**ALEC HUNTER PRESCHOOL**

**LOCAL OFFER**

The purpose of a local offer is to enable parents and carers to see clearly what services are available for children with Special Educational Needs and Disabilities (SEND) in their area and how to access them. The following questions and answers form our local offer and shows how we provide for children with SEND.

**1. How does Alec Hunter Pre-School know if young children need extra help and what our parents/carers should do if they think their child may have Special Educational Needs and Disabilities (SEND)?**

We are a fully inclusive pre-school able to meet the needs of children with SEND. Every child is treated as an individual and all staff are experienced in observing, assessing and planning next steps for children.

We offer visits and taster play days before children start this pre-school. All children are allocated a key person. Their role is to develop a trusting and sensitive relationship with parents and children to enable respectful sharing of information. Any concerns about your child’s development can be discussed with the key person, the SENCO’s (special educational needs coordinators) or the Manager.

**2. How Alec Hunter Pre-School supports young children with SEND?**

Your child’s key person will observe your child at play and make assessments regarding their learning and development. These will be linked to the Development Matters ages and stages of development. These in some cases will identify individual needs. These will be discussed with you and plans will be put into place to support your child’s learning and development.

We have two trained and experienced SENCO’s who will support the key person to put in place a personalised plan for your child which will be shared with you and your child. We will work in partnership with you, reviewing these plans and planning new ones together. We also have support from our Area SENCO who gives us advice and guidance. Other outside agencies may also become involved with supporting your child’s progress including Specialist Teachers and Speech and Language Therapists.

**3. How Alec Hunter Pre-School creates learning and development opportunities for individual children with SEND?**

Our pre-school has policies in place to ensure all children have access to an enriching and valuable play experience. Each child will be given opportunities to join in activities which will give them chances to explore at their own speed. We follow your child’s interests and plan accordingly.

Every child has an Individual Learning Journey Book which will contain observations, photographs of your child and pieces of work to support your child’s key person to access and plan next steps for your child to progress their development. You are welcome to view these at any time.

Your child’s key person and our SENCO’s will work together to make sure that the environment, routines and activities support your child’s needs and they will communicate with the rest of the staff to provide consistency and understanding within our team.

We will seek permission from parents and carers to share information about their child’s learning and development with other professionals. We will ask for copies of any reports and assessments on your child by other professionals when your child starts this pre-school.

**4. How does Alec Hunter Pre-School work in partnership with parents/carers?**

We are a very happy and welcoming pre-school and have very good relationships with our families. When your child starts with this Pre-School we ask you to complete an All about Me Booklet which will give us a starting point for your child. If your child is aged between 2-3 years when they start this pre-school, their key person will complete a 2/3 year progress check and this will be shared with you and you can also contribute to this. We are also doing the joint two year old Integrated Reviews with Family Solutions from our local Children's Centre Hub for all our funded two year olds. We can also put in place a Home/School communication book when required. All parents are given a newsletter each term which gives lots of information about events and pre-school life. We also have two notice boards outside Pre-School which display information and posters.

 We have daily opportunities at the beginning and end of sessions when you are welcome to speak to us about your child. We operate an 'open door' policy and are always available to spend time with parents to discuss their child's progress and development, and to help you support your child. We invite parents to regular meetings with their child’s key person and SENCO’s to discuss and review personalised plans.

We hold parents evenings when your child’s Learning Journey Book will be shared with you and your child’s learning, development and progress will be discussed with you. A Next Steps form will be shared with you each term for you to contribute to.

We are a Committee run pre-school and parents are invited to join to help with the running of the Pre-School and organising fundraising events etc. All parents are welcome to make a date to come into Pre-School as a parent helper to stay and help us and see how your child is developing within the setting.

Parents are invited to attend any in-house training associated with their child’s learning and development.

5. **How Alec Hunter Pre-School supports the wellbeing of young children with SEND?**

Your child’s day-to-day well-being will be managed by their key person. A risk assessment is carried out at the beginning, during and end of each session. If required an individual risk assessment will also be carried out. Staff are experienced in supporting children with allergies and some members of staff have completed Basic Food Hygiene training.

We are flexible in our routines to provide a positive environment for your child’s needs and provide personal care such as nappy changing and toileting. Personal Health Care Plans can be implemented if needed and staff will be trained in giving the appropriate medication for your child if required. Parents will be requested to put in writing any medication needs. Most members of staff are trained first-aiders and any first aid given will be documented for you to sign. All members of staff are trained in child protection and safeguarding and we have two named safeguarding officers. All staff have been DBS checked.

We have policies in place for managing behavioural and emotional development. We have a named Behaviour Officer. We promote positive behaviour and staff are trained to support this. Should your child display unwanted behaviour then we will work with you and your child to provide a consistent and planned approach to improve the behaviour. You child will be involved in the development of this approach.

Activities will be adapted to ensure your child is able to interact fully with the environment. Visual strategies such as makaton and a visual timetable are used to help them understand our routines. We have a sensory room to retreat to if your child is tired or needs some quiet time.

Your child will be given the opportunity to voice their own views and ideas and express their needs to their key person and all members of staff.

**6. Staff Training and Experience in Supporting Young Children with SEND**

All our staff hold either a Level 2 or Level 3 qualification in child care and have many years of experience. We have two experienced and trained SENCOs. Both our SENCO's have attended the Early Years Role of the SENCO Training, the Early Years Code of Practice Training and Autism Awareness Training. Mrs. Porte has completed the Inclusion Development Programme on Speech, Language and Communication, Autism and Behaviour and Social Development.

 Staff have attended speech, language and communication training, promoting positive behaviour training, SENCO and Inclusion co-ordinator training, English as an additional language training and the SENCOs regularly attend SENCO training modules. All our staff are trained to deliver the Early Talk Boost Programme and we run these sessions with small groups of children. Staff continually update their training.

We have two named ENCOs (Equality Named Coordinators) who have completed Inclusion training and a named Behaviour Officer who has completed Behaviour training modules.

Our staff have also received training on specific subjects to help support children with special needs e.g. Makaton, Sensory issues.

**7. Specialist services and expertise accessed by Alec Hunter Pre-School**

Our staff are trained in all areas of children’s development; some staff have specific areas of responsibility and receive extra training. We work alongside Health Visitors, Speech and Language Therapists, Inclusion Team Officers, Family Solutions from our local Children’s Centre Hub, Area SENCOs and Specialist Teachers.

**8. How Alec Hunter Pre-School includes young children with SEND in community based activities and outings**

All children are welcome to attend trips. Prior to the trip the pre-school will discuss with parents the best way for their child to access the activity and a risk assessment will be undertaken. Additional staff can be included to give enhanced attention to the child or the child's parent/carer will be invited to attend the trip. We would also take with us any aids or medication your child needs.

**9. Our Accessible Environmen**t

Our ENCOs have completed an Access Audit and the actions identified have been acted upon within our Single Equality Scheme. Our main entrance is wheelchair accessible via a ramp with handrails. We have one large disabled toilet with hand rails. We also have three child-size toilets with low level hand washing basins.

 We are happy to work with families and physiotherapists to access any specialist equipment needed. We have experience of working with families who have English as an additional language and we use visual timetables and Makaton to support routines and aid communications. Parents are welcome to nominate a representative who speaks English. Resources are loaned from our Inclusion Officer. Our daily notice board lists activities of the day including snack foods. A variety of signs and posters are displayed around our Pre-School showing multi- cultural words and pictures.

**10. How Alec Hunter Pre-School prepares and supports young children with SEND when joining the pre-school and when transferring to another setting or school**

We offer visits for you to come and have a look round and ask any questions and for your child to have a play. We also do some taster play sessions which you and your child are welcome to attend. Our settling in policy is very flexible; we take the time to ensure that you and your child are comfortable in the setting.

When it is time for your child to move onto primary school, early years teachers from all local schools are invited into pre-school to meet the children. The primary school will invite you to visit them for a variety of activity sessions. We sometimes take the children on a visit to our local school. We have experience of supporting children with special needs who are transitioning to new schools. We attend transition planning meetings with parents/carers, outside agencies and teachers from the new school so that strategies are shared to ensure a smooth transition as possible. If required the child’s key person or SENCO can support them on their school visits.

All Learning Journey Books and Progress Reports are shared with the new school so that they have a good understanding of the child’s needs.

**11. How does Alec Hunter Pre-School organise its resources to meet the needs of young children with SEND?**

We carefully access, monitor and review each individual’s needs. Resources are then allocated so that all children can have full access to the equipment and setting’s areas of learning. We are able to apply for funding which enables us to provide enhanced adult support to work with your child if needed. This funding can also be used to purchase resources which may be needed to support your child. We can also loan resources from our Area SENCO team. If required we can access any specific training.

**12. How do we decide on appropriate support for young children with SEND?**

 We use the graduated approach. There are four stages of action – assess, plan, do and review. Your child will be put onto One Planning in the early years. Your child’s key person and you and your child will work alongside the SENCOs and outside specialists to produce a One Plan specifically for your child. This will detail the support and strategies being put into place. All members of staff will be made aware of this plan. You will be invited to a meeting to discuss and review this plan regularly.

**13. How we involve all parents/carers in our setting**

We are always seeking ways to involve our parents in our setting. We use questionnaires so that parents can air their views and comments. We have open days so that parents can contribute in an informal way. We invite parents to join us for special activities e.g. a child’s birthday, Christmas singing, multi-cultural days. We invite parents to join our Committee and take part in fundraising activities including quiz nights, pamper nights, fetes, bazaars and bingo nights. Parents are always welcome to come in as a parent helper. We also have a Facebook page and a Parents Facebook Page.

**14. Who to contact for further information**

We always encourage prospective parents/carers and children to visit us. More detailed information is also available in our setting’s policies. We have a website with lots of information on - alechunterpreschool.com

Further information can be obtained by telephoning the Pre-School on:

01376 339914

Our Manager, Mrs. Beverley Middleton or our SENCOs Mrs. Amanda Porte and Miss Hannah Gullen will be happy to help you.