

The Local Offer

Name of Setting: Ibstock Day Nursery

Telephone: 01530 265829 or 01530 265830

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Name of person to contact: Barbara Bunday

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

Ibstock Day Nursery is a mainstream setting; we welcome all families. Ibstock Day Nursery is fully inclusive and our policies promote equality of opportunity for all children. We are pleased to offer children with SEND a place at our Nursery provided that their needs are successfully met and if the supporting agencies feel that it is an appropriate placement. We have an open door policy from 7.30am to 6.00pm. Therefore, if you would like to visit us you are welcome to come along at any time; you need not book an appointment. Alternatively, if you would prefer to speak to a member of staff in the first instance, please feel free to contact us on tel: 01530 265823/829. On arrival, the first person you will meet is our Administrator who will introduce you to a senior member of staff who will be pleased to provide a guided tour of the Nursery. Should you decide to book a place with us, you will be given all the relevant paperwork to browse through at your convenience.

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

When you have decided that you would like your child to join us, you will be given a "Welcome Pack"! We recognise that no-one knows your child better than you. Within this pack is a booklet called "All About Me" which gives you and your child an opportunity to tell us all about you. Within the pack you will have the opportunity to tell us about any dietary/allergy requirements and any health issues that may necessitate for us to put additional measures in place for your child. "Taster sessions" will then be arranged which will give your child the opportunity to meet his/her Key Person and to familiarise themselves with the setting. Your child will be given a name peg and a named drawer to help them feel part of the setting. Your child's Key Person will set up a Learning Journey folder for them. This will tell the story of your child's development from the day he/she starts. This is a marvellous opportunity for staff and parents/carers to work together to help your child progress along his/her learning journey. These folders are always accessible to parents/carers as they are kept in your child's drawer. Parents are also encouraged to update this information as your child develops.

How accessible are your premises?

Ibstock Day Nursery is sited on the grounds of the Ibstock Community College, which is just off Central Avenue in Ibstock. The car park is situated outside the college. To reach the Nursery, head to the College main gate and from here follow the directional signs to the Nursery. There is a ramp to the front door and all the floors inside the building are on the same level (ground level). To access our Garden area, there is a permanent ramp leading out of Pre-School and a shared, permanent ramp from Babies/Toddlers. All our toilets are child size and the hand basins are at the appropriate height. In both our Pre-School and Baby and Toddler Rooms, changing facilities are also available.

How will you keep my child safe?

Our Nursery staff fully understands that all young children are vulnerable and have the right to be safe and protected. Although we have an open-door policy, this does not mean that the doors are literally "open". Consequently, we have a secure access system in place to ensure that our children are safe and secure at all times. This will only allow access through the main door when a member of staff has authorised it. Only authorised family or friends are allowed to collect a child. Permission is only granted if it has been authorised by a parent/carers. Identification and a password will be required before access is granted. For children who have a "support plan" or "Education Health and Care Plan" (EHC) already in place, we work closely with families and outside agencies. Targets are regularly reviewed to ensure we adhere to the SEN Code of Practice 2014. All of this information is confidential and kept in a locked cupboard. Risk assessments are undertaken when required to ensure that the learning environment for all is safe and enables all children to develop. If your child requires specialist equipment/medical intervention during their stay with us, we will ensure your child's key person is adequately trained in these areas. We will work closely together with lead health/education professionals that play a part in your child's life. We will also work closely with you to ensure that strategies are in place to enable your child to have a positive journey with us at Nursery. All staff, including volunteers at Ibstock Day Nursery, undergoes "fit person" checks. Enhanced Disclosure and Barring Scheme (DBS) checks are undertaken and all details from these are held by our Admin staff. If there are any issues that have not been covered here, please do not hesitate to contact us about any concerns that you may have.

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

At Ibstock Day Nursery, we have communication books. This is for your child's Key person to complete and will enable families to be

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part of their child's learning development. It also gives families the opportunity to provide input into their child's experience at Nursery. Home link letters are issued to all families; this will give an insight into what we plan to do in the following. It will give priorities about how parents can expand this at home with things like songs to sing together. Photographs are regularly displayed so that parents/carers can see what the children have been doing and work is sent home so that children can share it with you. The children and staff will regularly add work to your child's Learning Journeys. This is kept in their drawer so that parents can have access to it at all times. This shows how your child is developing through assessments, photographs and lovely pieces of work. As different areas of learning are offered to your child to help them develop, a "parent's voice" letter is sent home. This enables your child's Key person to write about what your child has learnt and parent/carers have the opportunity to inform key people about what they have learnt at home. On two occasions during the academic year, Progress Summaries are sent home. This gives an insight into the developmental levels of your child and how your child is learning at Nursery.

How do you work with other professionals?

Communication with professionals is very important in the development of some of our children. For children we feel may need a referral to a specialist, we talk to parents/carers, monitor, assess and then refer. For those children who have already been referred, we work closely under the advice of the professionals, helping the child work towards the targets set. We work with the knowledge that they are only a phone call away if we feel we need further advice.

What training have you/your staff had in SEND?

Initial training on becoming a new SENCO; our setting SENCO attended a 9 week Pilot Scheme into SEN in early years. The Early Years Practitioner Inclusion Service: - Observation, play based assessment and writing IEPs. - Makaton training which is cascaded down to all staff. - Working in partnership with parents. - The visually impaired children in Early Years and Foundation Stages. - Sign/symbols. - Autism Education Trust Early Years Programme Part 1. - ECAT (Every Child A Talker). - Social communication. - NVQ level 3-4 in Children and Young People's services. - Child protection/safe guarding. - First Aid. - Health and Hygiene. - The SEN Code of Practice and Role of the SENCO.

How will you adapt play opportunities for my child?

Before your child starts at Ibstock Day Nursery, we will arrange a meeting for you and your child to meet your child's Key Person. This gives you and your child the opportunity to tell your Key Person what interests and motivates them. At Nursery we can develop activities around their interests and ensure they are all accessible to your child. We have a ramp into and out of nursery. Toilets and sinks are low and the room is not cluttered. If your child needs specialist equipment we will ensure all staff know how to use it. If appropriate, we will apply for additional 1 to 1 support top up funding. This ensures that there will always be a person available to assist your child if necessary and to adapt activities to enable inclusion. We will discuss with you what sessions you think would be best for your child to attend (depending on availability). These may be quiet sessions ie. morning/afternoon sessions with fewer children which will enable your child to access the best suited learning environment.

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

Initially you and your child will meet your child's Key Person creating an opportunity for you all to get to know each other. This will enable your child's Key Person to arrange appropriate activities that are accessible on their first settling in sessions. We will also discuss with you the procedure you would like in place for leaving your child once they start their sessions.

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

Before your child starts at Nursery you will be given a Welcome Pack. Our "About Me" booklet, give you the opportunity to tell us about your child's interests, favourite things and the milestones they have reached. This gives Nursery a starting point for setting out activities for your child to explore and for us to observe, monitor and assess.