

Early years offer

Queens Road Playgroup

Ofsted number EY435019

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?

- If you have any concerns about your child's development, the Manager/SENCO (special educational needs co ordinator) Mrs Judy Porto is available to discuss concerns at a mutually convenient time.
- We may also highlight a concern after observing and assessing your child using the Early Years Foundation Stage Curriculum.
- The setting has two SENCO's, Judy Porto and Juliet Williams:

Judy has been the Manager and SENCO of the setting for over 20 years and has a good knowledge of a range of various additional needs over her many years at the setting.
- Judy has acted as Lead Professional for many families using the Early Support system. This has ensured that all professionals working with the family work together as a team and provide a consistent approach to ensure that the needs of the family are met.
- Juliet has been at the setting for over 8 years and has a sound knowledge of additional needs and in particular has excellent knowledge around Autism. Juliet attends all the Team Around the Family meetings (TAF) and has taken the lead role of chairing the meeting. Juliet has also been the Key Person for some of our children with additional needs.
- We work very closely with a range of professionals from outside agencies such as Advisory Teachers, Special Needs Health Visitors, Speech and Language Therapist, etc. We also work closely with other early years settings to support all children but specifically those children with additional needs.
- We welcome parents and professionals sharing information and reports to enable us to get an overview of the whole child. This will be used to support Targeted plans (TP) and thus will enhance the learning and development of all children. A TP involves agreed targets for your child. These are defined small steps relating to your child's specific needs. This is reviewed every few weeks and new targets are set, again with yourselves and other professional input.

2. How will the setting staff support my child?

- We are fully trained dedicated staff team whose priority is meeting the needs of your child.
- At Queens Road Playgroup we believe in Early Intervention/Support. Judy has been the Lead Professional for many families, organising and chairing the Team Around the Family meetings to ensure that all professionals involved work together to support the family.
- Parent/carers are given a registration form and an "All about me" and a "This is me" sheet to complete for your child. This information is used to identify individual needs, to enable us to put support in place prior to the child starting the setting if appropriate.
- It may also be appropriate to do a home visit to discuss your child's needs further.
- We may put a TP in place prior to your child starting if this is necessary.
- We will work in partnership with you to review the TP targets, planning new targets and giving you ideas to help support your child at home
- Support for your child is individual but could include one to one support during particular activities or using specialized equipment. These are just a few ways we may support children in the setting.

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

- Should you have any concerns about your child's progress you can speak to Judy at anytime.
- Your child's progress will be monitored on a regular basis.
- Each child has an individual record book which is updated on a daily basis by the Key Person
- We may also use a communication book to share information between the setting and yourselves.
- We have regular discussions with you about your child's progress.
- Your child's TP will be reviewed every 6 weeks.
- When a child's TP is reviewed this is shared with you and you are requested to sign the new one prior to us putting it in place. You will also receive a copy of the new plan.
- You will be invited to attend any Team Around the Family meetings, where your child's progress will be discussed.

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

- Your child will have a TP linked to specific areas of learning and development.
- Any other assessments will be reviewed on a regular basis, taking into account recommendations of all other Professionals working with your child.
- Your child's individual record book will show their continued progress and you are welcome to view these at anytime.
- All children are given opportunities to access all areas of the setting ensuring we are working within the areas of learning as set out within the Early Years Foundation Stage. However, some children may need a highly differentiated curriculum.
- Our planning and environment is adjusted where possible to meet the needs of individual children.
- We will create support within the environment, such as the use of a visual timetable to support the child to understand the daily routine as appropriate to that child's needs.
- Judy will aim to seek further outside training where appropriate. In-house training for all staff can also be effective in meeting your child's needs.

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

- At Queens Road Playgroup we provide a welcoming, caring environment where children's Wellbeing and Safeguarding are highly prioritised.
- All staff have a positive approach to all children's individual learning and development and are sensitive to their needs.
- All staff are good role models for positive behaviour and have a consistent approach towards all children.
- Unwanted behaviour is part of growing up. When this does occur we will work closely with you to put strategies in place to support your child.
- We have appropriate training and documentation to enable us to administer prescribed medication on a regular basis where required.
- Personal health care plans are put in place when necessary.
- We will create support within the environment, such as the use of a visual timetable to support the child to understand the daily routine as appropriate to individual children's needs.

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

- We have two SENCOS to ensure there is good support for you and your child.
- We have good links with : Royston and Buntingford Children's Centres

Email : roystonbuntingford.cc@oneymca.org

Royston and Villages Children's Centre Roman Way First School Burns Road Royston Hertfordshire SG8 5EQ	Bramble Hill Children Centre Mill Close Buntingford Hertfordshire SG9 9SZ
Telephone: 01763 243338	Telephone: 01763 273008

- We also work alongside outside agencies :
- Advisory teachers
- Occupational therapists
- Physiotherapist
- Educational psychologist
- Speech and language therapists
- Child development centre
- Health Visitors
- Special Needs Health Visitors
- GP's
- Judy and Juliet inform local Paediatricians of your child's development and can attend Child Development Centre Meetings with you if desired.
- We can signpost you to other agencies for support such as Home Start and Angels.
- In addition, we have good relationships with all the local feeder schools. This enhances transitions for your child when moving to a new setting.
- Parental agreement is always obtained before making any referrals.

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

- Our SENCO's attend regular SENCO cluster meetings to keep up to date with latest news and information.
- Staff have attended the following training workshops (at least one member of staff attended each course)
 - Wellcomm
 - Elklan
 - Paediatric First Aid including Epi Pen administration
 - Common Assessment Framework
 - Speech and language
 - Autism training
 - Down Syndrome
 - Safeguarding
 - In house Early Years Foundation Stage (EYFS)
 - Behaviour management
- We have a staff team with lots of experience of working with children with additional needs.

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

- All children are welcome to attend our family outings.
- A parent/carer attends with each child as they are family outings.
- Risk assessments are carried out prior to the outing and information is passed to all parent/carers.
- Individual adaptations may be made such as providing a photo book for your child so they would know what to expect, if necessary.

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

- Judy will be available to discuss your child's needs. However it may be necessary to arrange a mutually convenient time for a meeting.
- TAF meetings are carried out regularly.
- If outside professionals come in to see your child we try to organise a meeting at the end of that visit for a brief discussion.
- If this is not possible any reports are always copied and given to you.
- TP's are always shared with you and your views taken into account.
- TP's are only put in to place once you have signed and agreed them.
- Parental consent is always obtained before we refer to any outside agencies

10. How accessible is the building / environment?

- The Playgroup environment is very accessible and meets the current disability regulations.
- Ramps fitted to every external door.
- Door frames meet the disability regulations.
- We have an adults and a child's toilet that meets the disability regulations.
- The garden is all on one level and we have grassed and tarmac areas.
- We have a sensory garden.
- Purpose built so toys and equipment at your child's level.
- Resources can easily be moved around to suit the needs of your child.
- A good easy to follow daily routine.
- Visual time tables used in all sessions.
- One of our dads said "what a homely welcoming environment".

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

- Parents are invited to a welcome evening to discuss your child and the Playgroup.
- We may arrange a home visit with Judy and Juliet and/or your child's Key Person to discuss specific needs, including transitions.
- The Key Person and other staff will build relationships with your child to settle him/her in to the Playgroup routine as quickly as possible.
- Where possible we arrange to take your child for a visit to their next setting. We liaise with nursery staff to share information on your child.
- We may have a transition meeting or a TAF meeting and would invite nursery staff to this meeting.
- We have a planned, gradual transition process to enable your child to become familiar with the new setting that is in the best interests of your child.
- All TP's and reports, assessments, etc., will be passed on to the nursery to assist them to sustain continuity for your child's learning and development.

12. How will Queens Road Playgroups resources be used to support children's special educational needs?

- We are a not for profit organisation and as such have limited funds. We can apply for Exceptional Needs Funding for your child if your child meets the criteria.
- At times we may put children in smaller group to enhance their learning and development.
- All equipment/toys are portable and can be made accessible to children if not already available.
- All equipment/toys are age and stage appropriate.
- Where a child may have additional aids at home, we will contact relevant agencies to provide the same aids if we feel it would help your child at Playgroup.
- We have access to resources, to make items such as books and timelines that can support your child.

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

- If you wish to discuss your child's needs prior to them starting at Playgroup you can contact Judy Porto.
- You are welcome to discuss any concerns, progress, etc., at anytime, please speak to Judy to arrange this.

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Poplar Close
Royston
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SG8 7EZ
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Email judy@queensroadplaygroup.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