

# The Local Offer

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Name of Setting: Little Fingers Preschool and Out of School Club

Telephone: 01509 232401 or 01509 237396

Email: [littlefingers@talktalkbusiness.net](mailto:littlefingers@talktalkbusiness.net)

Name of person to contact: Jagdip Kaur Nagra, Sunita Sharma

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

At Little Fingers Pre-school we have an open door policy where we welcome all new parents/carers and children to visit us any time while it is operational. Our operational hours are between 9.00am – 3.30pm, Monday to Friday term time only. Alternatively you can contact us on 01509 232401 or email us: [littlefingers@talktalkbusiness.net](mailto:littlefingers@talktalkbusiness.net) to arrange a visit that is convenient for you. The Pre-school Manager, Deputy/Special Needs Co-ordinator (SENCO) will be more than happy to show you around, talk about what we have to offer, how we work as a setting and you may ask any questions you have. If you decide it is the right setting for your child you will be given a Welcome pack which includes a registration form and all about me form to complete.

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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?*

We have initial registration meeting where Pre-school Manager and SENCO will discuss your child's needs and plan for any additional support, resources and adaptations required prior to your child starting. We want your child to feel happy and safe with us. To make sure that this is the case, the staff will work with you to decide on how to help your child to settle into the setting. We encourage settling in sessions so that you and your child becomes familiar with our setting, staff and children. Your child will also have a key person who will work with you to make sure that what we provide is right for your child's particular needs and interests.

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## *How accessible are your premises?*

Even though our pre-school is based on the first floor of a community centre building, we have disabled access and a lift which makes it easily accessible. We have a car park at the side of the building next to the disabled access for your use. We have nappy changing facilities at the setting. We also have a room on the side which can be used for rest, quiet activities or sensory play. In the preschool toys and equipment are easily accessible to the children at their level.

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## *How will you keep my child safe?*

As a shared building pre-school access is controlled with all the external doors leading to the pre-school locked at all times. All our staff are vetted and are suitable to work as early years practitioners. Practitioners undergo safeguarding training. The safety of the children is paramount and we maintain a high ratio. For children with SEN we offer one to one support. We have well established team who offer a safe and friendly environment for your child. We carry out regular risk assessments and daily checks on our premises.

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

We have open door policy. Parents are welcome to talk to us any time. All staff are multilingual. Key person is available in the welcome area on a rotational basis at the beginning and at the end of session with Learning Journeys for you to look at. We have home link bags and home/communication diaries where parents are encouraged to share any information about their child. We also have key person meetings once a term where your child's individual progress is discussed in confidence. Individual Learning Journey is also shared at this meeting and a summary of your child's progress will be discussed and a copy of this report will be given to you.

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## *How do you work with other professionals?*

We work very closely with other professionals. We welcome other professionals into our setting to carry out any observations and assessments. All children have an Early assessment review as they settle into Preschool, if the key person comes across any concerns she might have about child's development then we with the consent of the parents will make a referral to the specialist teaching service.

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

We have a wealth of experience working with children with SEND. Pre-school Manager, Deputy/SENCO have obtained the following trainings: • The SEN Code of Practice and Role of the SENCO/sharing concerns with parents and carers/observation, play based assessment and writing IEP's. • Autism • Menphys SOS working with children and young people with disabilities. • Let's communicate with signs and symbols. • Hands on communication and social skills. • Good practice for managing behaviour in early years settings. • Child protection/safeguarding children/shared responsibility. • Paediatric training. • Regular updates at the SENCO

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Network Meetings.

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

We are pack away setting which gives us the flexibility of changing room layout on regular basis to meet children's needs. We have higher staff ratios. We liaise with parents and use all about me document to identify your child's interests. We have individual plans in place for all our children which follows children's interests and needs. If we feel that individual child requires specialist resources funding will be sought. We also have social and communication group, small group, one to one activities and visual aid to support children's participation.

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

We have good relationships with all schools in the area. To ensure a smooth transition takes place we: • Set up meetings with professionals and the teachers of the new school to discuss individual needs. • Arrange visits to the school of the parent's choice. • Encourage visits from the teachers to the setting. • Share IEP's, Strategies, Learning Journeys, Transition into school summary, individual progress tracker.

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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?*

Your child's progress will be monitored by allocated key person and Setting's Senco through observations, individual progress tracker, learning journeys and IEP's. We will keep you updated through day to day discussions, key person meetings, multi agency meetings and termly reports. We encourage parents to support their child's learning at home through home link bags and communication diaries.