

How does Ashurst Wood Community Preschool (AWCP) know if children need extra help and what should I do if I think my child may have Special Educational Needs or Disabilities (SEND)?

At AWCP children's welfare and development is paramount, we recognise that all children are individuals. Our staff are experienced at recognising and supporting children with special educational needs through observations, assessments and planning.

If you have any concerns about your child you can speak to your Key Person or our Inclusion/Special Needs Coordinator (INCO/SENCO) for advice in confidence.

How will Ashurst Wood Community Preschool staff support my child?

Every child is allocated a Key Person who will oversee their welfare and development. The Key Person prepares Next Steps plans based on your child's interests and progress checks which will be shared with you. In addition, an Individual Plan (IEP) based on your child's areas of need will be prepared in discussion with you and the INCO/SENCO and is regularly reviewed. If further support is needed we will contact the West Sussex Inclusion team, specialists who can advise on suitable strategies to support your child. You will be fully involved in this process.

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

Every child at AWCP will have a personal Learning Journal containing observations and photographs recording their interests and achievements. This will be used to regularly assess your child's progress and prepare education plans for their development based on the Early Years Foundation Stage curriculum. You can see your child's Learning Journal at any time.

Prior to joining us you will have been requested to complete a section of your child's Learning Journal, entitled 'All About Me', which provides us with helpful information about your child. We then use this information to plan a suitable curriculum for your child. All work within the pre-school is pitched at an appropriate level so that all children are able to access the curriculum according to their specific needs and learn at their own level.

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

At AWCP we operate an 'open door' policy and are always available to spend time with parents to discuss their child's progress and development and to help support your child. We will arrange regular meetings to share plans and assessments with you in private parent consultations.

Parents have access to the on-line journal (Tapestry) to see observations and report of their children and home/preschool contact books can be set up as required.

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

At AWCP we pride ourselves in supporting all children to develop good social interactions and independence.

In accordance with the strategies in our Behaviour management policy we promote positive behaviour and our staff are trained to support this. We recognise that children may exhibit challenging behaviour and we will work with you and your child, in a consistent way, if this occurs to improve behavioural issues.

We can accommodate special dietary needs and have experience of allergies and intolerances. All our practitioners have up to date Paediatric First Aid training. If your child requires regular prescribed medication staff can administer this with your written permission and specific training if necessary. The pre-school is able to undertake personal care such as nappy changing and are trained in food hygiene which includes allergenic contamination, controlling allergens and food intolerances.

What specialist services and expertise are available at or accessed by Ashurst Wood Community Preschool?

Although there are no specialists directly employed at AWCP, we have established links with a range of specialist organisations. Staff have experience of working with outside specialist agencies which include: Health Visitors, Speech and Language therapists, Educational psychologists, Occupational therapists and family support agencies.

We have also had experience of the Early Years Planning and Review process which works towards Statements and Health Care plans for children with Special Educational needs and disabilities (SEND).

What training are the staff supporting children with Special educational needs and disabilities, had or are having?

Our staff members have, or work towards a minimum Level 2 child care qualification which includes modules on SEND. Staff have attended training in speech, language and communication workshops, promoting positive behaviour, the Solihull approach and attend regular INCO/SENCO training and network meetings. In addition we have access to on-line training in Special Education Needs and Disability, Supporting Children with SEND in the Early Years and Supporting Early Language Development and continuously update their training.

How will my child be included in activities outside Ashurst Wood Community Preschool including trips?

We undertake occasional in session walks around the village and have access to the Primary Schools hall, field and playground. Risk assessments are carried out prior to all trips. As an inclusive setting we invite all children to attend trip and outings. If required the pre-school will discuss with parents/carers the best way for their child to access the activity, any additional aids or medication needed and an individual risk assessment will be undertaken. To access the trip the parent/carer may be invited to attend. If a parent is unable to attend with their child a staff member will be allocated the specific role of accompanying the child on a one to one basis so they can be included in the trip.

How accessible is the Ashurst Wood Community Preschool environment? (Indoors and outdoors)

Ashurst Wood Pre-School is situated in a purpose built building on one floor and can be accessed by a wheelchair. We have free-flow to the children's toilets and a disabled toilet. We have an astro-turfed outside area which is accessed by steps. As part of our Accessibility Plan the garden can be accessed via side gates and includes the installation of a ramp. The primary school field, playground and hall also easily accessed by wheelchair.

We pride ourselves in having an enabling environment to encourage independence. We have low level tables, toilets, sinks and chairs; an open planned room where the resources are kept at low level and with pictures labels. We have visual timetables to help children with routines, transition times and communication.

If a parent's first language is not English we can request an interpreter from West Sussex County Council.

How will Ashurst Wood Community Preschool prepare and support my child to join the preschool or transfer to a new setting or school?

AWCP encourage several visits for children and their parents prior to starting. Settling-in strategies are tailor-made to suit the individual child and parent/s and include show- arounds, stay and play

and/or shorter sessions. Any parental concerns can be discussed with the Supervisor or SENCO/INCO and a Key Person will be allocated as the main contact point for you and your child.

If transferring to a new setting or when moving to primary school, your child's Key Person and our INCO/SENCO will arrange for a transition meeting with the new setting /school. We will discuss strategies, assessments, Next Step planning, Education Health and Care (EHC) Plans, your child's Learning Journal and any relevant specialist reports. With your consent, all relevant documentation will be passed onto your child's new school/setting and all needs are discussed and understood. In addition we can seek to obtain Transition Support from the local authority. New settings or teachers are welcome to visit our setting before the transition.

How are Ashurst Wood Community Preschool's resources allocated and matched to children's special educational needs?

We seek to ensure that all children attending our setting who have Special Educational Needs and Disabilities have the additional support to the best of the pre-school's ability, but as a registered charity we have limited funds. We have a small inclusion budget which we ring-fence for SEND resources and training. In addition we can apply for inclusion funding to employ an additional member of staff to increase the staff ratio when a child needs additional support (this funding is usually applied for after recommendation from the West Sussex Inclusion team) and Disability access fund (DAF) for additional resources if your child is in receipt of Disability Living Allowance (DLA).

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

This decision is made initially by the pre-school Supervisor, INCO/SENCO and your child's Key-Person in consultation with you. The West Sussex Inclusion team can provide support to prepare strategies for an Individual plan for your child. This plan will determine the type of support and how often this will be required to progress your child's development and will be reviewed regularly. Additional support can be requested via the Committee if finances permit.

How are parents involved at Ashurst Wood Community Preschool? How can I be involved?

We are a community preschool and are run by a committee of parents. All parents/carers are welcome to become involved .You would also be welcome as a volunteer parent helper to stay and play with the children. In addition we send regular newsletters to parents, have a parent notice board outside the pre-school and a Facebook page to keep you informed of all events and activities. We welcome help with maintenance of the building and outside area. We encourage parents to share their jobs, hobbies or skill at circle-time or just come in and read with the children.

Who can I contact for further information?

You are welcome to discuss your child prior to starting with either:

- The Supervisor - Angela Poole or
- Inclusion/Special Needs Coordinator INCO/SENCO – Keira McColl

Please contact us by email on ashurstwoodpreschool@gmail.com or telephone 01342 825515

More detailed information is available in our policies which are available on the website or from the pre-school, specifically - Promoting Positive Behaviour, Inclusion, Supporting Children with Special Educational Needs and Disabilities, Administration of Medication and Working in Partnership with Other Agencies.

www.westsussex.gov.uk/education-children-and-families/special-educational-needs-and-disability-send/