

The Local Offer

Name of Setting: The Oak Treehouse

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Name of person to contact: Sally Walton-Maxfield/ Emily Green

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

We are open 5 days a week and have an open door policy, welcoming all families to look around the setting. Parents are free to look around the setting at any time and can phone to arrange a time for a visit. Please feel free to make as many visits as required; you can also bring other family members/friends for their opinion. So that you are comfortable with the setting and ensuring the needs of your child are going to be met if you were to take up a place. We welcome you to talk to the room deputy about the child's routine to help us to settle in your child. We suggest you leave your child for an hour to help you and your child to settle in to nursery and become familiar with the staff and children.

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

We have a well-established team of staff who have experience working with children with SEND and all staff members have the expertise to include all families in to the setting. We ensure that the whole family is made welcome and each child's individual needs are being met before the child starts nursery. This included visits to the setting to meet the staff, the other children and becoming comfortable with the environment. At these visits you will go through a form with a nursery nurse to go through the child's likes/dislikes and what would help your child settle in. Each child is given a key person who ensures that they have information to help with the settling in process when your child starts at the setting. This key person will give support to you and your child whilst in the nursery. We like all parents to complete a registration form and a 'knowing you knowing me' form before your child's first day to ensure that the key worker has sound knowledge about your child and to make sure appropriate activities are set up. Knowing me knowing you sheet is updated regularly so that we are aware of any changes which might impact on your child's behaviour and to enable the staff to plan to your current needs and interests. Each room hold a regular meeting to discuss all the children in the group to ensure we meet the needs of all who are in the setting. Therefore, all staff members have an understanding of all the children should the key person be ill or on holiday.

How accessible are your premises?

The Oak Treehouse Nursery is all accessible on one level. The entrance to the nursery has automatic doors which are wide enough for a wheelchair and all the room doors leading into the rooms are also wide enough for a wheel chair. There is an also disabled toilet facility if required. The Oak Treehouse promotes inclusion and welcomes all families from a range of cultures and backgrounds. We have supported many children with English as an additional language.

How will you keep my child safe?

All members of staff hold a current DBS check and receive regular training in safeguarding. The manager hold regular supervisions with the staff to ensure that there are no changes to health to make them unsuitable to work with children. Policies and procedures ensure that all children are kept safe and they support the storage and administration of medication within the setting. Making sure medicine is stored in a secure place and permission and medication records require parental consent, exact dosage, and time of administration. A positive behaviour management policy is in place to ensure that all children are supported in managing their feelings and behaviour in line with their individual needs and development. We ensure that children are given verbal praises for their achievements and support them in a positive way with challenging behaviour. Risk assessments are in place and are taken on a daily basis to ensure children are safe from harm. Information about diet and allergies is recorded from registration details and are displayed for all staff to see with a photograph of the specific child and known allergy. The Oak Treehouse operates a no nuts policy with the foods that is purchased. We also advise parents not to bring foods in containing nuts for packed lunches. Safeguarding and confidentiality is paramount and we use photographic devices for recording children's achievements and with parents' permission to go onto the Facebook page. Before taking the children out we make sure we carry out an risk assessment and increase the ratios for staff to support in caring for the children. The Oak Treehouse is inspected by Ofsted to ensure that it meets the requirements to keep your child safe.

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

We provide all children with a learning journey which records the child's achievements in a variety of ways- photographs, children's creations, observations and explains the learning behind the experiences. These learning journeys are available at all times and can be taken home to share with your child and family. A system of record keeping and assessment is used to track your child's progress in terms of development which is age and stage related. We offer a parents evening once a year to share information and progress

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about your child. We are happy to arrange other times of the day for meetings if the evening is not convenient. Other forms of communication include newsletter, the website and our Facebook

How do you work with other professionals?

The Oak Treehouse is confident to work with other professionals and built strong relationships with many services. These include. Speech and language therapist, social services, health visitors, family outreach workers etc. We liaise with professionals in a variety of ways-telephone, meetings to share information about children and the best ways to support them.

What training have you/your staff had in SEND?

All members of staff are trained in early years and have a wealth of experience in child care and child development. The special Needs Co-ordinator (SENCO) has attended the necessary training to fulfil the Sen co role within the setting provided by the Local education authority. The team has attended a wide variety of training: Paediatric first aid, basic food hygiene, safeguarding, Epi-pen and Local authority training courses. We are also very happy to access additional training if necessary to support the needs of a child.

How will you adapt play opportunities for my child?

The child's key person makes regular observations and keeps you updated on their progress. With parental agreement, we liaise with outside agencies for support and guidance. If necessary, we would seek additional funding to pay for a one-to-one support worker 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?

When your child leaves the acorn room and transfers into the sapling room, the learning journey and a transition form- explaining to the new key worker the child's likes and dislikes etc. (Knowing me, knowing you) When your child leaves the sapling room to go to school, they take their learning journey with a recent progress summary report and is taken along to the new school. We invite the teachers in to the nursery, to give them time to meet the children and to give the children an opportunity to ask questions about their new school. This also gives the chance for the key workers to pass on relevant information on to the teachers. For children with SEND, the child's key worker meets with the school SENCO to share information to ensure that there are the appropriate measures in place to receive your child. Hopefully, we can organise a time so the child's key worker accompanies the child on a transition visit to school. We encourage all children to share their learning journeys with their new schools/teacher and to take out new pieces out to start their new learning journey folder in school.

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

The child's key worker will communicate with you on a regular basis to track your child's progress and suggest ideas for home learning based on observations of your child in the setting. On entry, the child's key worker will write a first month report and share this with you providing you information on how they are settling into nursery life and this information will also be used to complete the Early Assessment Review (EAR). This information is used to plot your child's starting points on an individual progress tracker which shows the developmental levels in line with the Early Years foundation stage (EYFS). At the same time a document called a child monitoring tool will be used to record your child's development in speech and language. If your child requires a progress check at two reports, this will be written down between 24-36 months. This will show progress in line with the EYFS and provide an opportunity to seek advice and support from your health visitors or any other professionals if necessary. We write two progress summaries a year one in June and one in November. These show your child's progress and your child's progress tracker and child monitoring tool will be updated. A final report is written called a transition progress summary for the child when they leave to go to school. At all times you and your child are invited to comment on the learning and contribute to planning the next steps in learning at home and in the setting.