

Begin the Journey with Us
Registered Charity 1021412

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www.stfrancispreschool.webs.com

LOCAL OFFER

1. *How does St Francis Pre-School know if children need extra help and what should I do if I think my child/children may have special educational needs?*
 - We say '**Just drop in**' to see us – there is no need for an appointment. So feel free to discuss any concerns you may have when you first meet us – we are here to help and welcome everyone
 - Your child will be given a **Key Person** who, with your input, make observations and take photographs in your child's **Learning Journey**, so you will both be able to assess any concerns
 - If under 3 your child will have a **Progress Check at Two** which will be observations in the three Prime Areas of the EYFS. Once these are complete then you and your child's Key Person will meet and talk about them. This will be another opportunity for discussion. This check works in co-operation with the NHS Health Check – the Developmental Review
 - The Special Educational Needs Co-Ordinator (**SENCO**) is there to help you
 - We follow the current **Code of Practice** for assessment and seek help from **outside professional agencies**
 - The SENCO/Key Person may also **consult websites** relevant to the special need or condition. Or ask you if you have been in touch with a relevant charity for help and information
 - Together compile an Early Help Assessment (**EHA**) if relevant

2. *How will St Francis Pre-School Staff support my child?*
 - The **SENCO**, your child's **Key Person** and the **Managing Supervisor** will all support and monitor your child. We also take input from all members of Staff, because our aim is to offer support from the whole group
 - We sometimes employ an **Inclusion** member of Staff to support your child to access every aspect of our pre-school through an Inclusion Grant/Discretionary Funding
 - We have meetings and input from relevant **outside professional agencies**, the support of the Early Years and Childcare Service (**EYCS**)
 - Work with yourself, your child and outside agencies to have a **good transition** to your child's next setting

3. *How will the Early Years Foundation Stage (curriculum) be matched to my child's needs?*

- We work from 'what **can** your child do now' with all children. The beginning of your child's Learning Journey is called ' **What I like to do now and some things I have done**'- it's a getting to know 'me' and is filled in by you and your child, with your child's **Key Person**
- Your child's Key Person will plan activities using observations, your input and **The Early Learning Goals** of the **Early Years Foundation Stage (EYFS)** and support them to get involved with all that St Francis Pre-School offers
- Further support will be given by the SENCO

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

- From observations at pre-school and from home
- Sharing information from outside agencies and applying them for use at pre-school as well as home
- Your child's Learning Journey
- The Progress Check at Two
- Your child's Key Person, the Managing Supervisor and the SENCO are available for a chat on an informal basis either at the beginning or the end of the session
- A more formal meeting can be arranged at a time suitable for us all to discuss your child. Relevant outside agencies may be invited and you may wish to bring support, e.g. partner, friend
- Progress marked using **Individual Support Plan** and other specialist observations, e.g. **Ann Locke, Portage**
- The SENCO will attend any meetings you have with outside agencies if you would like her support. This also applies to your child's Key Person, and/or Inclusion Staff

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

- A nominated person, probably the Key Person or Inclusion Staff, will administer **any medication prescribed** by a qualified medical practitioner
- Have an agreed **Education, Health and Care Plan (EHCP)** which will be known in confidence to all the Staff at pre-school so that they can support your child
- Have input from the **Behaviour Management Officer (BMO)** if appropriate
- Our **Policy on Intimate Care** follows Surrey County Council's guidance on intimate care
- St Francis Pre-School has a full and comprehensive set of **Policies and Procedures**, which are reviewed regularly. Those policies of special interest will be: Intimate Care; Safeguarding Children – Child Protection; Settling-In Children and the Role of the Key Person; Special Educational Needs. There is a copy of these policies available for every family to read and is out daily on the Parents Table

6. *What specialist services and expertise are available or accessed by St Francis Pre-School*

- Named SENCO and Named Deputy SENCO. Both who have done Code of Practice training, and regularly attend courses and seminars
- SENCO has done **ELKLAN** course Level 3 (Speech and Language Support for Under 5s), also courses on **Brain Training, Makaton, ASD Awareness, Equal Opportunities Awareness, Behaviour Management, Disability Awareness, ADHD, EAL, and CA**
- We will endeavour to send members of Staff on any appropriate training, specific to your child's condition
- Experience of supporting and EAL child with **behaviour problems**
- Experience of supporting a **Looked After Child (LAC)**
- Experience of supporting four children with **ASD**
- Contact **Early Support Adviser** and **Improvement Adviser**, and also outside professional agencies
- Arrange **multi-disciplinary meetings** if required

7. *What training are the Staff at St Francis Pre-School supporting children with SEND had or are having?*

- See also previous question
- Five members of Staff/Volunteers have Level 3 qualifications. One member of Staff/Volunteers has a Level 2 qualification. One member of Staff, who was Co-Ordinator and SENCO prior to 2008, and has over thirty years experience
- Our Managing Supervisor has a current First Aid At Work certificate
- We have at least one member of Staff per morning who has a Paediatric First Certificate
- Five members of Staff have done EYFS/Review training
- Two members of Staff have done Planning, Observations and Documenting Children's Behaviour. All members of Staff then received cascaded training
- Two members of Staff have done Progress Check at Two training. All members of Staff then received cascaded training
- Two members of Staff have done Working With Parents and Families
- Two members of Staff have done SEND Briefing
- Other courses undertaken: Grief and Loss; Developing Child 2 – 3; Supporting your Two year old
- We are willing to undertake any specialist training that will support your child in our care

8. *How will my child be included in activities outside St Francis Pre-School including trips?*

- In recent years we have done fewer trips because of cost or suitability. However, we may go to do family 'playing in the park' at a local venue where children come with their families in their own transport. The Staff are supernumerary so able to offer extra help with all children. Risk

- assessments have shown that this venue is fully accessible for children with additional needs
- This also applies to our Sports Day
- The children and Staff go to our 'Outside Play Area' is accessible independently to those not in a wheelchair. Our 'Wild Wood' is only accessible with adult support
- We welcome visitors from the emergency services and parents who come to talk about their work or interesting pastime
- We occasionally have a 'farm' come to visit us and the children are encouraged to feed and groom the animals

9. *How accessible is the St Francis Pre-School environment?*

- See also previous question
- The Entrance hall, and the Big Hall and the Disabled toilet are all fully wheelchair accessible
- The toilets in the body of the Big Hall are also on the same level as the hall but not wheelchair accessible
- We use an area by the toilets to change nappies, or other intimate care
- We meet in the Big Hall and the Staff support play in Outside Play Area and Wild Wood. The Big Hall is light and airy, if a little echo-y, and well-lit. Some soundproofing has been done by our landlords.
- The layout of the room is flexible and could be arranged to accommodate independent wheelchair/walking frame access
- We have some large, physical play equipment which we would be happy to help your child access
- We endeavour to help families whose first language is not English, but we have very limited funds to offer translators. We are all happy to help with any paperwork and to signpost services
- We have two members of Staff who speak languages spoken on the Indian Sub-Continent
- Our toys and equipment are kept in good order, and offer a wide range experiences for all abilities. We have some specially bought as 'inclusion' toys, which may be suitable for your child
- We would endeavour to hire any special toys or equipment from a toy library

10. *How will St Francis Pre-School prepare and support my child/children to join us? How will my child/children be supported to transfer to their next setting/school?*

- We offer **three free settling-in visits** to get to know your child and you. It is a time to discuss anything and everything about you and us
- You will have a **Key Person** assigned to your child at the beginning of their time with us
- We will work in partnership with you to best help your child
- We will **support you in your choice of next steps** in education for your child

- Your child's **new teacher at their next setting is invited** to St Francis Pre-School to meet your child. You are invited to attend at the same time
- The **Learning Journey** is for you to keep as a memento of your time with us. It is also a good idea if you show this to your child's next setting so they can see how they have developed
- The SENCO and your child's Key Person will compile a **Transfer Sheet** to which you and your child add comments to send to the next setting
- You will also have opportunities to have an induction at your child's next setting
- We will work together to have a **good transition**, e.g. multi-agency meetings where the next setting is represented. Talking to your child about their next setting and use any visual aids available
- The SENCO will endeavour to visit your child's next setting, and will support you at initial meetings with them, should you request it

11. How are St Francis Pre-School's resources allocated and matched to children's special educational needs?

- Staff are deployed to cover all areas of our provision
- Each child is allocated a Key Person when they start at pre-school
- We will apply for an **Inclusion Grant** which will pay for hours the SENCO for administration, your child's Key Person work, or special toys and equipment or diet
- We will apply for a **Discretionary Funding** which may pay to employ a dedicated Inclusion Staff for your child and for work towards an **Education, Health and Care Plan (EHCP)**

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

- This will be made in consultation with you when we meet. This may be in informal chats with the SENCO, Key Person and Managing Supervisor, or at more formal meetings which will also involve outside professional agencies
- The observations made by the Key Person and the SENCO, together with recommendations of outside professional agencies will determine what type and how much support your child will receive
- Any information about this will be put in our Discretionary Funding request

13. How are parents involved in St Francis Pre-School? How can I be involved?

- We work in partnership with parents as their child's first and enduring educator
- You are invited to stay and play for the morning and join in all aspects of the morning
- We are available to chat to you when you need it
- Your child's Learning Journey is for you to contribute to at any time, and a more formal meeting with your child's Key Person can be made

- We are a Pre-School Learning Alliance Constituted group and a Representative Committee is elected annually. Named Officers are elected – the Chair, Treasurer and Secretary, who are The Trustees and legally responsible for St Francis Pre-School. You may also attend as a **Member of the Committee** or help with our fundraising even
- We have **group events** to which family and friends are invited – the Christmas Concert, Easter Party, Sports Day and End of Year Picnic
- We have students from a local school doing placements and have been invited to visit them at 'big school'. Parents are invited to go with them, along with the pre-school Staff and volunteers

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

- Please '**Just drop in**' and talk to us to find out more about us
- Telephone us on **01276 20133** mornings only during term time
- Our website is www.stfrancispreschool.webs.com which has an e-mail link
- You will be able to receive further support from the Orchard Children's Centre, your GP, Health Visitor, or a website which pertains to your child's needs
- The local authority's Local Offer will be on Surrey County Council's website