

# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) LOCAL OFFER

**EARLY YEARS EDUCATION PROVIDER NAME:**

Rotherly Day Nursery, The Westgate School. Rotherly, The Westgate's Day Nursery
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**OFSTED UNIQUE REFERENCE NUMBER:**

110046
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**CONFIRMATION THAT 'CO-PRODUCTION' HAS TAKEN PLACE WITH PARENTS, CARERS, STAKEHOLDERS: YES/ NO**

**LOCAL OFFER SUBMITTED BY:**

<b>Name</b>	Charlotte Bates
<b>Date</b>	November 2023
<b>Signature</b>	

**1. 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?**

Each child at Rotherly is allocated a Key Person: All staff are involved in the care of your child, but the named Key Person has a special responsibility towards your child and your family, ensuring a smooth transition between home and nursery.

Rotherly believe daily handovers are a valuable time to communicate with children, parents and carers during arrival and home time.

If, after careful observation and assessment, your child was showing any concerns their key person would discuss this with you. With your permission the SENCo (Special Educational Needs Co-ordinator) would offer advice about strategies and resources to help your child reach a target that would be set using your shared input.

An I.E.P (Individual Education Plan) would be set up and shared with you. After a time decided by our SENCo, the I.E.P will be reviewed. If there was still some concern following the review the SENCo would, with your permission, ask the relevant outside agency to visit Rotherly to offer specialist advice.

If applicable, we may contact your child's previous provision or any other services your child may attend to speak to them regarding any concerns, such as Pre-schools or childminders etc. Once this information has been gathered, we will liaise with outside agencies to help us determine how best to support your child- such as the Services for Young Children Area Inclusion Co-ordinator service (Area Inco), Speech and Language Therapists (S.A.L.T), Portage, Occupational Therapists (OT's), Lanterns Outreach or Educational Psychologists (EP's).

EMTAS (Ethnic Minority Traveller Achievement Service) will be used when required to support our families whose first language is not English.

**2. How will early years setting staff support my child?**

At Rotherly additional needs will be planned and managed by key nursery staff, namely the Key Person, SENCo and management. Your child's key person and SENCo will have regular involvement with each other to ensure that specific programmes agreed and designed for your child are carried out on a weekly basis. This may include I.E.P (Individual, Education Plan) targets, language groups and small group work that will support your child.

Rotherly SENCo will monitor your child's needs, activities and planning. All staff in your child's nursery room will be involved in or have knowledge of every child's needs, next steps and programmes.

Rotherly SENCo will liaise with management once a week to update and advise of your child's progress. Training, advice and guidance is forwarded at staff meetings once a month or when required.

Any further resources or training may also be sourced via management, who may report to The Westgate School senior leadership team and governors. This brings added benefits through our wider school community.

A T.A.C (Team around the child) meeting may be held to discuss your child's targets of next steps. When more than one agency is involved this ensures all professionals are delivering and achieving intended outcomes: This will be recorded by Rotherly SENCo and will include your involvement.

Your child's needs are considered and evaluated via these communications. Any arrangements will be evaluated and adjusted when necessary and the local Area INCO maybe involved in this process.

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

At Rotherly we recognise that each child is unique, developing at their own pace in a variety of ways. 'Each child is on their own Learning Journey.' Your child's key person is responsible for keeping this up-to-date and it will include input from your child's home and family: Your child, yourself and key nursery staff will have access to this unique record.

Individual details of learning stories, observations assessments and records will be kept; your child will be nurtured within our play based curriculum.

Rotherly have parents evenings twice a year sharing your child's 'learning journey' and 'next steps' with you.

Your child's 'next steps', with the integration of your child's 'Individual Education Plan' will help guide your child's journey through Rotherly, ensuring their individual needs are being planned for; this allows each child to have access to our rich nursery provision and environment.

The Rotherly team are committed to each child experiencing care and education through play.

We conduct '2 year old progress checks', for those in this age range that supports the development of your child. These checks are shared with you and your health visitor to enable the correct support for your child if needed.

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

Rotherly nursery uses an induction process to ensure the sharing of information concerning your child is clear. We are keen to interact with other settings, agencies and professionals involved in your child's care. As a part of Rotherly's induction process we offer home visits as these can aid your child's transition to nursery life.

'Home/Nursery' or 'Shared setting' books can also be used to record communication. This can support your family, your child's key person and nursery SENCo ensuring changes in medication, therapy, behaviour, strategies and interests relating to your child and their needs are communicated and kept up to date.

Rotherly staff may be able to source more tips of good practice and further information tailored to your child's needs from our staff library which includes extensive publications and training resources.

The experiences of the Rotherly team and acquaintances and our 'Information File' is accessible to support all families.

The Learning Journey reflects your child's abilities, needs and interests. Individual 'next steps' are planned around your child and includes contributions from you as parents via 'Tapestry' as well as through observation, assessments and knowledge of your child by your key person.

At Rotherly our highly qualified staff will constantly strive to provide a child centred world of wonder; your child will achieve many significant learning and developmental milestones, which are celebrated with the children and shared with you on your child's collection or parent's evenings.

If our SENCo has any concerns we would discuss them with you immediately.

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

Each child's well-being and happiness is of the upmost important to us at Rotherly. Inductions are used to gain insight into your child's needs, abilities and interests. Health care plans are completed during inductions with some information coming from your child's entry record.

The health care plan will be designed around any specific needs for your child, including health, medical or dietary requirements; these plans are reviewed termly.

Risk assessments are compiled and regularly reviewed to maintain a safe and secure environment. From the induction process we will also gain information to access any specific resources and/or training requirements to ensure your child's needs are understood and catered for at Rotherly.

Rotherly regularly revisit and review nursery policies and procedures to ensure we meet the needs of your child. We believe this promotes consistent care and expectations for your child from the team at Rotherly.

Medicines can be administered - please see our policies for administering medicines.

Management will update any changes and will inform the rest of the team at weekly senior meetings.

All Rotherly staff hold valid first aid certificates.

Children are encouraged to choose their own resources and topics of interest, helping them to contribute to their learning and development. This enables Rotherly staff to create a stimulating, caring, safe environment where children feel included, secure and valued.

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

Rotherly's SENCo regularly attends training and support meetings to maintain her role. Additional support for our SENCo and the families comes from the Area INCO and this provides a valuable opportunity to discuss the needs of children and families at our nursery.

Further advice, information, strategies, resources, training and funding may be available for your child and Rotherly via this interaction. It is also invaluable to keep us updated to facilities available locally.

Our SENCo has been involved with a wide range of professionals due to current or previous children ensuring access to strong development links to outside agencies or specialists. These include: Services for Young Children Area Inclusion Co-ordinator service (Area Inco), Speech and Language therapists (SALT), Portage, Occupational Therapist (OT's), TOPS workers, Educational Psychologist (EP's) Hearing advisory specialists, Physiotherapists, and Community Staff from the health visiting team as well as those involved with our local children centre.

#### **7. What training have the staff supporting children with SEND had or are having?**

At Rotherly we have one SENCo and highly qualified staff with some training as follows:

SENCO introduction training

Introduction and Advanced Makaton signing to support children with limited or no speech.

Thomas training designed to support children/families/practitioners with children on the Autistic spectrum.

Funded personal training via the Autistic society trainers.

Safeguarding training.

Tracking progress/Progress checks.

Let's share the care with Parents/Carers.

Termly attendance to SENCO Support meetings which includes varied training and topics.

This enables us to maintain our good quality of care and education developing and maintaining strong links with other agencies and for them to recognise our professionalism.

All staff support each child to help build self-confidence, self-control and independence whilst extending each child's development physically, intellectually, emotionally and socially, building on what children already know and can do.

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

The safety of the children in our care is of paramount importance. We have robust safeguarding and recruiting policies in place that can be found in the Policies and Procedures folder within the setting.

Outside play is an important part of our daily curriculum. The use of visual props of Makaton/photographs supports children's learning. Rotherly prides itself in having a large garden used by all. The gardens are landscaped to create an interesting, safe, flat area as well as a gently sloping path allowing us to explore the outside environment all year round.

In the garden there is a mud kitchen/digging area, sand pit, nature area, book corner and a Wendy house (this is on two levels so children with physical disabilities may not be able to access the higher level).

On the Westgate School campus, Rotherly is able to access Hampshire's first 'All through school' secure grounds and buildings throughout the year for events such as Christmas concerts and Sports days.

Rotherly children are offered trips offsite when possible; for example, Hillers Garden Centre, local woods and parks. Risk assessments are carried out beforehand to ensure health and safety is not compromised. In the unlikely event of a child not being able to participate, we would ask parents to accompany them; or alternatively, activities would be provided within the nursery.

Seasonal changes provide many learning experiences for children and help them develop a knowledge and understanding of the world around them; we wrap up and take advantage of all the seasons!

#### **9. How accessible is the early years setting environment? (Indoors and outdoors)**

Rotherly is a purpose built day nursery.

Direct access is via glass panelled automatic doors with a push button entry system. The building is fully accessible from all rooms into the outdoor environment for free flow play where the garden is on one level.

Toilets are designed for adults and children with physical disabilities to access; we provide wheel chair height toilet and hand washing facilities. Nappy changing areas are provided.

We provide an uncluttered environment for physical and visually impaired users, with all rooms having wheel chair width doors allowing plenty of space to manoeuvre from room to room.

Our floor-to-ceiling safety glass panels create natural light. All children are able to observe the outdoor area encouraging them to access the outdoor free flow environment.

Children at Rotherly benefit from visual aids that are used alongside speech, pictures and signing (Makaton) allowing all children to see and understand information being asked of them, helping to support children showing signs of challenging behaviour, listening and attention difficulties, understanding and responding, processing information and anxiety or resistance to change.

Rotherly will make adaptations or change methods where possible to fit each child's individual's needs.

Rotherly regularly maintains an extensive range of toys and equipment; if, however, specialist equipment is needed for your child, our SENCO will work alongside outside agencies and professionals to provide the dedicated apparatus needed.

Rotherly children enjoying bringing indoor activities outdoors to complete cold cookery, having picnic lunch and snacks in the garden.

Staff continue to attend trainings updating skills in outdoor learning.

#### **10. How will the early years setting prepare and support my child to join the early years setting, transfer to a new setting / school?**

Rotherly will work alongside you to settle your child, devising an induction programme to help you and your child familiarise yourselves with your child's key person and staff to become confident with routines.

Shared setting books or 'Tapestry' may be used for your child between home or other day care your child attends enriching your child's interests.

Maintaining weekly and termly records in your child's Tapestry 'Learning Journey' enables Rotherly to support your child's development at their own rate, taking small steps celebrating along the way.

The Rotherly team work to ease transitions when transferring into new settings or school, liaising with new staff. Each child is unique, and by using different techniques we smooth the way for your child's next steps along their learning journey.

A transfer form will be completed and forwarded to your child's Primary School; You are invited to share this information at a 'Parents evening' in the July before they start school.

When required our SENCO will arrange a Transfer meeting to discuss your child's progress and needs with the new SENCO and staff involved in the new setting.

We will support you at this exciting time by giving you and your child information on the expectations and fun of school; while listening to any concerns you may have. Role-play fun begins... dressing up opportunities (school uniforms), songs and stories to share.

Schools lucky enough to be receiving your child are welcome to visit Rotherly and we are happy to visit them too.

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

The children are placed into one of our family based play rooms at Rotherly them depending on their ages and stages of development. The age guidance is:

Rainbow Room aged 3 months up to 2 years

Caterpillar Room aged 2-3 years

Butterfly Room aged 3-5 years

The rooms are set up using age appropriate toys and equipment to stimulate your child's needs. All activities are designed to help develop curiosity and confidence while increasing concentration. This is completed through broad, planned, and balanced activities indoors/outdoors with adult led and child initiated learning.

All Rotherly children's needs may be met using funds and resources available to us.

A Special Educational Needs (SEN) funding is allocated to your child where appropriate. A meeting will be held with you to discuss how best to use the funding for your child, this will also include your child's key person, Rotherly SENCo and Manager.

With funding, we are currently developing our sensory room that offers a place of adventure where children can touch, feel and explore with their senses. This can also offer peace, quiet and comfort during a sad day, away from the main nursery rooms. The relaxing experience helps to stimulate and empower your child.



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

Your child's Key Person, SENCo, Area INCO and other outside agencies will regularly discuss with you what support would be appropriate for your child's individual needs. We will monitor how well the support we have put into place is helping your child and the progress they are making through regular observations, reviewing IEP targets and how they are achieving their developmental milestones. We may withdraw the additional support once we feel your child has made significant progress and no longer needs that level of support.

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

You can be assured that Rotherly is a spacious, but cosy nursery where all staff will get to know all children ensuring that every child feels safe and secure, even when their key person is away.

Rotherly work as partners with you in an open and honest way to ensure your child's time with us will be enjoyable and happy, as well as providing a firm foundation for learning.

You may have access to your child's records and will be consulted in respect to the care and education given on a regular basis.

We encourage you to share 'celebrations' with us which can then be displayed on our celebration boards and via our online learning journal, Tapestry.

As Parents we welcome you to 'stay and play'; these sessions provide another opportunity to be involved in your child's experience within our setting.

Rotherly enjoys the participation of children, parents and carers through activity days throughout the year.

We, at Rotherly, value your views and opinions so as your child moves from one room to another you can complete an evaluation questionnaire to give us your personal views on your experiences.

You will have access to all policies of the nursery.

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

Your first point of contact would be your child's key person to discuss any concerns. It is always a good idea to speak to your health visitor, or we can offer support through our local children's centre.

You can find the Local authorities local offer by following this link  
<http://www.hantslocaloffer.info/en/Main Page>

We hope you find all the information you need via these questions.

To appreciate our wonderful friendly atmosphere, we encourage visits to Rotherly.

Please contact us at [nursery@westgate.hants.sch.uk](mailto:nursery@westgate.hants.sch.uk) or 01962 854757 Option 3 to reserve a place at one of our tour mornings.

If you are considering whether your child should join Rotherly and would like to discuss your requirements, please call the Nursery Manager, Jayne Bush about any aspect of the Nursery on 01962 854757 Option 3 or send an email to [nursery@westgate.hants.sch.uk](mailto:nursery@westgate.hants.sch.uk) .

You can arrange to speak to Lauren Bridges our SENCo or Anne Villien – The Westgate School SENCo by asking while in nursery or via the contact details above.