



SPECIAL EDUCATIONAL NEEDS AND DISABILITIES LOCAL OFFER

What is our local offer?

The intention of the local offer is to improve choice and transparency for families. One of the outcomes of this will be a shared understanding of available services and resources enabling more conversations to take place. The Local Offer will include information about where parents/carers and children and young people can seek information, advice and support; how they can raise issues of concern, and how they can seek to resolve these concerns; please find below a selection of questions and answers that may help you in your decision.

1. **How does Milton Mount Playgroup know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

At Milton Mount Playgroup every child is treated as a unique individual. If you have any concerns about your child's development you can ask for a time when you can discuss this in private with the SENCO (Special Educational Needs Co-ordinator) – Charlotte Young and/or Manager – Sharon Young.

Reports from health care professionals, such as health visitors and speech and language therapists identify your child's individual needs. We welcome parents and professionals sharing these reports in order to plan appropriately to meet these needs.

Ongoing observational assessments are made of all children and are linked to the Development Matters ages and stages of development – This in some cases identifies individual needs. If your child's Key Person has identified a possible individual need, they will discuss with you in

private, and plan together with you to support your child's learning and development.

Charlotte will offer support and advice to your child's Key Person and other staff in our setting. Support may then be requested from targeting setting support, our point of contact to support children with additional support needs within West Sussex.

2. How will staff support my child?

Every child at Milton Mount Playgroup has a Key Person. On starting Milton Mount Playgroup you will be given an 'All about Me' to fill in about your child, this will help us to share information about your child's strengths and needs.

We will work with you to support your child together, listening to you and your child.

Your child's key person will identify individual needs and plan next steps, accessing additional support from other professionals where necessary.

Sharon will maintain an overview of experiences and progress, and Charlotte will work with all staff to ensure we are providing the relevant and appropriate support.

We will work in partnership with you, reviewing targets, and planning new ones together, and giving you ideas to use at home to support your child.

Our committee is responsible for enabling Sharon to create inclusive policies, ensure policies are in place and up to date and ensure staff are able to attend relevant training – Sharon ensures staff meetings take place to discuss SEND and Inclusion issues and ensures the environment is inclusive.

We promote an 'open door' policy to ensure we are welcoming and respectful to all.

3. How will the curriculum be matched to my child's needs?

At Milton Mount Playgroup every child will have an Individual Learning and Provision Plan (ILPP), this will be made for them with Charlotte and

their Key person based on the curriculum, in addition to the ILPP they will have a Learning Journal this will contain on-going observations, photographs, and samples of your child's work to support staff in assessing and planning to help your child progress to their next steps. Learning Journals are available for you to view at any time.

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

Assessment systems are in place such as the 2 year progress check, under 3's next steps and over 3's next steps which are all linked to the Early Years Foundation Stage (EYFS) ages and stages of development.

Parent/helper sessions allow you to stay and help and see how your child is developing in the setting. Fundraising events throughout the year help to build relationships with practitioners in the setting.

All plans will be shared with you and there will be regular meetings with families who have children with an additional need.

Our open door policy means you are always welcome to tell us how your child is doing on a daily basis and provide ongoing two way communication between us.

If parents/carers work or are unable to attend with their child telephone calls are welcome to update you on your child's progress.

Newsletters are sent home on a half termly basis to keep you up to date with what is happening at playgroup.

Your child's home/communication book will be filled in regularly to keep you up to date.

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

Our practitioners are welcoming and friendly, providing an inclusive, sensitive and positive approach.

Practitioners provide good role models for positive behaviour and are consistent in the day-to-day care of all our children. Staff have attended 'Promoting Positive Behaviour' training. Should your child display unwanted behaviour we will work with you and your child to provide a

consistent and planned approach to improve behaviour. Please see our 'Positive Behaviour Policy'

We are flexible in our routines to provide a positive environment for your child's needs and provide personal care such as changing nappies.

Personal health care plans can be adopted if necessary and staff will be trained in giving the appropriate medication for your child if required. Should your child require regular prescribed medication then a named member of staff will be responsible for the administering of this and you will be required to fill out and sign a 'medication administered form'

Activities will be adapted to ensure your child is able to interact fully with their environment, and visual strategies-such as a visual time table is used to help them understand our routines. We have an emotions board so that children can express how they are feeling. The book corner provides a safe, quiet area to retreat to if your child is tired or needs some quiet time to themselves.

6. **What specialist services and expertise are available at or accessed by Milton Mount Playgroup?**

All staff have accessed child development training and have experience working with the Early Years age group.

We have good links with our local Children and Family Centres-maidenbowerandpoundhillcfc.@westsussex.gov.uk. 01293 651722

Each is equipped with a toy library, many of which offer toys and equipment for children with additional needs.

Working closely with you and your child will enable us to build stronger relationships and understand your support needs better.

Through targeting setting support we have access to Speech and Language Therapists, Portage, Educational Psychologists, Physiotherapists, Behaviour support etc.

7. **What training are the staff supporting children with SEND had or are having?**

Our SENCO – Charlotte attends termly network meetings to keep us up to date with the latest information and news.

Six staff hold Early Years qualifications which included SEN modules. Charlotte holds a Level 3 Diploma in Special Educational Needs, The Early Years Foundation Degree (level 5) and a level 2 in Managing Children's Behaviour.

Staff have attended Promoting Positive Behaviour, Talk, Talk, Talk, Lets get talking, role of the INCO and English as an additional language training. All staff regularly attend training. A record of staff training is kept on file.

8. How will my child be included in activities outside Milton Mount Playgroup?

All children are welcome to attend trips. We will endeavour to include parents/ carers in the planning of the visit to identify the needs of your child. If necessary we can prepare a photo book for your child so they know what to expect on the visit, and invite all parents to join us on our trip.

A risk assessment would be carried out prior to the visit.

We would also take along any aides or medication – along with consent forms, that your child may need.

All visits or trips would be planned in order to include all of our children.

9. How accessible is Milton Mount Playgroups environment (indoors and outdoors)

If you are a parent/carer who has English as an additional language, we can arrange to get another family member involved who may speak English.

Signs and posters around the setting are used with pictures to direct children and adults.

We have one toilet with wheelchair access and our doors leading out to the garden are wide enough to accommodate a wheelchair. The garden

is flat and suitable for all children to access. We have some adjustable height tables that can be made higher or lower if required. There is a ramp leading up to the front door of the setting.

We provide multi- sensory activities as part of our planning.

10. **How will Milton Mount Playgroup prepare and support my child to join the Playgroup/transfer to a new setting/school?**

Milton Mount Playgroup offers a flexible entry where children can attend for limited times/sessions-parents are welcome to stay if they want to. A stay and play session is offered before your child starts the Playgroup. More stay and play sessions can be offered as required. During the stay and play sessions your child will be introduced to their Key person.

When transferring to another setting or moving on to school the playgroup will liaise with the school. The school SENCO reception teacher comes along to the playgroup and observes individual children before commencement. Visits to the local school are also undertaken by the playgroup.

11. **How are Milton Mount Playgroup's resources allocated and matched to children's special educational needs?**

As a registered charity we have limited funds. Inclusion funding can be applied for from West Sussex County Council to support your child in our setting if required. Bursaries can also be applied for to attend specific training for staff. Funding may also be available from West Sussex County Council.

12. **How is the decision made about what type and how much support my child will receive?**

Through the observation process linked to the EYFS ages and stages of development, and in discussion with you, the Manager and SENCO will identify what support is required.

Extra support will be put in place if necessary.

Ongoing partnerships with both you, your child's key person, SENCO and a representative from target setting support will all have an input into the decision making to assess the level of support needed. Once an Individual Educational Plan (IEP) has been implemented it will be monitored and reviewed by the above. The IEP will be written with you and include how you can support your child at home.

Reports from health care professionals and other professionals, who are working with your child, will be used to plan support within the setting.

Staff meetings within the setting will ensure all staff working with your child knows your child's strengths and needs, how to support them.

13. **How are parents involved at Milton Mount Playgroup? How can I be involved?**

We are a community playgroup and like to have parents/carers involved with the playgroup.

You are involved in identifying needs, information sharing, identifying targets and next steps to focus on at home and in the setting and reviewing progress towards these targets at IEP review meetings.

Your permission will be sought before involving outside agencies.

We are a Parent Run Management Committee – you are welcome to join, you can become involved in fundraising and we welcome volunteer parent/ carer helpers (this does not have to be on a regular basis)

14. **Who can I contact for further information?**

More detailed information can be found in our policies – specifically “Positive Behaviour,” “Administration of Medications”, “Confidentiality and Client Access to Records” “Inclusion”, “Information Sharing”, “Supporting Children with SEN” and “Working in Partnership with other Agencies”

Please contact setting manager to be sent our policies.

To register your child at the playgroup a form can be downloaded from this website, alternatively ring 01293 884312 and we can send you one in the post.

If you would like to discuss your child prior to them starting contact either the Manager – Sharon Young or SENCO – Charlotte Young on 01293 884312.

On joining Milton Mount Playgroup your child will be allocated a Key Person to support them.

You are welcome to discuss concerns or progress with your child's key person, the Manager or SENCO at any time.