

PVI local offer

Name of PVI: Abracadabra Preschool Nursery

1. How does the setting identify if my child has SEND?

Abaracadabra Preschool Nursery allocates a key person to a child when he/ she is starting 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 a form with the parents – All about me form and through this form, she has a lot of discussions with the parents and tries to understand the child and his/ her needs. This tells the key person at what age and stage of development the child is and she then begins to observe the child based on these discussions. Through her professional knowledge she then identifies the child's needs.

Sometimes, the children could be identified at an earlier stage through the health visitor/ doctor/ parent or child minder – this would mean that the child is already known to specialists and we ask for these details on our registration forms. This, then enables us to be able to offer the support needed to the child.

Sometimes, we are in doubt as each child is unique and we would not want to scare/ upset the parent without being sure – hence, we request the parents permission in the registration form to be able to discuss the child with the EYIST (Early years Inclusion Support Team)/ Area SENCO (Special Educational Needs Co-ordinator) and when we have confirmed our doubts, we discuss this with the parents.

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

If you think your child might have special educational needs, it would be best to discuss this with your key person and she can then advise you.

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

All staff and especially your child's key person and the SENCO (Special Educational Needs Co Ordinator) will work with both you and your child. We think that partnership with parents/ carers enables us to meet the needs of the children both at home and in the nursery. We like to discuss and get your opinion about your child's interests/ learning and development. Through continual observations we can plan for your child including assessing additional support from other professionals as appropriate. 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 implement strategies and advice offered as appropriate. IP (Individual Plan) targets will be set with your input and the support of the EYIST/ AREA SENCO specifically for your child's developmental needs.

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 his/ her current interests are.

We request you to observe your child at home when we are observing him/ her here and this would give us your child's current interests. With this information we are able to assess your child and we then plan the next steps according to the EYFS (Early Years Foundation Stage), in the different areas of learning. We do this at least once every term and we invite you to a formal meeting to come and discuss your child's achievements this term and how we are planning to help him/ her achieve his next milestones. We also, give you some practical ideas of how you can help your child at home – so we are both supporting the child to achieve his/ her milestones.

If your child has been identified with special needs then we have the EYIST/ AREA SENCO visiting us at least once every term and you will be invited to come and meet her and discuss your child's progress with her and the nursery SENCO.

5. What support will there be for my child's overall well-being?

Child's well-being is given utmost importance at the nursery. We believe that if the child is well settled at the nursery, then he/ she 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 the 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 – this would mean that they would enjoy their time at nursery.
- Key worker system – we have a key worker system in place, which means that the child will have a regular person contact and this 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 his/ her next steps using the EYFS as a guide
- The well being of the child is recorded everytime the child is planned for – which tends to happen at least once every term
- Safeguarding procedures are followed by all staff members to make sure that the children are given a safe and secure environment to play in.
- Positive behaviour management – we promote positive behaviour management at the nursery where we encourage the children share and take turns with the resources in the nursery.
- 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 make sure that we take his/ her current interests and needs into consideration, when we are planning for him/ her. We will also contact you to find out how we can help your child as we understand that you will know your child's needs better than we would as 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 SENCO (Special Educational Needs Co Ordinator)

- -EYIST (Early Years Inclusion Support Team)/ Area SENCO
- -Makaton training
- -BOAT (Brent Outreach Autism Team)
- -Occupational Therapist
- -Physio Therapist
- -Educational Psychologist
- -Speech and Language Therapist
- We will always refer to any other organisation recommended to us to support the needs of your child.

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

We have a medication policy where we request the parent to fill in a medication form. We can only administer medication that is prescribed by the doctor. We follow the instructions in the form and we make sure that when the medication is administered a staff member, she has someone with her who can witness the administration. We inform the parents in the evening about the administration.

We also ask the parents to get a Health care plan filled by the doctor if the child has a long term medication or an 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 do organise trips to the farm/ museums – once or twice a year. The children are taken with a higher ratio of adults. The risk assessment is done and depending on the number of children attending sometimes we ask the parents to join us with their children as it can be a good joint experience and the children will be able to share the experiences with their parents.

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

We have considered children of all abilities and would be able to offer support to children on wheel chairs. 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 staff helped to work with children with SEND & what training do the staff have?

As explained above the EYIST/ AREA SENCO comes and discusses the child with the SENCO and the parents to come up with the child's next steps. This information is then passed on 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 practitioners to be able to support the child and his/ her needs.

12. How will the setting 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:

- Transition form
- - visit new school with child and parent/guardians to facilitate transition.
- - allowing new school teacher to visit setting
- - Detailed summative development report shared with new school
- - child prepared by regular discussions/activities during circle time – e.g. 'show & tell' new uniform, pictures of
- new setting and pictures of new 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 when we are observing them 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 the child.
- SEND meetings – Parents to attend meetings with the EYIST/ AREA SENCO to get professional advice from her to help and support children with SEND.
- Informal chats – Parents are always welcome to come and have a chat with us whether it is directly related to the child or not.
- Nursery visits – Parents are invited to come and spend some time at the nursery to maybe read a story or do an activity with the children
- Honey bear – Parents are encouraged to take the Teddy bear Honey home and bring us pictures and information about Honeys day at their home
- Outings – Parents are invited to come and join us for the outdoor visits to spend the days with their child outdoors.
- Concerts/ Special days – Parents are invited to come and visit the nursery to see their child performing – for example Christmas concert or sports day.

14. Who can I contact for further information?

Sharmee Bhatt on 07796960990

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

Discuss the complaint with the respective managers at both the nurseries