Local Offer

1. **How does Pippins know if children need extra help and what should I do if I think my child may have a special educational need or disability?**

At Pippins, every child is an individual and staff are experienced in observing and accessing the next steps for the children. Your child will be allocated a Key Person who will be responsible for your child’s development. If you have any concerns about your child, you should speak to your child’s Key Person who will consult with the Nursery SENDCO namely Charlotte March.

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

Your child’s Key Person will work with both you and your child. This relationship will ensure that we share knowledge concerning your child and their development. This knowledge begins with the “Welcome Pack”, “Baby Profile” or “All About Me” from My Montessori Child. Through continual observations, we can plan for your child including accessing additional support from other professionals as appropriate.

1. **How will the curriculum be matched to my needs?**

Every child has an individual “Next Step” made for them by their Key Person based on the curriculum and current development need. There will also be observations and photographs of your child on My Montessori Child. This assists the staff to assess and make plans to further your child’s development. You are always welcome to access this information online.

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

A strong relationship between the nursery and parents is important to Pippins. The Next Steps are shared termly and you will be able to make comments on how you feel their development is progressing and what you could be doing at home with your child. At Pippins, we operate and “open door” policy and staff are always available to discuss your child’s progress and development and to help you support your child.

1. **What support will there be for my child’s overall wellbeing?**

We offer “settling in” visits which will familiarise your child with the nursery. Care routines will be discussed prior to starting Pippins, including nappy changing, sleep routines etc. We are now able to administer prescribed medicines, we request that parents complete a “Medicine Form” when they arrive at the nursery. If additional training is required to administer medicine, we will seek to undertake this, as necessary. Promoting positive behaviour is important to the setting. We will discuss any behaviour concerns with you to maintain a consistent approach between home and nursery. The safety of your child is paramount, therefore parents/carers are requested to sign their children in and out of the nursery. 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 year of age).

1. **What specialist services and expertise are available at or accessed by Pippins?**

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. With parental consent, we can contact our SEND Engagement officer who can support us further. Our Special Educational Needs and Disability Policy provides a list of the professionals with whom we have worked. We also work alongside the local children’s and family’s hub who can provide further support if required.

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

The staff continually receive and refresh their training. All staff are qualified within Early Years or are currently studying for qualifications. Staff have attended the following:- “Promoting Positive Behaviour”, “English as a Second Language”, “A for Autism” and “Down’s Syndrome Training”, “Deaf Awareness”, “Makaton” and have a SENDCO Level 3 SEND Certificate. We continually reflect upon our practice and will attend training when a particular need is identified.

1. **How will my child be included in activities outside Pippins, including trips?**

At Pippins, we do not go on any trips, however we do go on orchard walks and walks around the nursery setting. Risk assessments are completed on all walks and we take a mobile phone (without a camera built in) and a first aid kit. The adults all wear high visibility jackets.

1. **How accessible is Pippins?**

We will work closely with all parents and attempt to access any specialist equipment that may be required. There is one step to the garden from the nursery, however we have access to a ramp if required. The garden area is flat with a small step down to the barked area. We have a disabled toilet in the Baby Pippins building. There is a also access to our Forest School from the farmyard. Visual timetables are used to assist children with the daily routine and communications.

1. **How will Pippins 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 Pippins 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 learning development. A report is produced by the Key Person when your child leaves Pippins which can be passed on to the school.

1. **How are Pippins’ resources allocated and matched to children’s special educational needs and disabilities?**

In some instances, we are able to apply for funding from Essex County 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. Government funding is available for some two year olds with special educational and disability needs.

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

The Manager and SENDCo will work closely with you to determine your child’s needs. 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. A “provision map” will be made as necessary which will involve the parent and this will be regularly monitored and reviewed.

1. **How are the parents involved at Pippins and how can I be involved?**

Strong relationships with parents are important to the nursery. We operate an “open door” policy and share going home slips which are written daily. Newsletters are distributed every term and there is a parents’ notice board advertising news and events around the local area of the setting. Every summer, we organise a Sports Day where all parents are invited to watch and participate. At Christmas, a craft event takes place where parents can come and make crafts with their children and share a mince pie. We also have Facebook, Twitter and Instagram pages to keep parents updated with all aspects of the nursery.

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

More detailed information is available in our Policies, specifically “Special Educational Needs and Disabilities”, “Medication” and “Promoting Positive Behaviour”. Pippins parents are welcome to view our policies at any time.

To register your child at Pippins or if you wish to discuss your child prior to starting, please contact Lynne Dear the Manager on 01787 228567 or email [pippins@whites-farm.co.uk](mailto:pippins@whites-farm.co.uk) .