**Wind in the Willows LOCAL OFFER POLICY**

Wind in the Willows is a private / government funded day care provider. At Wind in the Willows, every child is an individual and staff are experienced in observing and assessing the next steps for the children. Your child will be allocated a Key Person who will be responsible for your child's development. The Key Person completes observations on your child during their time in our early years setting. The Key Person will also share information with you about your child's development and we encourage you to also share information with the Key Person about your child's development at home. The information gathered from assessments, observations and with speaking to you, supports the Key Person in planning your child's next steps to support their development. Through this process if the Key Person has any concerns about your child's development, they will speak with you and the setting's Special Educational Needs Co-ordinator (SENCO).

Our special educational needs co-ordinator (SENCO) will converse with parents and if necessary they will seek guidance with outside services for further support. This can include speech and language therapists, outreach workers, social services or the sensory impairment team or whomever.

If you have any concerns about your child, you should speak with your child's Key Person who will consult the nursery's Special Educational Needs Co-ordinator. For a child with SEND, a meeting with the SENCO will be necessary so their needs can be identified before the child starts at Wind in the Willows and any reasonable adjustments can then be made to the nursery environment accordingly.

**How will the Staff support my child?**

Your child's Key Person will work in partnership with both you and your child. We fully encourage you to share information regularly with the Key Person. Our SENCO will also be on hand to support you and your child. We will involve you along the way and invite you to regular meetings where you will be included in the decision making of what aims for development are set for your child. If required, with your permission, we can make referrals to other professionals such as the Speech and Language therapist.

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

Every child is seen as an individual within our setting. The Key Person, through talking with you, your child and through observations, will get to know what your child's interests are. They will also get to know how your child prefers to learn. Using this information assists the Key Person in adapting activities to support your child in accessing the Early Years curriculum. Various strategies are used to support the children, for example, "first and then" cards of what to do now and what to do next, small group activities and differentiation of activities. We also recognise children that excel in their learning and advanced programmes and levels of activities will be set accordingly.

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

Your child's Key Person will speak with you at each session and you will have regular contact with the SENCO. Your child's progress is recorded in their Learning Journey through written comments, observations and photographs and with input from you as well, such as photos taken at home or on holiday. You will be invited to meetings with the Key Person, SENCO and any other professionals involved. We can also give ideas of what to do at home to support your child's development. At Wind in the Willows we operate an "open door" policy and staff are always available to discuss your child's progress and development and to help you support your child.

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

We offer "settling in" visits which will help familiarise your child with the nursery. Care routines will be discussed prior to starting Wind in the Willows including nappy changing, sleep routines etc. We are now able to administer prescribed medicines; however, we request that parents complete a "Administration of Medication form when they arrive at the nursery. If necessary, a medical care plan can be completed. If additional training is required to administer medicine, we will undertake this as necessary. Promoting positive behaviour is important to the setting; we have a behaviour policy and a named co-ordinator. We will discuss any behaviour concerns with you to maintain a consistent approach between home and nursery. The safety of your child is paramount and if a family member or friend who we have not met before is collecting your child, we will ask for a password or photograph. (Children will not be allowed to be collected by individuals under 16 years of age.)

**What specialist services and expertise are available at or accessed by Wind in the Willows**

We work with all professionals as required for each child and always encourage these people to come and visit the relevant children in the setting. We work closely with other early years professionals who come into our setting. You will always receive a copy of any report written by us or by other professionals and you will always be invited to meetings. we have experience of working with Speech and language therapist, Portage, Education phycologists, MABS, EMAS, Health Visitors, Physio's, community nurses, Willows outreach service and Sensory impairment service.

**What training have the staff had who are supporting children with Special Educational Needs?**

The Wind in the Willows staff have a variety of experience of working with children and families with SEN. The SENCO's has attended the most recent SEND Code of Practice training. We have early years practitioners who have experience of working with children with Autism, Down syndrome, Cerebral palsy, hearing impairment, visual impairment, Language disorders and GDD (Global development delay) The staff continually receive and refresh their training. All staff are qualified within Early Years or are currently studying for higher level qualifications. Staff have attended the following: - Portage small steps approach, Makaton, Pelican training, supporting challenging behaviour and supporting Language delays,

September 2019 we are undertaking the Portage Stamp of Approval to highlight our excellence and knowledge of Special Educational Needs lead by our SENCO of the setting Kelly Brimmer.

**How will my child be included in activities outside Wind in the Willows, including trips?**

At Wind in the Willows we do go on trips, risk assessments are completed on all walks and we take a mobile phone (without a camera built in) and a first aid kit. Any medicine needed by a child who may be going on the walk will be taken along by the Key Person. All children wear high visibility jackets.

**How accessible is Wind in the Willows**

We will work closely with all parents to access any specialist equipment that may be required. We are happy to make any reasonable adjustment to our environment that may be required. The garden area is flat with and we have a disabled toilet in the building. Visual timetables are used to assist children with the daily routine and communications.

**How will Wind in the Willows prepare and support my child to join the nursery or transfer to a new setting or school?**

Before your child joins the nursery, we encourage you to visit the setting so that you can both become familiar with the environment. We work closely with each family to develop a settling in routine to match your child's needs. If your child attends another setting, we share the child's "Next Steps" with that setting. We liaise with local schools to arrange visits for their teachers to visit the children at Wind in the Willows to aid the transition process to the new school. During this visit, your child's Key Person will have time to discuss your child's needs and share their Learning Journey with them. As part of the transition, your child's Key Person can also visit the new school with your child if it is close by. A report is produced by the Key Person when your child leaves Wind in the Willows which is passed on to school by hand. We also attend a transition meeting where we can discuss all children with their teachers. We have experience of writing successful EHCP (Education health and care plans) to support children who need extra support at School.

**How are Wind in the Willows resources allocated and matched to children's special educational needs and disabilities?**

We can apply for funding from Portsmouth City Council to enable the nursery to employ an additional member of staff to work with your child if needed or we can apply for a specialist grant to purchase specialist equipment. Although each application is carefully considered, we cannot guarantee that funding will be awarded. Government funding is currently available for two-year olds with special education and disability needs.

**How is the decision made about my child's needs and how much support will my child receive?**

The SENCO will work closely with you to determine your child's needs. The SENCO will have regular meetings with you alongside any other early year’s professionals involved with supporting you and your child. Regular staff meetings are held to ensure all practitioners are made fully aware of any additional support that a child may require. Also, the Key Person will be able to identify whether the child requires any extra support through observations made.

**How are the parents involved at Wind in the Willows? How can I be involved?**

Strong relationships with parents are important to the nursery. We operate an "open door" policy and share information on Tapestry which is updated daily. Newsletters are distributed every term and there is a parents' notice board advertising news and events around the local area of the foyer of the setting. We offer parents evening termly. We offer stay and play parent sessions every term. Every summer, we organise a Summer Fete and Sports Day where all parents are invited to watch and participate. We join our local community Keep Milton Green Picnic on the Green every Summer. At Christmas, we have a traditional Nativity at our local church where all parents are invited to attend. We also have a Facebook public page and parent page to keep parents updated with all aspects of the nursery. We work with the local Care Home ‘Shearwater’ where we visit Every 2 weeks bringing the generations together. We have wider contacts such as our twin school in The Gambia we do ask for Voluntary Contributions from time to time but we recognise that all children and their families already have knowledge and we bring that into our day.

**Early Education Funding**

We offer limited term time only places, stretched funding places for 2,3 & 4 year olds as well as limited extended Early Education funded places with no additional costs.

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

If you would like to discuss your child's needs before making a decision about your child starting at Wind in the Willows, please contact the Setting Lead Owner / Director Karen Potter on 07557958728 or Karen Cooper Owner / Director 07900410013 or email [kmpotter33@gmail.com](mailto:kmpotter33@gmail.com). Alternatively you can contact the Setting Deputy Kelly Brimmer on [info@windinthewillowspreschool.co.uk](mailto:info@windinthewillowspreschool.co.uk) Landline 02392 822956.

Revised; Aug 2020 Review date; Aug 2021 Signed……………………………………………………Karen Potter

Signed…………………………………………………..Karen Cooper