

# The Local Offer

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Name of Setting: Bizzy Bees Pre-School

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Name of person to contact: Rachel Laverty

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

We would invite you to give us a call to come for a visit to our wonderful, free-flow, home from home setting. During the call you can ask as many questions as you like about our setting and we will try and answer as much as possible. We will then book you in for a visit where we can show you how our setting runs, what we already have in place to support not only SEND children but all our children in reaching their development milestones. The visit is a fantastic opportunity for you to really get the feel of our home from home setting and to see how our fabulous staff care for each child's individual needs. Some people choose to come alone as the parent/s first to see how they feel and ask all the necessary questions then come again with their child to see how they take to the setting. We will accommodate to however you would like to do this.

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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?*

At the visit we always hand out our welcome pack. This has an array of information about our setting in it, including the settling in process. We have also included pictures of all the staff so you can share these with your child to help them become familiar with us. We then offer a home visit, we will allocate a key worker to your child and the manager and key worker will attend the home visit. We pride ourselves in established and positive relationships with parents at our setting and this enables us to start these here. The manager has a good chat with the parent/s and the key worker begins to establish a bond with the child in the comfort of their own home. The manager asks questions using our own devised 'iceberg system' which looks the past of the child, from their birth, development, family make-up, any other settings attended, other professionals involved etc. We then talk about where the child is at now, again what other professionals might be involved to if they use a comforter they might bring with them. We also talk about the child's likes and dislikes so we can use these whilst we are getting to know them to help them settle in. We call this a holistic approach. We are taking in information about the child's whole life and using this to ensure we meet their needs and can settle them in, in the best possible way. We have also found these home visits to help the children in their initial visits, they feel they can trust the staff of whom their parents let into their house and whom they can already see the parents have a positive relationship with. We then offer visits. We start with 2 one hour visits. We say to the parents that you are welcome to stay the full hour, leave mid way through, or leave at the start, its completely up to you. We want you to feel comfortable when you leave your child. We also offer more settling in visits if you feel your child would benefit with more after the initial visits. If at the home visits we have discussed that your child needs additional resources or staff need extra specific training in order for your child to be safe and happy at our setting, we would ensure we source these as soon as possible to ensure there is no delay in your child starting with us.

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## *How accessible are your premises?*

Our setting is very well accessible. It is a free flow setting on one floor. There is a ramp at the back entrance that leads to our secure garden and all doors are open throughout the sessions to ensure the children have access to all areas of our setting as they wish. We are on a school grounds with safe paths leading to our Preschool. There are a choice of places to park and the school car park can be used for those with accessibility needs

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

We have robust safety measures and risk assessments are made by all members of staff throughout the day. We are in a gated school premises with wonderful, safely enclosed outdoor spaces. We also try to ensure we have more staff than needed for ratio to ensure the best safety, this means there are always staff flowing around our single floor premises who are able to meet all children's needs in all areas of the setting. We have staff monitoring entrances and exits during arrival and pick up times with other staff around the setting to welcome the children in safely. All our staff are First Aid trained with some staff having further training in more specific medical needs and medicine administrations.

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

At Bizzy Bees we use an online learning journal system call Tapestry, This allows us to communicate with you by sending pictures of what your child has been doing with us and showing you where this is linking in to their development. It also allows parent/s, carers, grandparents, childminders etc to have access (if granted by main carer) where you can also upload pictures of what your child has been doing at home. This is great for us as it means we can use these to share memories and experiences with the children and get to know them and their culture so much more and use this in our setting and activities. Our parents are also told frequently that we are always a phone call away, parents can call or text the setting whenever they need to for any reason. This could be for reassurance

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your child had settled that morning, to ask for advice on child's development or concerns at home and anything you may need to just chat about, we are always here for you. All our staff are accessible to talk to at both drop off and pick up times too and we make efforts to share with you individually what your child has been doing that day. We do also offer parents evenings twice yearly to discuss these things in more detail.

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

We work closely with other professionals. We have well established relationships with various local professionals having had them visit us in the setting and met them at training events. We have had plenty of experience of getting the right professionals in where needed and working with them to meet the needs of our children. We also have contact with our local Health Visiting team who can give us advice and guidance as well as allowing us to work together with SEND children.

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

Myself (the Manager) and my deputy Lisa have SENCO training via the local authority and continue to stay up to date with online training. I am also currently taking a course to be a full Early Years SENCO via Derby Uni which I should complete in June 2021. I lead the SENCO role alongside two other staff members, my deputy and assistant deputy who have had specialised training in Autism. All three of us have also had training in epilepsy and Buccal Midazolam and are compliant with the administration of this medication and epilepsy management and awareness. We have also made successful SEND referrals and EHCP's and have supported these where measures have been put in place.

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

We have experience in adapting play experiences and opportunities in the past. We work alongside the parents/carers to ensure that we are using the same methods and ideas as they use at home to give consistency to the child. We also ask for further advice from our local authority SENCO who has 4 yearly visits with us but is also on the end of the phone where necessary. Working together we can thoroughly ensure we are creating the best possible opportunities and experiences to meet an individual child's needs.

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

The huge benefit of our setting being free-flow ensures that your child will be with the same members of staff throughout their time with us. When they do come to transition to school we will ensure that they have the necessary support they need, be that funding for the school to meet their needs, an EHCP, or any other additional information we can give in addition to our usual transitional processes. We have great links with many of the local Primary Schools as our children leave to go to various ones. This is a huge benefit in ensuring a good transition. We will also support parents and carers with the most up to date information on school readiness and we practice this at our setting in our everyday activities.

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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?*

We will know how your child is doing and the progress they are making by using the EYFS and various documents that help us identify where they are expected to be and how to support them getting there. For SEND children we use targeted plans and assessment toolkits specifically designed for them to create more achievable goals in their development. We will share these with our parents by talking to you and also putting them on tapestry so you can refer to these at all times. We constantly set 'next steps' for children and work together to provide opportunities for your child to meet these.