offer an open door policy and it's our intention to make our setting genuinely accessible to all children and their families. We would recommend that you come and have a look around the setting and meet our staff. If you would like to contact us prior to your visit you can always telephone Sally on 07710192045. We will show you around the setting and talk to you about our routines, how we structure our sessions and the types of learning opportunities that will be offered. You will be provided with our prospectus, a registration form and a copy of our last Ofsted inspection report.

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

Once you have decided that you would like to send your child to us we will provide you with additional information and an 'All About Me' sheet. We will discuss with you about visits and our settling in process. We recognise and value your experience and knowledge of your child and will work closely with you to ensure that any additional requirements or training can be put into place prior to your child starting with us. A home visit can be arranged to share information or allow your child to become familiar with members of the pre-school staff. Additional visits or a staggered start can be arranged until you and your child feel comfortable. Where possible we would encourage any professionals already working with the child to liaise with us before they start with us and we will act on any advice. As part of our registration process we will find out about your child's likes and favourite things as well as any things they dislike or make them feel anxious or worried. We would be happy to make contact and get the support needed depending on your child's needs and what service they require.

How accessible are your premises?

Our setting is part of the main school building. We are on the ground floor and have our own entrance which can be accessed via a decking area which has a ramp. We have child friendly sinks and toilets and nappy changing facilities. We also have use of a disabled toilet which is located in the main school. We use the decking area daily and also have a large outdoors area.

How will you keep my child safe?

The safety and well-being of all children in our care is of paramount importance. A risk assessment is carried out daily on the premises and our activities and equipment is age appropriate. All our members of staff our DBS checked and have got first aid training. Our policies and procedures ensure that all children are kept safe, these are reviewed and updated on an annual basis or sooner if required. A copy of all our policies is made available to parents/carers. All staff undergo annual reviews where training and continual professional development is discussed and encouraged. Information about diet and allergies is recorded on the registration form and is also displayed for all staff to see. We operate a no nuts policy with all our snacks and advise parents not to bring in foods containing nut products. We regularly discuss with the children how to look after each other and through activities, stories and role play they learn about appropriate behaviour.

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

Your child's key person or the Manager (Sally) are available at the beginning and end of the session to enable information to be shared. All children have their own Learning Journey folders which contain observations and information and are used as a way of tracking their learning and development. The Learning Journey contains photographs and observations of some of the activities and experiences your child has taken part in and samples of their work. The observations we make are linked to the seven areas of learning within the EYFS and using the Development Matters your child's key person will be able to support them in the next steps of development. We also produce a weekly home links which informs you of what activities will be on offer during the week and offering ideas on supporting activities to be done at home if wished. Once a term we hold an informal meeting with regards to your child's settling in, progress and to share their Learning Journeys.

How do you work with other professionals?

When working with other professionals we make them welcome in our setting and we respect and are guided by any recommendations or strategies. We have links with our area SENCO and have worked with Speech and Language Therapists, the Hearing Impaired Team, Autism Outreach, the Educational Psychology Service, Health Visitors and Social Services. We are also happy to work with other settings or childminders to work on individual targets together.

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What training have you/your staff had in SEND?

All our staff have knowledge and experience of working with children with SEND. We have a designated SENCO and behaviour co-ordinator and also our Deputy (Catherine) has completed relevant training and acts as a back-up to Sally. We attend termly SENCO meetings to gain further knowledge and information. We have all attended training on speech and language development, Sally and Catherine have had Makaton training, which we use within the setting with all children, and also Epi-pen training.

How will you adapt play opportunities for my child?

We provide appropriate equipment and learning experiences to support a variety of ages and stages of children's abilities and learning styles. A high staff ratio enables us to support individual children and differentiate activities. Your child will be supported at activities with play and language being modelled by practitioners. Smaller group and social communication groups will help to support interaction and independence. We have a visual timetable and pictures of activities to support your child to make choices. If necessary, we would seek additional funding to enable us to have 1:1 support to ensure your child has access to the play opportunities on offer.

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

We realise that transitions can be emotional and stressful for you and your child and will be guided by your wishes. To support transition we arrange meetings with professionals involved with your child, the SENCO from the new school and new teachers. Visits from the school teacher and additional visits to the school are supported. Your child's Learning Journey should be shared with new teachers. During the summer term we plan activities and experiences to aid children get a better understanding of those they will experience at school, for example we have a weekly PE session and we share stories and photographs of school life. All relevant information is passed on to the receiving setting/school and we fill in the 'Transition to School' document devised by the Specialist Needs Teaching Team. We will provide practical ideas and strategies that we have found successful in supporting your child.

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

Information about the EYFS is found in our prospectus and we use Individual Trackers to monitor progress. On entry your child's key person will make initial observations and use the information given by you to complete an Early Assessment Review. Through discussions with you and your child's key person targets can be agreed and support and strategies can be shared. Your contributions to your child's Learning Journey and the information you share with us is important to us and will keep us up-to-date of their current interests and achievements. After six months a Progress Summary report will be written showing progress and informing you of how we are supporting your child in the setting and suggested activities for home. When your child leaves our setting a Transition Progress Summary will be written. Throughout your child's time with us you are invited to comment on the learning and contribute to their next steps.