

Early years offer

Name of setting: Bobtails Playgroup

Ofsted number: EY418533

1. How does the setting know if children need extra help and what should I do if I think my child may have special educational needs?

At Bobtails Playgroup you can speak to any of our staff if you have any concerns about your child. However, Louise Bruno and Lisa Larkman are our dedicated coordinator for special educational needs and disabilities.

If your child has an identified special need before joining our setting, they will work with you to ensure that everything is in place (eg special equipment, staff training, room organisation etc) before your child joins us.

Your child's key worker will work with Louise & Lisa to continually monitor and review your child's development and progress in the setting through the Early Years Foundation Stage (EYFS) framework.

We work very closely with outside agencies including the Children's Centre, Inclusion Officer for our area and Speech and Language therapists to ensure that your child is given appropriate support and that we provide the very best care and educational opportunities for your child.

2. How will the setting staff support my child?

We have two members of staff, Louise Bruno and Lisa Larkman, who are the settings SENCOs, and have a range of experience helping children with different needs.

We work closely with the parents to ensure all needs are met and to maintain a positive partnership.

Regular meetings to ensure parents are informed at all stages of the assessment, planning, provision and review of your child's education.

3. How will I know how my child is doing?

Regular meetings to ensure parents are informed at all stages of the assessment, planning, provision and review of your child's education.

Communication books can be used and have proven to be successful in the past.

You are always welcome to discuss your child's progress informally at the setting or by telephone.

We will also review progress with you via their learning journals and parent consultations.

Coffee mornings and evening meet and greet are also a good way to see your child at play and for any informal discussions.

Please also feel free to speak to your child's key worker or SENco at the end of any session.

4. How will the learning and development provision be matched to my child's needs?

Through the EYFS we will observe and assess your child and then plan their learning and development around our observations.

We will follow advice from other professionals on how to support your child's particular needs and the SENco will ensure that the staff are given the support to help with your child's learning.

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

We will involve other professionals (e.g. speech and language therapists) to ensure that we support your child in all areas of development.

We are fully equipped with changing tables, child friendly toilets and potties etc.

There is a strong emphasis on providing a caring environment.

If your child has any specific medical needs our staff will undergo training. e.g. epi pen training and we will administer any medication prescribed by a hospital paediatrician or GP.

We provide parents with information on sources of independent advice and support.

All staff have a positive approach to all children's individual learning and development and are sensitive to their needs.

6. What specialist services and expertise are available at or accessed by the setting?

Our SENco staff are current and very enthusiastic. They attend all SENco training on a regular basis to keep up to date with new initiatives and new policies.

We have a good relationship with the inclusion officer's local to our area and very good link with the Children's Centre.

We also have a good relationship with all the local feeder schools and this will make the process of moving to a new setting much easier for your child.

7. What training and/or experience do the staff, supporting children with SEND, have?

All staff have experience working with children with special needs.

The majority of staff have attended Makaton sign language courses and we have signs and symbols around the pre-school, so we can look up signs to support individual children.

We use a now and next board to help your child choose activities and support their session.

8. How will my child be included in activities outside the setting?

Currently most activities are held inside the setting.

However, if we have any trips organised all parents are required to accompany their child.

9. How will I be involved in discussions about and planning for my child's learning and development?

Your child's keyworker will be available to discuss your child's needs however, it may be necessary to arrange a team around the family meeting.

If outside professionals come in to see your child we try to organise a

meeting at the end of that visit for a brief discussion.

Parent's consent is always obtained before we refer to any outside agencies.

We work closely with the parents of children with special educational needs to create and maintain a positive partnership.

10. How accessible is the building / environment?

The playgroup environment is very accessible and meets the current disability regulations.

There are no stairs in our building and we have ramp access.

We will ensure that your child has access to all available toys/equipment by altering heights etc so they can be included in all activities.

We have a disabled toilet with wheelchair access.

Our garden is all on one level. Our sensory garden will be available spring 2015.

11. How will the setting prepare and support my child with transitions between home, settings and school?

Before starting pre-school you will be asked to come in for a visit with your child to look around and a chance for your child to play a prospectus will be available to view.

If you decide Bobtails is the place for your child, you and your child will be asked to come in and meet your child's keyworker. At this meeting you will go through admissions paperwork and will be given the chance to discuss any further requirements or concerns.

When it is time for your child to leave us to start nursery school or school we will contact the new setting and invite them to visit your child at pre-school and sometimes taster sessions are arranged for them to visit.

12. How will [the setting's] resources be used to support children's special educational needs?

All equipment and toys are moveable and can be made accessible, they are age and stage appropriate.

We will seek to obtain specific equipment needed for specific needs.

The pre-school has a high staff/child ratio, so your child will receive plenty of adult support. We are also a very inclusive setting and have a range of resources/strategies in place to support children with a range of needs.

A visual timetable using photographs is displayed on the wall, alongside makaton signing symbols.

13. Who can I contact for further information about the early years offer in the setting?

Keely Smith, Bobtails Playgroup Leader, 01920 871273 or email playleader@bobtailsplaygroup.org.uk

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to www.hertsdirect.org/localoffer