



The Wickbourne Centre, Clun Road, Littlehampton
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'Local Offer' for children with Special Educational Needs and disabilities (SEND)

The Playcentre nursery is based in The Wickbourne Centre, it is owned by Arun Community Church. The team consists of 16 trained and dedicated staff who always put the children's needs and interests first. We are registered and inspected by Ofsted and were awarded a rating of 'Good' in December 2016.

Our aim is to provide a warm, safe, caring and fun environment where your child will learn through play and will be allowed to develop within his or her own ability.

We welcome children from 12 weeks old to 8 years. We are open 8am – 6pm, 51 weeks a year offering sessions between these times. You are more than welcome to arrange a visit and see if our nursery meets your child's needs.

Some useful questions:

How does the Early Years setting know if children require extra help and what should I do if I think my child has Special Educational Needs or disabilities?

Before your child begins the nursery, we arrange a visit where your child plays and we can talk through your child's needs. Strategies can be put in place and if we feel necessary the nursery can make a referral for Targeted Setting Support. This will enable us to support your child, family and nursery in achieving the best possible outcomes for the individual child.

How will the Early Years setting support my child?

He or she will be supported by a Key worker who will observe your child, evaluate the observations and plan for the next learning outcome. The Key worker will liaise with the parents/carers and keep them updated with your child's progress. We will do our best to match your child with the right Key worker. In the setting, we have a member of staff responsible for Special Educational Needs (known as SENCO). She will work in conjunction with the Key worker to ensure that all your child's needs are met. All staff attend training to support children's needs and ensure practice is up to date with current legislation.

All of our children are planned for individually by the Key worker through observations – we very much value your input during this process. We can also work alongside other agencies such as Speech and Language, Physiotherapy, Educational Psychologist and the Health team. All information is kept confidential and needs parents/carers agreement before contacting a professional.

How will the curriculum match my child's needs?

Each child has an online Learning journal which is individual to them. It contains records of observations, meetings with parents, copies of children's achievements and a report which

reflects where your child is developmentally according to the Early Years Foundation Stage (EYFS curriculum) When a child is between 2 – 3 years of age, they will have a statutory 2 year check. In addition to this we will prepare an Individual Plan which will specify the child's needs and be used in addition to other observation and planning steps. The child's observations are tailored to their likes and dislikes, which we believe encourage them to want to learn, develop and have fun.

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

Regular meetings will be arranged – this may be termly, half termly or as often as required. Your child will be closely monitored and next steps for progression will be devised. You can arrange to see your child's Key worker, SENCO or Manager at any time to discuss anything. We value all input from parents/carers.

How will my child be included in activities outside the Early Years setting?

We are inclusive to all wherever possible. If we are going on an outing we will adapt it so that your child can access it too. If required we can have 1:1 ratio so they can always be included. We would always liaise with you to ensure we are meeting your child's needs.

How accessible is the Early Years setting environment?

All of the doors are accessible for wheelchair users and we have a disabled toilet within the nursery. We offer a garden which is partially covered and large and small climbing equipment so each child can be challenged. We operate on a free-flow basis so the children can choose what they would like to do – always being supported by a member of the team.

How will the Early Years setting prepare and support my child to join or transfer to a new setting/school?

Once you have decided to enrol your child, you will receive a registration pack where you are able record all the support the child requires. We will then devise a Health care plan and assign a Key worker. We advise 2 settling in sessions but should your child require more – we can do this too.

When the time comes for your child to go to school, we can support you as much as you need. We meet with the school teacher, SENCO and yourself to discuss their needs. The teacher comes to the setting to meet the child and may offer a home visit too.

How are the settings resources allocated and matched to children's special educational needs?

The majority of our resources are inclusive to all, but should additional equipment be required the appropriate funding can be attained to purchase it from West Sussex County Council.

Who can I contact for further information?

Please do not hesitate to contact Melanie Ruffell, Nursery Manager on the details above.