

SEN and Disability Information

West Rise Nursery



WEST RISE

October 2022

How does the pre-school/nursery know if children need extra help and what should I do if I think my child has special educational needs?

When your child first joins the setting, we encourage you to discuss any areas of concern with us at the earliest opportunity. We would identify children with special educational needs through observation and children's assessments, using the Early years Foundation stage Curriculum (EYFS) as a guide. The staff are fully trained and able to identify where children may need some support. If you have any concerns about your child's progress, you can raise these concerns and get advice from the key person, manager and the SENCO. The nursery has an open door policy so you can come and speak to us at any time. Your child's key person will give regular feedback and communicate with you each time your child is in the nursery. The nursery has a SEND policy in place that all staff and parents/carers are made familiar with when joining the setting. We work closely with the school SENCO and have good connections with the Early Years team who can provide advice and guidance to the setting and parents/carers. We will do our best to cater for all special educational needs, seeking appropriate training for staff, to enable them to meet your child's needs.

How will the pre-school/nursery support my child with special educational needs?

The trained SENCO will oversee the education of any children with SEND and ensure our inclusion policy is adhered to. A key person will be assigned to the child and carry out the day to day care of the child as well as support the learning and development of the child; they will be working with the child on a daily basis. A secondary key person called a co-key person will also be allocated in the event of the primary person being on annual or off sick for any reason. The role of the key person is to carry out observations, liaise with the parents each time the child is in, and plan for the child and support targets on the child's Setting Based Plan. In addition to this, (the Nursery SENCO and School SENCO) will liaise when necessary and encourage you as parents to participate in meetings along with other professionals that are involved and have contact with your child.

We are pro-active in seeking staff relevant training that will help us to meet the individual needs of children. We find that having regular communication between the setting, parents/carers and other agencies means we can effectively accommodate children with Special Educational Needs and help them develop and make the best possible progress they can.

How is the decision made about what type and how much support my child/young person will receive?

Observations and assessments carried out by the child's key work will identify what type of support the child needs. This will then be discussed with the SENCO and the child's parents in order to determine the desired next steps in the child's development.

If the child needs extra support we will refer them to the Early Years' Service who will assign a Key Worker to coordinate the relevant professionals, your family and make sure your child has a clear and effect plan of support.

We are committed to ensuring that all children are able to access our services, made to feel welcome, and that our activities promote their welfare and development. We look at each child's individual needs and adapt activities accordingly making them accessible and inclusive to make the child feel included in the group. We will put a Setting Based Plan in place for your child, so that the key person has targets to work towards thus helping your child to achieve and learn. We liaise and involve the Early Years' Service and apply for additional funds if necessary based on the child's needs to support the child's learning and development and help close the gap.

<https://localoffer.eastsussex.gov.uk/send-information-and-services/0-5-early-years/>

How will the pre-school/nursery review my child's progress and how shall they share it with me?

We recognise that parents/carers hold key information and play a critical role in their child's education. Therefore, we understand the importance of their contribution, views and feelings with regards to their child's development. We endeavor to support both the child and the parents and will aim to include parents/carers at all stages of the assessment process, offering support and guidance and arranging time for the parents/carers to come-in and have a meeting. Any outside agencies that are involved in supporting the child's learning and development will also be invited to the meeting. We have an open-door policy, we will listen to parent's views, taking into account their knowledge and experience; allow parents to access their child's records SBP's at any time and encouraging them to also be working on the same targets at home (giving you guidance on how to do this). We will also ensure that parents are aware of local services. A home/nursery diary can be provided for the parents/carers and the key person to communicate. The parents/carers will be given the opportunity to contribute with new targets when it comes to changing targets for the Support Based Plan. (Training for the parents/carers can be sourced to help given them a better understanding and guidance on their child's needs).

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

Any child with SEND will get the daily high standard of care that we give all the children e.g. feeding, changing, toileting etc. We are able to train the staff in administering any medication your child is currently on. We will also provide any additional care that is needed to meet the individual needs of children with Special Education or specific care needs on a daily basis.

Children with SEND are able to contribute their views in a number of ways, including having a voice and using visual timetables, signs and symbols to help children communicate with others. Our staff are fully trained or willing to attend specific training if required to enable them to meet any child's specific needs. We have good contacts with local services which can help support parents/carers and children socially, such as attending particular groups or meetings relevant to individual children. We have a 'Learning to Manage Myself policy' in place which identifies behaviour management strategies. Children with SEND will not be excluded from the setting under any circumstances and attendance is monitored and discussed with the parents/carers if necessary.

What specialist services and support are available to the pre-school/nursery?

We believe that a strong multi-agency approach is the most effective way to support a child or young person with SEND. This is why we work closely with experienced professionals such as the Speech and Language Therapy team, Family Support Service, and Physiotherapists amongst others. We encourage outside agencies to come in and observe the child interacting within the nursery setting, which contributes towards children's targets, we also attend all key worker meetings with all agencies involved in the child's learning and development.

How will my child/young person be included in activities outside the pre-school/nursery, including trips?

Activities and nursery trips will be accessible for all children and we liaise with parents/carers to implement any specific arrangements that might be needed to meet the needs and safety of individuals. On occasions an additional member of staff may be assigned to support an individual child. Risk assessments are carried out regularly to help identify where additional support may be required. We fully encourage outdoor learning for all children and we make full use of our outdoor spaces and local area. Parental consent is requested for activities outside the nursery grounds and thorough risk assessments carried out before any trip and activity. Our outings policy is shared with parents on admission and parents are more than welcome to join us on outings and trips.

How accessible is the pre-school/nursery?

West Rise Nursery is a purpose-built building spread over one level. The main room has access to the garden via double doors and a ramp onto a tarmacked area. We use visual aids around the setting to support SEND children and their families. Where possible we will translate any newsletters into other languages and liaise with parents whose first language is not English by using any other means possible, such as other relatives and outside agencies.

How are parents involved in the pre-school/nursery? How can I be involved?

We understand that parents, carers and family life play a fundamental part in a child's education and development. It's also vitally important that we hear your views, ideas and personal observations. We discuss each child's Individual Next Steps with their parents/carers. We offer an 'Open Door' policy so that all parents/carers are welcome to spend some time seeing how their child interacts within the nursery setting. We also offer one more formal parent/carer evening once a term.

How will the pre-school/nursery help me child move onto school?

We offer settling in sessions before your child is due to start so that your child and family can get to know key staff and familiarise yourselves with the environment and routine. This also gives us a chance to discuss any specific requirements that your child or you may need. We understand that this maybe an apprehensive time for you, as well as your child, so all of our settling in sessions are completely free of charge, and you can have as many as you feel necessary. During this time, you and your child will build a relationship with an assigned Key worker and Co-key worker. We can provide visual aids of key staff and photos of key areas within the setting to support the transition into nursery life.

If your child is moving from another setting, we make visits and liaise with their current key workers to keep their routines consistent.

When the time comes for your child to go to school, we provide transition support. Many of our children go into West Rise Infant School. These children have the opportunity to visit the reception classes every week during the terms 5 & 6. We invite the teachers to come and meet the children in nursery and read a story – please see our Transition Policy for more details.

For those children transitioning to other schools in the area – we work closely with these schools to ensure the best possible transition for these children. Inviting teachers to visit – having pictures of their new uniforms etc. Please see our Transition Policy for more details.

For those children with SEND needs we liaise with ISEND Early Years Service and any other relevant outside agencies to ensure their involvement in this transition process.

More information, advice and support

You can speak to any member of staff at any time, however please see details below:

Caroline Croft – Nursery Lead and SENCO

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Email: ccroft@westriseinf.e-sussex.sch.uk

www.eastsussex.gov.uk/localoffer