



The Acorn Nursery School's SEND Local Offer

Surrey County Council's (SCC) Local Offer is a method of providing information about all the services available in Surrey for children and young people with special educational needs and disabilities (SEND). It will also enable families to see more clearly which services are available in their area and how to access them. More importantly, it will provide a way for families and young people to engage more easily with services that can benefit them. The offer will include provision from birth to 25 across education, health and social care and is being developed with children and young people, parents and carers, and local services, including schools, colleges, health and social care agencies. It will also be an important resource for professionals in understanding the range of services and provision in the local area. This information will be web based and there is an expectation that all providers share with the council what they can offer.

This document has been written in response to SCC's Local Offer questions.

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 work closely with parents/carers initially through home visits before the children start, then through the registration and settling-in process. We operate a Keyperson system which allows for careful monitoring through observations, through the 2 year check, and other audits such as Anne Locke and ECAT (Every Child A Talker). We have a SENCO (Special Educational Needs Co-Ordinator) and SENCO support who will overview all children, help identify difficulties, write and follow an ISP (Individual Support Plan) and follow the SEND (Special Educational Needs & Disabilities) COP (Code of Practice) with any child who needs extra help because of any SEND. We are able to identify areas where extra help and support may be needed. An Enhanced local offer determines the level at which more targeted support is required and we may apply for Inclusion Support Grant Band 1 which determines specific individualised targeted support, it may be necessary and possible to apply for discretionary funding and the child may meet the threshold for Education Health and Care Plan.

2) How will early years setting staff support my child?

Through observations and assessments taken of your child over a period of time, the SENCO, together with your child's key person and you, the parents/carers, we'll write an ISP which all staff will follow to support your child. This support may include 1:1 or small group support. We'll make use of outside agencies to help support the children, such as Educational Psychologists (EPs), Speech & Language Therapists (SALT), Occupational Therapists (OTs) We will obtain support and advice from Early Years and Childcare Service (EYCS) and from our EYCS Improvement Advisor (IA). It is probable that we would also arrange Team around Family (TAF) meetings to further support the family. The team will include, parents/carers, nursery plus any other professionals involved in your child's care. Transition to school is supported with extra meetings and visits to establish how best the school can help. Parents/Carers are actively involved in this process so good relationships can be made, the child's needs can be met, and transition can be a positive, stress-free event



3) *How will the curriculum be matched to my child's/young person's needs?*

All children are unique, and all children are valued equally. The keyperson will provide plans for every individual child. Planning sometimes 1:1, sometimes for small groups and sometimes for the whole group. We can adapt whole group planning to suit individual needs. Children with additional needs may benefit from an ISP, which will be jointly produced by the SENCO, the child, the keyperson and the Parents/Carer.

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?*

All children have a Learning Journal (LJ), which the child's keyperson will ensure is updated daily. The LJ belongs to you and your child, and you are encouraged to read through it on a regular basis.

We value parent's input and ask that you record 'Wow' moments in the LJ. If your child starts nursery before their 3rd birthday we will undertake a 2 year check, this check, plus ongoing assessment, will identify any additional needs at a very early age. These checks and assessments are discussed with parents/carers. Regular meetings with parents/carers are arranged to share information on progress and development. Parents/Carers are encouraged to speak to the child's keyperson/manager/SENCO on a, at least a weekly basis, sometimes it's necessary to speak more often. You will be encouraged to reinforce their learning at home.

Children needing additional support are helped by ISP's and parents/carers are closely involved in their implementation.

We have parents/carers learning events as to how you can support your child's learning at home.

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

We have good policies, written with the support and guidance of the Code of Practice and with Surrey County Council's Early Years policy guidance. All staff have knowledge of, and strive to implement our policies to allow us to administer medicines safely and carefully, to support children with SEND, to manage behaviour and to keep the children safe and help support their welfare, both at nursery and at home.

At least 2 of our staff have paediatric 1st Aid training.

Our staff have undertaken 'Consulting with children' training; we value the child's thoughts and views.

6) *What specialist services and expertise are available at or accessed by the setting / school / college?*

All of our staff have a minimum of a level 3 child care qualification. We have 3 practitioners with Qualified Teacher Status (QTS). Ongoing Professional Development (OPD) is encouraged by the management team., and is discussed during staff supervision



meetings and appraisals, Staff attend various and frequent training in a variety of subjects, including Code of Practice (CoP), Autistic Spectrum Disorder (ASD), Every Child a Talker (ECAT), English as an Additional Language (EAL) and many more, all designed to support the children's development and welfare.

We welcome advice and support from a variety of outside agencies such as SALT, EP, OT, We can arrange Portage support, which is a home visiting educational service for pre-school children with additional support needs and their families.

Through the EHA (Early Help Assessment) process the strengths and needs of the family can be understood, and then the most appropriate way to meet those needs are found. This may include multi-disciplinary meetings where several outside agencies may be involved.

7) *What training are the staff supporting children and young people with SEND had or are having?*

All of our staff have a minimum of a level 3 child care qualification. We have 3 practitioners with Qualified Teacher Status (QTS). Our SENCO is fully trained and attends termly forums to keep updated, with SEND and CofP changes and developments. Our SENCO cascades her knowledge to the team. Our staff team have experience of supporting children with ASD, language and communication difficulties and delays and behavioural problems. We have also successfully cared for a child who was severely visually impaired. Our premises are accessible for children using wheelchairs, we are on ground level only and we have ramp access to the garden.

8) *How will my child be included in activities outside the classroom including school trips?*

All children, with support, should be able to access the curriculum in both of our rooms and in our outside area.

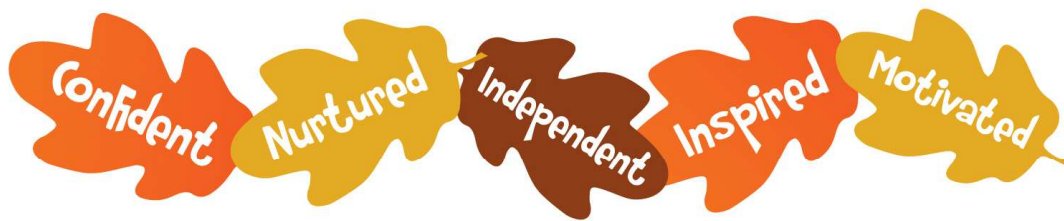
If we make trips out in the local community, parents would be informed and extra support arranged if necessary.

Further trips out, such as a farm trip in the summer, always include all children, with additional support if necessary.

9) *How accessible is the setting?*

Unfortunately only our pre-school room is accessible by wheelchairs and we have no disabled toilets or changing facilities. Our toilets are child sized and suitable for young preschool age children, they are not big enough for wheelchair access. The primary school where we run from has disabled toilets with wheelchair access, and it would be possible for us to use them.

Our SENCO/ manager are trained with Racial Ethnic Minority Achievement (REMA) to support children with EAL. Their knowledge has been cascaded to all staff. We are experienced in caring for children with EAL and value and embrace their language and culture. We would apply for extra funding, in the form of an Inclusion Grant, to help support EAL children. We would use REMA to find a translator, to communicate with the parents/carers, if necessary.



10) *How will the setting prepare and support my child to join the setting, transfer to a new setting / school or the next stage of education and life?*

We organise transition meetings with our setting/parents/carers/future setting/other professionals. We would organise Team around Family (TAF) meetings if necessary.
We would arrange extra visits to the child's future setting
We would organise extra lunch sessions at the child's future setting.
We would organise playground visits at the child's future setting
We would organise a photo book of future setting.
We would promote the future setting in a very positive way.
Their Learning Journeys, and all relevant information that supports the child's transition, are available to future setting.

11) *How are the setting's resources allocated and matched to children's special educational needs?*

The most valuable resource in our setting is our very experienced and committed staff team. Our SEND budget is obtained through the successful application of Inclusion Grant or Discretionary funding. The grant is mostly used to allow SEND children to have 1:1 or small group support. It also supports SENCO time to prepare thorough ISPs. We are fortunate that we have several community charities that support our SEND children, allowing us to purchase resources to support their needs.
A child may need an EHCP (Early Health & Education Plan) and this process may start at nursery and capture all of the child's needs, normally if a child needs an EHCP, discretionary funding would be available to support them.

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

Initially the keyperson/parents/carers/SENCO will discuss the child's needs and establish if an ISP is necessary. If it was decided that an ISP is necessary, then this would be an ongoing process where all of the above will work closely together.
The Early Years Improvement Advisor's support would be requested.
Your child will be included in an application for an Inclusion Grant, possibly an application for discretionary funding, or an EHCP. This funding would provide small group or 1:1 support.



We would monitor the child's progress carefully and the effectiveness of how the support has made an impact is discussed so progress can be continued, or plans can be altered.

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

We regularly consult with parents through meetings, email, telephone, newsletters, and notice boards. Parents are kept fully informed about our school life and they are asked for their input to the children's Learning Journeys.

We have a Home Links sheets to exchange information.

We offer 'Stay & Play' sessions which encourage parents/carers to come into the setting to play.

We offer a Dad's Drop-In session on a Saturday morning each half term.

All parents are valued and are invited to take part in nursery events, many of which are social. This enables families and children to form friendships outside of nursery too.

We welcome parents as volunteers anytime. We always have regard for our Safeguarding policy

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

For further information you can contact the manager or SENCO (Pauline Crowder) on 01483 271976

email: acornnursery@gmail.com

Our address is:

The Acorn Nursery School
Church Lane
Cranleigh, Surrey
GU6 8AR

We have close links with our local Sure start Centre you can contact them on 01483 276634

You can contact Early Years Children's Service for advice on 01372 833833

You can find Surrey's Local Offer on SCC website site:

<http://www.surreycc.gov.uk/sendlocaloffer>