

SEND Local Offer Information - January 2017

Q1 Our setting's name: Sketchley Hill Menphys Nursery

Q2 Our setting's postcode: LE10 2DY

Q3 The name of the person parents/carers can speak to should they have any questions: Laura Jeffs (Headteacher) and Helen Daffern (Office Manager)

Q4 My child has SEND. I would like to look around. What do I need to do?

Please telephone the Nursery 01455 890684 and we can arrange a convenient date and time for you to come and meet us and have a look around the Nursery. You are very welcome to bring your child with you; they might enjoy using our soft-play and outside play areas. Sometimes, it is helpful and reassuring for you to bring a family member or friend along with you; either way, we really look forward to meeting you soon. Before you visit, why not look at our website www.menphysnursery.co.uk to find out more about us. We have monthly coffee mornings where you can come along with your child to meet the staff and other families on an informal basis. Places at the Nursery are allocated by a panel which consists of representatives from the Local Authority's Special Educational Needs Service, the Educational Psychology Service, Specialist Health Visitor, Healthcare Worker and Headteacher of the Nursery. A referral will need to be made by an Educational Psychologist or Early Years Inclusion Teacher. The panel usually meet twice a term. Generally children start at the Nursery 2 or 3 full days a week and parents are able to request extra days, if they wish, once their child has settled. If you decide that our Nursery is right for you and your child, we will advise you how to begin this process.

Q5 How will my child and I be made to feel welcome and how will you get ready for my child coming?

Once your child has visited and has been offered a place at the Nursery, practitioners organise a home visit to discuss your child's individual needs and give you the opportunity to learn more about the Nursery and to get to know a familiar face. We greatly value parents and carers expertise and knowledge and we work closely with them. Our aim is to make the transition from home to Nursery as smooth as possible. When children start at the Nursery, parents are encouraged to spend some time in the Nursery to ensure a positive induction for the children; this enables you to learn more about the Nursery and to build strong and trusting relationships with practitioners. We have a very flexible approach to transition and work closely with families to develop a plan that works for you and your child. We are very keen to ensure that families are totally happy with the transition process and liaise with you throughout.

Q6 How accessible are your premises?

The Nursery is fully accessible both inside and out. We have a range of specially adapted outdoor play equipment for non-mobile children and those in specialist buggies and wheelchairs. The purpose built building is all on one level making it a highly accessible environment. We have a spacious toilet and changing area with specialist changing beds and child sized toilets and a hoists. We have 3 mobile hoists in the Nursery and an accessible toilet for adults.

Q7 How will you keep my child safe?

The safety and welfare of our children is paramount, we operate a 'Safer Recruitment Policy' with all employees and volunteers at the Nursery. All staff and volunteers hold a current DBS (previously CRB) certificate. The Nursery is staffed by highly qualified and experienced practitioners who ensure that your child's safety and well-being is high priority at all times. The Nursery building has a security system and the main building is only accessible via the reception where a strict signing-in procedure is in place. We pride ourselves on high standards of safety in all aspects of Nursery life and follow Ofsted expectations very carefully. All practitioners have rigorous safeguarding training.

A Positive Behaviour policy is in place to support pupils in managing their feelings and behaviour.

We have a Healthcare Worker from the Diana Team, present on site during Nursery hours, who supervises children's medication and healthcare needs. Policies and procedures support the storage and administration of medication within the setting. Information about diet and allergies is shared with all staff and we operate a NO nuts policy.

For children with specific needs a healthcare plan will be put in place to identify how best to support them. Most of our staff are trained paediatric first aiders and many are also trained in enteral feeding, respiratory care and epilepsy awareness.

Risk assessments are regularly updated for all areas of the Nursery.

Q8 How will you communicate with me what my child has done, enjoyed and learnt?

We are always really keen to build positive relationships with parents and families. You are always welcome to come and see your child in the Nursery and meet with practitioners. We chat, each morning and afternoon with parents/carers who drop off and collect their children. All children have a Home/Nursery link book which is used to inform you about your child's day and share their achievements. We hope you will write back each morning and add regular comments for us too! This is a valuable two way process and it's great to hear what your child has been up to at home!! Regular newsletters and our website are also used to keep you up to date with special events and children's learning. When children start at the Nursery, we create an individual 'Learning Journey' which records each child's experience and achievements; we also

encourage families to contribute to these and to have a look at them whenever they wish.

Throughout the year we hold special events at the Nursery such as Grandparents Afternoon, Open Evenings, Family Picnics, Christmas Concert and monthly Coffee Mornings.

Family and friends are always very welcome to attend these events and it gives staff the opportunity to catch up with families and share achievements. We really value our relationships with parents and recognise that working together with families has a very positive impact on outcomes for children.

Q9 How do you work with other professionals?

A range of professionals such as Physiotherapists, Occupational Therapists, Speech and Language Therapists, teachers from Autism Outreach team and Vision and Hearing Support Service work very closely with us and visit the setting regularly. By working closely with others, we feel we are able to provide your child with the best opportunities to learn and develop as we work towards shared targets and objectives and adopt a consistent approach. We really value parents input in this process and encourage you to be actively involved in your child's learning.

Q10 What training have you/your staff had in SEND?

We are privileged and proud to have a highly qualified and experienced workforce; we have a great deal of experience in caring for and teaching children with a huge range of special and additional needs. Laura Jeffs is the Nursery's Headteacher and she has overall responsibility for leadership and management of this setting and also the Menphys Centre in Wigston. Chloe Lupion is our Senior Teacher and she takes responsibility for the management of the setting in the Headteacher's absence.

All staff have received training in Makaton, Moving and Handling and Positive Behaviour. We have several members of staff trained in more medical procedures e.g. Gastrostomy Care and the use of Oxygen. Staff are skilled in working with children with a wide range of needs including; Autism, Cerebral Palsy, Down Syndrome, etc.

Within the Nursery there are 3 class groups. Each of these classes, of approximately 6-8 children, has a Classroom Lead, a Teaching Assistant and Learning Support Assistants.

In addition, a Healthcare Worker has responsibility for ensuring medical needs are met throughout the Nursery. Lunchtime Supervisors provide additional support at meal times and Office Administrators attend to the clerical aspects of Nursery life. All the staff in the Nursery are very experienced and well qualified in working with young children who have special needs and they receive regular in-service training and attend relevant courses.

Q11 How will you adapt play opportunities for my child?

Like all other registered early years settings, here at Menphys we have a statutory requirement to deliver the Early Years Foundation Stage .

Practitioners use their knowledge of each child's unique needs, interests and stage of development to carefully plan and deliver challenging and enjoyable learning opportunities. Experiences are planned to support all areas of the children's learning and development; learning through play and sensory opportunities is central to our practice.

Staff will make observations of your child and liaise with yourselves and other professionals to draw up an Individual Education Plan which will detail motivating activities to support your child's learning.

Q12 How will you get ready for my child going to his/her new room/school/upper school?

We know that transition to school can be a daunting time and are keen to support parents closely throughout the process. As a setting we try to ensure that we begin this process early, so we can ensure that your child's needs will be appropriately met at whichever school you choose. Once you have decided on your child's next school we can start to work with them to plan a thorough transition; this might include inviting them to review meetings or asking them to meet your child at Menphys so that they can get to know you and your child. We will create a Learning Journey of your child's time in the Nursery and share this with their next setting.

As a setting we are keen to support children by accompanying them on visits to their new school and are also keen to encourage parents to be actively involved in this process. Practitioners work with children and their families to ensure a smooth transition and often make photo books and social stories to help prepare children for the change.

Q13 How will you and I know how my child is doing and how will you help me to support my child's learning?

Parents are always welcome to call or visit Nursery so they can be actively involved in their child's learning. Once your child has started at Nursery there are regular opportunities such as review meetings and Progress Summary Reports to enable you to keep up to date with your child's progress. Every child has individual targets which families and practitioners can work on together. During their time at Menphys your child's progress and achievements are carefully recorded and monitored; parents can arrange appointments at any time should they wish to discuss this further.

When your child starts we will spend a period of time observing and assessing their strengths, interests and areas they need more support with.

We also hold an Open Evening for parents when you will be invited to come and visit your child's classroom and talk with staff. Home/Nursery link books go home each day and will keep you up to date as will regular newsletters and information about our current topics, etc.