



## Local Offer

### Little Acorns Pre School, Tatsfield.

#### What is the Local Offer?

A Local Offer gives children and young people with special educational needs or disabilities and their families information about what support services the local authority think will be available in their local area. Every local authority is responsible for writing a Local Offer and making sure it is available for everyone to see.

All Surrey schools and education setting are required to prepare their own SEN information in the form of 14 questions this is Little Acorns Local Offer.

#### **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?**

At little Acorns all children are treated as unique, they will each be supported by a keyworker. As well as building a trusting and caring

relationship with both children and their families the keyworker will carry out an ongoing assessment of their keyworker children and link these observations to the Development Matters ages and stages of development.

Between the ages of two and three when your child has attended Little Acorns for about one term your child's keyworker will carry out a 'two year progress check'.

If your child's keyworker has identified a possible individual need they will discuss this with you in private. A meeting can then be arranged with our SENCO (Special Educational Needs Co-ordinator) Jenny Dickens to plan together how we can support your child.

If you have concerns about any aspect of your child's development you can discuss this in private with your child's keyworker or our SENCO.

If a child starts at our setting with an identified special educational need or disability we will liaise with parents and outside agencies already involved to ensure that we understand and support the child's needs straight away.

## **2) How will staff support my Child?**

Our SENCO will work in partnership with you and your child's keyworker to plan how to support your child. Ongoing observations and evaluations will be used to agree targets on your child's ISP (Individual Support Plan). These targets will be reviewed on a regular basis.

Our SENCO will identify if additional advice and support from other professionals would be beneficial for your child and with parents permission can refer your child directly eg Speech and language therapy or advise parents how to access this support.

In addition we are able to gain support and funding from the Surrey Early Years and Childcare team through our Early Years Improvement Advisor.

All staff are responsible for supporting your child to reach their targets. Our high staff ratios allow time in the session for an adult to work one to one or in small groups to support children with additional needs.

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

Each keyworker will carry out regular observations of their keyworker children, from these observations each child's next steps can be assessed

and planned for. Activities planned for all children during the session can be adapted to meet the needs and developmental stage of individual children.

The environment and equipment can be adapted to enable all children to access the curriculum. Inclusion funding can be requested from Surrey Early Years to purchase specialist equipment and additional staff when required.

**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?**

Your child's keyworker will have regular contact with you both informally during the week and arrange meetings with you so that you can discuss your child's progress and needs more fully. In addition we use a contact book where both parents and pre school can communicate with each other daily, this is particularly helpful for parents who work during preschool hours.

Parents can arrange to view their child's learning journey at any time and a summary of their children's development and progress tracker is sent to parents twice a year.

If your child starts at our setting when they are two a '2 year progress check' will be completed at the end of their first term in accordance with statutory requirements.

A child with an ISP will have their targets and progress reviewed every 6 weeks. The SENCO, keyworker and parents will discuss how to work together to support the child's development both at pre school and in the home.

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

Staff provide a good role model for children praising and endorsing desirable behaviour. When children display unwanted behaviour staff will be consistent in their response, following our behaviour management policy.

At present all our staff are qualified in First Aid. We are able to administer medication to your child on a regular or one off basis following our health policy and procedure.

When necessary we are able to put in place an individual health care plan or emergency procedure for your child.

We are able to undertake personal care such as nappy changing and support your child during toilet training.

All our staff have up to date training in safe guarding children.

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

All our staff hold a childcare qualification the majority at Level 3. Our experienced SENCO has up to date training in the Code of Practice and Inclusion in SEND 14, attends termly SENCO forums and holds a Basic Portage Workshop qualification.

We have a member of staff who works for REMA (Race, Equality and Minority Achievement) as part of their bank staff.

We work with outside agencies including speech and language therapists, Occupational therapists, Educational Psychologists and Health visitors.

We have close links with our local Children's Centres located in both Surrey and the London borough of Bromley and can refer families to their Outreach workers and advise on workshops for parents and carers.

Our setting is supported by Surrey Early Years and Childcare service where we have access to an Early Years Improvement Advisor.

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

In addition to the qualifications mentioned in question 6 our staff regularly attend training workshops. Each term the training is decided based on both the needs of the children in the setting and the individual staff members professional development.

Training workshops include Speech and Language development, Autistic spectrum conditions, Supporting behaviour development in young children, Key person approach and attachment, Developing children's listening and attention, Introducing outdoor learning, Fun with sounds and Schemas.

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

All children are included and are invited to attend school trips and outside activities. Our adult to child ratio is generally 1 adult to 2 children on outings but can be increased for individual children's needs.

A risk assessment is carried out for each outing taking the needs and development of the children attending the setting into account.

Parents written permission is always requested prior to the event with parents usually invited and welcome to attend.

**9) How accessible is the setting?**

Little Acorns operates from Tatsfield Village Hall. The ground floor is on one level and is wheelchair accessible. There is Ladies, Men's and an accessible toilet on the ground floor. A chairlift for adults is available on the stairs for access to the meeting rooms. An induction loop, accessible through hearing aids fitted with a T-switch, can be switched on when the sound system is in use.

We welcome children and families with English as an additional language and have experience in supporting and working with these families. We are able to access support from REMA who can provide translators, help with language assessment and offer advice.

An Inclusion grant is available from Surrey Early Years to make premises adjustments or purchase specialist equipment for SEND children.

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

Children are invited to attend two sessions with their parents before they start at our pre school where parents can familiarise themselves with the setting, ask questions and meet their child's keyworker. We work together with parents to make sure your child settles and is happy and secure in our setting. We recognise that some children will take longer and require more support to settle.

For children with additional needs a meeting will be arranged with our SENCO so that your child is fully supported when they start, involving any advice from specialists already involved with your child.

When your child is ready to transfer to primary school, with parent's permission, all relevant paperwork will be sent to their school and a

transition meeting arranged for children with additional needs. At the meeting your child's transition to school will be tailored to their individual needs with the input of the pre school, school and outside specialists involved with your child.

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

At little Acorns we generally operate a high adult to child ratio which enables us to work with and support children with special educational needs in small groups or one to one for parts of the session.

We are also able to apply for an Inclusion grant to help support our SEND children and discretionary funding to support an individual child when necessary. These are available from Surrey Early Years.

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

The support your child receives is agreed at a meeting between you, the SENCO and your child's keyworker. Using observations and assessments of your child and any advice from outside agencies like Speech and Language Therapists we will discuss and work together to agree outcomes for your child. These will form targets on their ISP (Individual Support Plan) which will then be reviewed following the review cycle in the SEND Code of Practice which is 'assess, plan, do and review'.

Additional support and advice can be requested from our Surrey Early Years Advisor with parental permission.

The next stage of support Education, Health and Care Plans (EHCP) are for children and young people with the highest level of need and have replaced statements of educational need.

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

Little Acorns is a registered charity run by a voluntary committee (operating under PLA constitution) elected annually constituted by a majority of parents of children attending the pre-school. This ensures that major decision-making is always in the hands of those who use the group. The committee is responsible for reviewing both policy and practice and for

the employment, appraisal and training of the pre-school staff. It also manages fundraising activities.

Little Acorns recognises parents and carers as the first and most important educators of their young children. In addition to committee work, parents and carers are welcome to:

- ♣ Work in the group with the children
- ♣ Assist with fundraising
- ♣ Represent Little Acorns at branch and county activities of the Pre-school Learning Alliance (PLA)
- ♣ Attend open meetings of the PLA
- ♣ Attend training courses, workshops and conferences organised by the PLA & Surrey Early Years

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

Our contact details are:

Little Acorns Preschool, Tatsfield Village Hall, Westmore Green, Tatsfield, Westerham, Surrey, TN16 2AG

Tel 01959 540775

[www.littleacornstatsfield.co.uk](http://www.littleacornstatsfield.co.uk)

Jackie Apps – Manager

Jenny Dickens – Deputy Manager /SENCO (Special Educational Needs Coordinator)

Surrey's Local Offer [www.surreylocaloffer.org.uk](http://www.surreylocaloffer.org.uk) contains information relating to special educational needs, disabilities, education and more.

Family Information Service in Surrey [www.surreycc.gov.uk/people-and-community/family-information-service](http://www.surreycc.gov.uk/people-and-community/family-information-service) includes information and advice under 'support for children with a special educational need or disability'.

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