

## Template for early years offer

**Name of setting: St Michaels Playgroup**

**Ofsted number: EY295043**

### **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?**

We have two dedicated coordinators for special educational needs and disabilities in our setting who are available to discuss any concerns that you may have with regard to your child's learning and development.  
If your child already has an identified special need the SENCO will work with you and other appropriate agencies to ensure that everything possible is in place when your child starts playgroup.  
We work closely with other professionals, such as health visitors, speech and language therapists and any other professional who is required for a specific need.

### **2. How will the setting staff support my child?**

St Michaels has two members of staff, Mrs Sharon Jackson and Mrs Julia Paton who are our specialist coordinators for special educational needs and disabilities. They both have experience in supporting children with different needs.  
Your child will be allocated a key worker who will work closely with yourself and your child to ensure they are happy and settled. The key worker will monitor your child's progress and keep development records, working closely with the SENCOs.  
The SENCOs will also work with you and other appropriate professionals.

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

You are always welcome to discuss your child's progress at the setting or by telephone or email.  
We review progress termly via the children's learning journals and termly summaries of your child's learning and development.  
Staff are always available for an informal chat at the beginning and end of a session.

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

Using the Early Years Foundation Stage guidelines we will observe and assess your child and plan their learning and development provision around our observations. We will follow advice from other professionals on how to support your child in the setting where possible.

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

We will involve other appropriate professionals to ensure your child receives the necessary support in all areas of their development.

Staff will undergo any available training for specific medical needs, e.g. epi-pen and other emergency medication which may be required.

We have a behaviour management policy which outlines our procedures for reinforcing considerate behaviour and teaching children to consider the views and feelings, needs and rights of others.

We can request the support and guidance of the Inclusion Development Officer employed by the local authority.

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

We have very good links with our local Children's Centre and we work with a wide range of agencies such as the Inclusion Development Officer, advisory teachers, speech and language therapists, health visitors and teachers for the deaf.

We have a good relationship with local nurseries to make the process of transition much easier for you and your child.

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

All Staff have experience of working with children with different needs.

Mrs Jackson and Mrs Paton have eight and two years' experience respectively in the role of SENCO.

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

We currently do not take the children for visits off the school site. We have occasional nature walks around the school grounds and we would discuss your child's needs to ensure that they are included. Risk assessments will be carried out accordingly.

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

The key worker will be available to discuss your child's needs. If outside professionals are coming in to the setting, we try to arrange a meeting that you can attend at the end of their visit for feedback and discussion regarding your child's progress and plans for their continued support.

Parental consent is always obtained before we refer to any outside agencies.

Learning journals are available to view on request.

### **10. How accessible is the building / environment?**

Our entrance has wide doors, however there is a small step up into the playgroup. We would endeavour to support access into the building wherever necessary. Within the playgroup environment resources are at the children's level, well labelled visually and all are moveable according to need. We have access to an accessible toilet within the school if required. The outside area is all on one level with tarmac and grass. We also have an enclosed sensory area with a pebbled surface.

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

Taster sessions will be offered for you and your child to attend. Home visits will be offered if required and settling in procedures will be tailored to meet individual needs. When it is time for your child to move on to nursery, we will contact the new setting to invite them to visit your child at playgroup.

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

Equipment and toys are moveable and can be made accessible. We will seek to borrow specific equipment considered beneficial for your child, for example from the Children's Centre toy library. We have an appropriate staff to child ratio. In certain circumstances we may be able to apply to the Local Authority for Exceptional Needs Funding if your child requires more intensive support due to their level of need.

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

Please contact Mrs Sharon Jackson, Playgroup Manager.  
Telephone 07816 118130 or email [stmichaelsplaygroup@hotmail.co.uk](mailto:stmichaelsplaygroup@hotmail.co.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](http://www.hertsdirect.org/localoffer)