



## **Rotherfield Pre-School**

### **Local Offer for children with special educational needs and disabilities (SEND)**

**Vicky Cheeseman, Manager - 01892 853207**

**1. How does Rotherfield Pre-School know if children need extra help and what should I do if I think my child may have special educational needs?**

If you choose Rotherfield Pre-School for your child you will be allocated a key person who, on your child's first session, will complete a settling in form with you that will give us the information you would like us to know about your child, including any known or suspected special educational needs. After your child joins us and starts to settle, we will complete a baseline developmental assessment. This will inform us about your child's development and highlight any additional needs. If you think your child has any special educational needs, we would encourage you to tell your child's key person or our Special Educational Needs Co-ordinator (SENCO).

**2. How will the pre-school support my child and how is the decision made about what type and how much support my child will receive?**

Once it has been identified that your child has special educational needs, through initial observations, we will together decide what type and how much support is appropriate to meet your child's needs. This may be in house support by the Key Person and SENCO with identified strategies or external support from specialised services. If we feel that external support is required we will discuss this with you and then make a referral to the local Inclusion team ISEND. A member of the Early Years specialist team will then visit your child at pre-school and observe them, to identify what type of support your child needs. A Setting Based Support plan (SBSP) will be written, with targets and strategies to support your child's progress. This will be shared with you and will be reviewed every six weeks to determine if any adjustments need to be made. If your child requires external support, early years professionals such as a speech and language therapist will visit your child at pre-school, to discuss their progress and targeted strategies, with the SENCO and KP. You will be made aware of all visits and what has been discussed. You are very much part of this programme of support.

**3. How are the pre-school's resources allocated and matched to children's special educational needs?**

If it is decided that your child requires one to one support, we will need to make a referral to the Local Authority (ISEND) for funding. This is a written referral which we will share with you. If our application is successful, the funding will be used to meet the additional staffing costs. There are occasions when only part-funding is agreed and therefore we will discuss with you, how to best support your child.



**4. How will the Early Years curriculum be matched to my child's needs?**

Within the Early Years curriculum you, your child's key person and the SENCO will identify any areas that need to be adjusted in order to meet your child's needs. To do this we may use alternative resources, undertake small group work, request advice from external services or make a referral to the specialist Early Years Teaching and Support Service.

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

We will review your child's SBSP with you every six weeks and look at what your child's next steps need to be. We also have an open door policy for parents and carers, so you will be able to speak to your child's key person whenever the need arises.

We will observe and assess your child's development at regular intervals. Our observations and assessments will be available for you to read and contribute to on our on-line recording system, Tapestry. Tapestry is a great way to feel a part of your child's developmental journey at pre-school, especially as it will include photographs of your child's time at pre-school.

As well as Tapestry, we also have a pre-school / home contact book that is used for more specific communication between us. You can write about anything you feel we need to know to ensure we make every day appropriate for your child, e.g. your child may be tired after a disturbed night.

We will also support your child's learning by offering suggestions as to what you can be doing at home to contribute to your child's next steps. Depending on the need, at times we are able to offer parent training sessions e.g. Makaton.

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

We work in a holistic manner and aim to support all areas of your child's overall wellbeing. As parents ourselves, we know how hard it can be entrusting the care of your child to others. By developing a strong relationship between your child and their key person, we will learn a great deal about what your child needs in order to feel safe and happy at pre-school. If your child's key person is absent, a buddy key person will be allocated so you and your child will always have a named member of staff available who will be attuned to your child's needs.

Where needed, we will apply for funding to secure one to one care or a small team of staff to care for your child. We are also committed to on-going staff development and training. We will seek specialist advice on specific behaviours or needs if we do not have the right experience in house. All our staff undertake safeguarding training.

**7. What specialist services and expertise are available at or accessed by the pre-school?**

All the staff at pre-school are parents themselves, so we bring a range of personal experiences. We have two trained SENCO's; Liz who is also a qualified teacher and Diana who has experience in supporting families and has an Early Years and Playwork qualification. Many of our other staff are



qualified early years professionals and qualified teachers. We regularly access a range of specialist services via specialist early years teachers and other multi-disciplinary services, e.g. speech and language therapy, paediatric services, etc. when required.

**8. What training have the staff supporting children and young people with SEND had or are having?**

We will match the most appropriately qualified and experienced members of staff to work with each child. We have staff who have undertaken specialist training in Makaton to aid communication. Other staff have a variety of experience and training relevant to working with children with SEND. Staff are also encouraged to undertake specific training when needed to further develop skills in meeting particular additional needs.

**9. How will my child be included in activities outside the pre-school, including school trips?**

Any activities outside pre-school are planned with inclusion as a focus. Trips and external activities are fully risk assessed and arrangements put in place to ensure all children can be included. This could include extra staff and involving parents and carers as volunteers.

**10. How accessible is the pre-school?**

The building and external area are fully wheelchair accessible. There are disabled changing and toilet facilities. The building has a hearing loop. Where English is a second language, every effort is made to secure written material in your own language. We are also able to access interpreting services via the Traveller and English as an Additional Language Service (TEALS).

If your child requires specific play materials or equipment we can access resources from the specialist Early Years Teaching and Support Service. We can also apply for grants to fund specific equipment. We use visual prompts and Makaton signs.

**11. How will you prepare and support my child to join the pre-school and then transfer to school?**

Before deciding if Rotherfield pre-school is right for your child, we will invite you to come and visit us to see the pre-school in action. The Manager or Deputy Manager will discuss your child's needs and answer any questions you have about the service we provide. We would also recommend that you and your child come for a trial session and spend some time playing and getting to know our pre-school. Your child will meet their key person and we will ensure your child starts at pre-school when their key person is at work.

When your child is ready to start at primary school, we will help with the transition. We have good links with all the local primary schools and all reception teachers are invited to pre-school to meet their new children. In term six, we play lots of games about starting at school. The role play area becomes a school and the children are encouraged to dress up in school uniforms. We also practice getting changed for PE.



Transition meetings take place with the multi-disciplinary team. Your child will also have access to a photo book about their new school and they will have the opportunity to visit the local primary school on a fortnightly basis in term six. We will share our assessments with the primary school. If your child needs any further assistance with transition to school, we will arrange an individually tailored programme to meet your child's needs. Our ethos is to be flexible.

Once your child has started school, we make every effort to visit them in their new school as part of our transition support.

### **12. How are parents involved in the pre-school? How can I be involved?**

We work in partnership with parents and carers and would like you to feel involved in pre-school. We firmly believe that 'parents are the experts on their child'. Parents and carers are welcome to volunteer as a parent helper or to apply to join the Board of Directors (the Management Committee). We will also keep you informed of general pre-school news via our termly newsletters. We also have a group of fundraisers which you can join and we run a number of fund raising activities through the year, which is a great way to meet other parents.

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

For further information about Rotherfield Pre-school please contact;

Vicky Cheeseman, Manager/Early Years Professional

Fiona Wilson, Deputy Manager

Tel: 01892 853207

Email: [office@rotherfieldpre-school.co.uk](mailto:office@rotherfieldpre-school.co.uk)

Address: Rotherfield Village Pre-School, The Recreation Ground, North Street, Rotherfield, East Sussex, TN6 3LX

This offer is accurate now, but services are regularly reviewed and could change. All information will be updated as soon as possible to reflect any new service offer.

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Feedback

This offer is intended to give you clear, accurate and accessible information.

If you would like to comment on the content of the offer or make suggestions to improve the information, please email [office@rotherfieldpre-school.co.uk](mailto:office@rotherfieldpre-school.co.uk)

Find out more about support for children and young people with special needs and disabilities:  
[www.eastsussex.gov.uk/localoffer](http://www.eastsussex.gov.uk/localoffer)