



Abracadabra Preschool Nursery **Local Offer**

1. How does the setting identify if my child has special educational needs and disabilities (SEND)?

Abracadabra Preschool Nursery allocates a key person to a child when they start at the nursery. We think that it is important for both the parents and the child to have a regular point of contact when they are new and getting to know the people at the nursery. The key person fills in the All About Me form with the parents, which helps them to get an understanding of the child's needs and likes and dislikes. This discussion also helps the key person understand at what age and stage of development the child is at, so that they can start observing the child accordingly. They will also use their professional experience to better understand the child's needs.

Sometimes a child may have already been identified as needing additional support at an earlier stage by other professionals, such as a health visitor, doctor, parent or child minder. When a child is already known to specialists we ask for, and record, these details on our registration forms. This then enables us to be able to offer the necessary support the child needs.

It is not always apparent if a child has SEND, because every child is unique. If we have concerns, rather than scaring/upsetting parents at this stage, we request their permission on the registration form to be able to discuss their child with Brent's Early Years Inclusion Support Team (EYIST) and the area special educational needs co-ordinator (SENCO). If our concerns are subsequently confirmed, it is at this stage we will discuss the next steps with the parents.

2. What should I do if I think my child may have special educational needs?

If you think your child may have special educational needs, it is best to discuss this with your key person and they can then advise you on the next steps.

3. How will Abracadabra Preschool Nursery support my child with special educational needs?

All staff members, especially your child's key person, as well as the SENCO, will work with both you and your child to help address their needs. We feel that the partnership with parents/carers is imperative to enable us to help meet the needs of the children, both at home and in the nursery.

We will regularly get your opinion and discuss your child's interests/learning and development. Through continual observations, we not only plan accordingly, but also identify if any additional support is required from other professionals. With



your permission, we will contact the EYIST/area SENCO if required, either for advice or to make a referral with any concerns. We will also implement any strategies and advice offered as appropriate. Individual Plan (IP) targets, specifically for your child's developmental needs, will be set with your involvement and the support of the EYIST/area SENCO.

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

We have informal chats with you regularly to let you know what your child has been doing at the nursery and what their current interests are.

Alongside our observations at nursery, we also ask you to observe your child at home so that we can get a complete picture of their development and interests. With this information, we are able to assess your child and we then plan their next steps according to the Early Years Foundation Stage (EYFS) in the different areas of learning. We do this at least once every term and we also invite you to a formal meeting to come and discuss your child's achievements and how we are planning to help them achieve their next milestones. We also give you some practical ideas about how you can help your child at home so we are both supporting your child to achieve their targets.

If your child has been identified as having SEND we have the EYIST/area SENCO visiting us at least once every term and you will be invited to come and meet them and discuss your child's progress.

5. What support will there be for my child's overall wellbeing?

The child's wellbeing is given utmost importance at the nursery. We believe that if the child is well settled at the nursery, they will perform at their best. To make this happen we provide the following:

- Settling in procedure – we have a tailor made settling in procedure for each child depending on their individual needs. We invite parents to come and spend time at the nursery so they will be familiar with our routine. The children need to come in happy and separate from their parents without being upset – they are then more likely to enjoy their time at nursery
- Key worker system – we have a key worker system in place. This means that your child will have a regular contact person which helps them to settle quicker and enjoy coming to nursery. The key worker is also in charge of observing the child play and plan for their next steps using the EYFS as a guide
- The wellbeing of the child is recorded at every planning stage which normally happens at least once every term
- Safeguarding procedures are followed by all staff members to ensure that the children are given a safe and secure environment to play in



- Positive behaviour management is promoted at the nursery and we encourage the children to share and take turns with the resources
- Accidents and medication policy are adhered to at all times

6. How will my child's views be taken into account in order to meet their needs?

We will be observing your child playing at the nursery and making sure that their interests and needs are taken into consideration when we are planning for them. We will also contact you to find out how we can help your child because we appreciate that you will know your child's needs better than we will. We believe that parents are the first teachers of their children.

7. What specialist services and expertise are available at or accessed by the setting?

The following list of organisations and departments are used to meet the needs of our children:

- Setting's special educational needs co-ordinator (SENCO)
- Early Years Inclusion Support Team (EYIST) and area SENCO
- Makaton training
- Brent Outreach Autism Team (BOAT).
- Occupational therapist
- Physiotherapist
- Educational psychologist
- Speech and language therapist
- We will always contact other organisations that are recommended to us to help support the needs of your child

8. How does the setting manage the administration of medication?

We have a medication policy and we ask parents to fill in a medication form. We can only administer medication that is prescribed by a doctor. We follow the instructions on the form and we make sure that when medication is administered by a staff member, there is a witness to oversee it. We inform parents at the end of the session if medication has been given.

We also ask parents to get a health care plan from their doctor if their child has long-term or emergency medication (for example, asthma pumps, Epipens, etc).



9. How will my child be included in activities outside the setting, including trips?

We think trips are important for a child's all-round learning and development and we take the children on a lot of local trips around the nursery. We organise trips to the farm/museums once or twice a year. The children are taken with a higher ratio of adults. A risk assessment is done and depending on the number of children attending, we sometimes ask parents to join us with their child. This can be a good sharing experience for the children and their parents.

10. How is the setting accessible to children with SEND?

We consider children of all abilities and are able to offer support to wheelchair users. We have child-sized toilets and sinks so the children can access them independently. All the children's furniture is appropriate for the ages and stages of the children attending the nursery.

11. How are the members of staff supported to work with children with SEND and what training do they have?

As mentioned above, the EYIST/area SENCO come to the nursery and discuss the child with the setting's SENCO and parents, so that the child's next steps can be planned for. This information is then passed to the child's key person who works on a day-to-day basis with the child. Training is discussed and accessed via the local council to help the nursery's practitioners support the children in their care.

12. How will the setting in procedure prepare and support my child to join the setting or transfer to a new setting?

The settling in procedure is explained above. The transition to another school will be facilitated as below:

- A transition form is completed
- Visit to the new school with child and parent/guardians to help facilitate transition
- Inviting the child's new school teacher to visit the setting
- Detailed summative development report shared with the new school
- Children are prepared and supported by regular discussions/activities during circle time, e.g. 'show and tell' about their new uniform and pictures of the new school/setting and teachers



13. How does the setting work in partnership with parents to help meet the needs of the child?

Parents can get involved with the nursery in lots of different ways, as specified below:

- Parental observations – Parents are requested to observe their child at home in addition to our observations here at nursery
- Formal meetings – Parents are encouraged to attend formal meetings with the manager and the child's key worker to discuss the learning and development of their child
- SEND meetings – Parents are invited to attend meetings with the EYIST/area SENCO to get professional advice to help and support their child
- Informal chats – Parents are always welcome to come and have a chat with us, whether it is directly related to their child or not
- Nursery visits – Parents are invited to come and spend some time at the nursery, perhaps to read a story or do an activity with the children
- Honey bear – Parents are encouraged to take the teddy bear, 'Honey', home with them and bring back pictures and information about Honey's day with them
- Outings – Parents are invited to come and join us for outdoor visits with their child
- Concerts/special days – Parents are invited to come and visit the nursery to see their child performing – for example, the Christmas concert and sports day

14. Who can I contact for further information?

Sharmee Bhatt (Director / Owner) on 07796 960990

15. What should I do if I want to make a complaint?

Discuss the complaint with Sharmee Bhatt (Director / Owner) on 07796 960990 or email her on info@abracadabrapreschool.co.uk