

Response to Local Offer Questions

Oatlands Pre-School Weybridge

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?

Each child at Oatlands Pre-School has their own key person who will carry out ongoing observations. These are linked to the Development Matters observation checkpoints. In some cases, these observations can highlight an individual need. If the key person has concerns about a child, they will raise this with our SENCO, Lois Patrick. This will then be discussed with you in private and plans will be put in place to support your child's learning and development. If you have any concerns about your child, do please make an appointment to meet with our SENCO.

Your child's key person will also carry out a progress check at age two which is completed when your child is aged between 24 and 36 months. This results in a short written summary of your child's development in the 3 main prime areas:- Communication and Language, Personal, Social and Emotional Development and Physical Development. This check helps to review, identify and support childrens' development and progress in the EYFS framework.

2. How will Oatlands Pre School's staff support my child?

As mentioned in our Settling In Policy, we want children to feel safe, stimulated and happy and to feel secure and comfortable with our staff. Even before your child is enrolled, we provide opportunities for them and you to visit the pre-school. Once they start attending, your child's key person will help them become familiar with us and will make them feel safe and confident. A pre-start visit is also offered prior to your child starting.

We also put in place settling in plans if necessary and we work with parents on these.

Your child's key person and our SENCO will work with your child and with you. Next steps provisions will be made for them. Individual Support Plans are tailored to meet your child's specific needs and will be discussed with

you before being put in place. You will be asked to sign the plan and our SENCO will be happy to speak with you about it. If necessary we will have input and advice from other professionals on your agreement. Individual Support Plans will be reviewed with you and new ones made as they progress through their early years' education with us. Oatlands Pre-School has an "Open Door Policy" and so you are welcome to discuss your child's progress at any time.

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

Observations are ongoing and targets are linked to the Early Years Foundation Stage Development Matters Ages and Stages of Development. Group activities are designed to be completely inclusive so that everyone can enjoy them and join in. Small group activities for children who require additional help, eg with speech and language are also set up as well as one to one sessions on a particular individual need. These are dealt with by a prior meeting with our SENCO and consent from parents. These activities are included in your child's Individual Support Plan.

Each child has their own Learning Journey folder which will contain various observations and photographs of your child to help staff to assess and plan your child's future development. Your child's Learning Journey can be seen at any time.

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.

We carry out the Two-Year Progress Check and do summative assessments at the end of every term. We use observations that contribute to your child's learning journey which are all linked to the Early Years Foundation Stage Ages and Stages of Development. These can highlight any additional support that your child may need. Your child's key person and SENCO will work with your child on their individual targets. Regular review meetings are held to discuss these targets and how you can support your child at home. We have an open door policy at Oatlands Pre School and you are more than welcome to discuss how your child is progressing at any time. If you are unable to attend meetings, telephone calls or emails can be used for communication purposes.

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

If your child has a specific medical condition, which includes allergies, a Care Plan will be discussed and put in place. Most staff hold a current First Aid Certificate (relevant to infants and young children). We are happy to administer medication if it is prescribed to your child. The medicine must be in date and stored in its original container. When administered, the member of staff will record it and sign the form. Parents will then sign the form to acknowledge the administration of the medicine. Individual training will be provided to staff by a health professional if required. We have a nominated member of staff who oversees any unwanted behaviour issues and we work closely with parents and the child to provide a consistent and planned approach to improve behaviour. Activities can be adapted to ensure your child can be included. We can use a now and next board and a visual time table if needed.

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

We are supported by Surrey Early Years who help the pre-school provide the best possible experience for all the children who attend. Early Years support practitioners in meeting childrens' individual needs through giving phone advice and observing individual children and suggesting ways to support individual needs. We always gain parental permission before involving Early Years. We regularly have Speech and Language Therapists visiting the pre-school to carry out practical sessions with children requiring additional help in this area.

We have access to outside agencies, Speech and Language Therapy, Occupational Therapists and Educational Physiologists. We work closely with any outside agencies involved as this enables us to support your child's needs better.

7. What training are the staff supporting children with SEND had or having

Our SENCO, Lois Patrick, has achieved the NCFE CACHE Level 3 Award for Special Educational Needs Co-Ordinators in Early Years settings. She has

also completed the full Code of Practice and Inclusion Training, Sensory Integration Courses and Autism Courses and regularly attends the SENCO forum update meetings.

Most of our staff are NVQ Level 3 qualified. All these courses have a section on SEN. (Special Educational Needs) Staff training is recorded and held on file.

8. How will my child be included in activities outside the pre-school

Any trip or activity will be meticulously planned and we would discuss any requirements with you. You are more than welcome to attend any trip with your child or we can support them by having a member of staff allocated to them on a one to one basis. We carry out a full risk assessment before taking the children anywhere. Any necessary medication is taken with us as well as the pre-school mobile phone and first aid kit.

9. How Accessible is the setting?

Oatlands Pre School operates from the local community Village Hall. Disabled access is available into the premises and there is a ramp to the rear of the hall to access the garden which is flat. We have one disabled toilet on the premises in the foyer. Any parents with English as a second language can be supported either by a relative coming in to talk to us or we can provide assistance. We can apply for Disability Access Funding which we would do at the beginning of the term to cover any extra equipment required or to make reasonable adjustments.

10. How will the setting prepare and support my child to join the setting or transfer to a new setting/school

As mentioned in our Settling In Policy, we want children to feel safe, stimulated and happy and to feel secure and comfortable with our staff. Even before your child is enrolled, we provide opportunities for them and you to visit the pre-school. Once they start attending, your child's key person will help them become familiar with us and will make them feel safe and confident. A pre-start visit is also offered prior to your child starting. We can support your child in settling in with various different strategies that can be discussed should their settling in be difficult. Once your child is ready to

move on to school, the key person and SENCO will have a transition meeting with the school your child has been allocated to. We are more than happy for you to attend also. We will have TAF (Team Around a Family) meetings or Multi-Disciplinary meetings (health care professionals) to discuss any future needs when transferring to school. When starting at the pre-school it may help to have some photographs of the set up rooms before starting so that it can be discussed at home. Likewise a photobook can be provided from school to help the transition process. Any outside agency information/reports/assessments will be handed over to the new school. The Learning Journey is given to parents.

11. How are the settings' resources allocated and matched to childrens' special educational needs?

Oatlands Pre School is a registered charity setting. We are non-profit making and have limited funds. We can apply for Early Intervention Funding to help support your child at pre-school.

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

Your child's key person and SENCO will meet with you to discuss your child's special needs. A plan will be put in place for the smooth transition of your child's start at pre-school. Once your child is attending pre-school their Individual Support Plan will be put in place. You will be involved with this and it will be regularly reviewed.

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

Our pre-school is run by a Committee. The Trustees of the pre-school employ the Manager and staff. We therefore have a Parent run Committee and a Fund Raising Co-ordinator. The Committee are always keen to have parental input and help.

14. Who can I contact for further information?

Our Manager and SENCO, Lois Patrick, can be contacted on manager@oatlandspreschool.org for further information. Our administration is dealt with by Christine Collard (admin@oatlandspreschool.org) who can

help with any queries relating to registration. Melissa Richards is Deputy Manager and Natasha Lawrence and Katie Bliss are our Room Leaders. They can be contacted on 01932-850143.