

## SEND Information Report

### **How does the early years' setting know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?**

When families first contact us and attend a show round we will gain valuable information about your child. One of our SENCo team will join the Nursery Operation Director or the Deputy Nursery Manager on the show round to provide support and to answer any questions related to your child starting nursery. Settling in sessions are arranged on an individual basis depending on child's and parent's needs and can be carried out for anything from over a week to possibly over six weeks or longer. Your child will be allocated a key person who will spend time building up a relationship with both the child and their family.

After six weeks your child will have a baseline assessment carried out. We assess the child by looking at the seven areas of learning especially the prime areas which are personal social and emotional, communication and language and physical development, this is carried out by the key person. The parents complete an 'All About Me' form so we can get a good overview of how they are at home. This enables us to provide the required support, work together to decide what to do next. Once your child reaches the age of twenty-seven months, the key person will write a two-year Progress Check which will be given to you and will be at a similar time as the two-year-old check with your health visitor (If this does not happen contact you GP surgery). These assessments will enable us and other professionals to identify any areas where support may be needed. If a parent or key person has any worries, then the nursery SENCO's who will work closely with you and the key person to initially write an individual plan which will focus on strategies to support, these will be reviewed termly. Parents evenings are carried out termly with the key person, if you have any concerns you can talk with the key person at that time or ask to speak to the room lead or one of our SENCO's.

### **How will early years setting staff support my child?**

This really depends on the needs of your child. When the first individual plan is written the child's key person will be responsible for developing, encouraging, and supporting the areas highlighted in the plan. The plan could indicate the support your child needs throughout the day covering the areas of learning. When the plan is reviewed by the key person, which is carried out termly, one of our SENCO's will arrange a meeting with you to discuss how things are going, review the plan with you and decide if the next step will be to involve outside agencies, if they are not already involved. Each child will have a termly assessment completed by the key person to enable them to track your child progress and development.

### **How will the curriculum be matched to my child's needs?**

We regularly assess, plan, do and review (known as the graduated approach) which gives the key person the information they need about your child. Each key person will ensure that the individual interests and abilities are catered for using our ordinarily available inclusive practice across the setting. We work closely with a wide variety of outside professionals e.g., Speech and Language Therapists, Occupational Therapists, Sensory Support Team and Physiotherapists, actioning the strategies they provide.

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

We are always happy to discuss your child's progress or concerns. If your child has an individual plan, we will involve you with this, include your views and can give you a copy to take home. We will also share any outcomes with you that may have been met. Drop off and pick up time provide an opportunity for informal discussions the key person. If you would like further support, you can make an appointment with the SENCO team. Throughout the year there are three parent evenings to discuss progress.

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

Children's wellbeing is one of Kamelia Kids core values. The nursery has policies and practices to support children's mental health and wellbeing and promoting positive behaviour. All our educators are Paediatric First Aiders and will assist children in the best way possible.

**What specialist services and expertise are available at or accessed by the early years setting?**

Our Early Years team are graduate led, qualified Early Years Educators (level 2,3 and 5) and includes two qualified SENCO leads which are overseen by the Nursery Operations Director. The nursery works closely with external agencies and professionals including Sensory Support, Portage, Speech and Language Therapist, Health Visitors.

**What training are the Staff supporting children with SEND had or having?**

Our two SENCO leads have many years' experience supporting children and families. They have achieved a Level 3 SENCO award and attend regular West Sussex network meetings and undertake regular professional training. Our educators attend ongoing online and in house training such as positive behaviour, self-regulation in early years and ACE's and additional training if needed to support any individual children with medical needs.

**How will my child be included in activities outside the early years setting including outings?**

A risk management plan will be written for any child that we identify as needing additional support to keep them safe. Parents are involved in the creation of this document. Outings are carefully risk assessed and staffed accordingly.

**How accessible is our environment? (Indoors and outdoors)**

Our setting is purpose built and equipped for all children including those with Special Educational Needs and Disabilities. We have wheelchair access, and all facilities are on ground level. If a child requires a specific piece of equipment to use whilst at nursery, we will get in touch with the outside professional to ensure that we can have the equipment. Any other equipment that is not provided by an outside agency is sometimes provide by the nursery through disability assess fund.

**How will the Early Years setting prepare and support my child when they transfer to a new setting/school?**

The transition from nursery to school is an important event in a child's journey. For our children with SEN, we will arrange a Supported Transition Meeting with the allocated school. This enables our SENCO's, families and school staff to discuss the needs of the child, the strategies that are in place and what the transition will look like. Any relevant paperwork is passed onto the school.

### **How are the early years setting's resources allocated and matched to children's educational needs?**

Our nursery is equipped with a range of specialist early years resources to support your child's learning needs. In Daisy room we have sensory room with lots of calming sensory toys and lights. Our Poppy room has a state of the art 'Magic Carpet' which is an interactive floor projection system which takes the children's learning, play and communication to an entirely different level. In our preschool area we have a room specifically for using during the day to support self-regulation and small groups. We have a Sensory and Wellbeing Garden dedicated to helping our children with special needs and disabilities to experience the outdoors in a way that stimulates their senses, provides opportunities for learning, and have fun - whatever the weather. We also have a community garden and mud kitchen which the whole nursery uses daily in small groups providing even more places to self-regulate and explore. These gardens are designed to be fully accessible to our children who require the use of walking frames or wheelchairs and built at a height that ensures plants can be touched and smelt and some eaten!

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

If additional needs are identified, an individual plan will be written by one of our SENCO's alongside parents and outside professionals, next steps and outcomes will be included and reviewed termly. Discussions with parents happen regularly and if parents, and one of our SENCO's or any of our educators at any point feel that specific outside professionals need to be involved, we will work closely with you to guide you in the right direction and offer support along the way which may include supporting letters for referrals and DLA forms. We will also work with our Early Years Advisory Team, Health visitors, Child Development Centre, Consultants, and any other professionals to ensure that all support is in place. If at any point a decision has been made for your child to undergo an EHCP, we will work closely with everyone involved to help produce the document. If your child starts our nursery with an EHCP, we will first look at if we can meet their needs, how it would look like, what support may need to be put in place before and once they start.

### **How are parents involved in the early years setting? How can I be involved?**

Parents can speak informally with educators daily at drop off and pick up. Through this dialogue, parents are aware of the learning taking place and can continue this at home. Additional meetings can be arranged as needed. Parent meetings are also an opportunity to raise any worries or concerns with a child's key person and you can arrange to see one of our SENCO's at parents evening.

### **Who can I contact for further information?**

If you're interested in your child joining our nursery, feel free to contact our nursery on 01903 504077 and ask to speak to our Nursery Operation Director, Deputy Nursery Managers or our SENCO Leads.