

# Local Offer Torbay

## Education Provider

Provider: Collaton St Mary Pre-School

### 1. What special education provision is available at our setting?



**What do we do here to meet your needs?**

At our setting we have two Special Educational Needs Co-ordinators (SENCo's). All staff are experienced and aware of typical child development and able to recognise when a child needs extra support. We use a Pictorial Exchange Communication System (PECS) and Makaton Signs to support speech and language.

We have excellent relationship with a wide range of support services including:

- Speech and language therapists
- Portage Workers
- Early Years Advisory Support

### 2. What criteria must be satisfied before children and young people can access this provision/service?



**What sort of needs would you have for us to be able to help you?**

We offer provision for children aged between two and five years and adhere to our Admissions Policy and Ofsted Registration.

All children are welcome to our setting regardless of any special education needs.

### 3. How do we identify the particular special educational needs of a child or young person?



#### How do we work out what your needs are and how can we help?

We use a graduated approach. Staff members have extensive knowledge of typical child development and through observations and assessments will identify any children not meeting expected milestones using learning and development outcomes. Our SENCo will then arrange a meeting with the parents to discuss our findings and liaise with them and their child's Key workers to agree any extra support that needs to be put in place. We will then contact and liaise with other professionals if deemed appropriate.

### 4. How do we consult with parents and/or children and young people about their needs?



#### How do we find out about what you and your parents think you need help with?

When a child is due to start at our setting we invite the child and parents in to look around the pre-school setting and give them the opportunity to discuss any special/individual needs that their child may have. At this point we will assess if any additional support will be needed and, if the family is already being supported by other professionals, arrange a meeting to obtain information to help us with the settling in process and ensure continuity of care. Each child is allocated a Key Team of two workers who act as a main point of contact for parents/carers. This is to ensure that there is always someone available to talk to a parent about any concerns they may have or to give them verbal feedback.

### 5. What is our approach to teaching children and young people with special educational needs?



#### How will we teach you?

Our approach is to use fun and motivational games and activities working with the children's interests and building on their strengths. We follow the child's Individual Learning and Development Plan (ILDP) which has been agreed with their parents/carers, key workers and any other specialists. The ILDP is regularly reviewed and updated to fit the changing needs of the child.

### 6. How can we adapt our curriculum for children and young people with special educational needs?



#### What sort of things will you learn here?

All activities carried out at our setting are able to be adapted to allow for any child to participate.

## 7. How will we ensure we get the services, provision and equipment that children and young people need?



**How will we make sure that you get all of the help that you need from different people?**

We have full support of Torbay's Early Years Advisory Teacher and other professionals throughout Torbay for expert guidance and specialist equipment.

## 8. How is this provision funded?



**Who pays for this?**

Any in-house provision is funded by the Pre-School. If it is identified that extra additional support is required beyond what we can provide, then we will apply to the Local Authority for additional funding in order for us to obtain that additional support.

## 9. What additional learning support is available for children and young people with special educational needs and how do they access it?



**What else will we do to help you learn and how will this happen?**

There is an extensive support network that we can access and work alongside.

This includes:

Portage

Speech and Language Therapists

Torbay's Early Years Advisory Teacher

John Parkes Unit

Educational Psychologists

Hearing Advisory Service

## 10. How do we support and improve the emotional and social development of children and young people with special educational needs?



### How can we help you learn about your feelings and relationships?

Our staff are very experienced and we will enable each child to feel happy, valued and that they belong. The staff and the people in their key team will help to develop their sense of belonging and self awareness and to meet their emotional needs, we will work with the parents to provide consistency for the child. We have a positive approach to behaviour management, promoting good relationships and our staff are consistent in its approach at all times.

## 11. How do we support children and young people with special educational needs moving between phases of education and preparing for adulthood?



### How can we help you to get ready to change to a different place or to leave here?

We have transition meetings with all Key people in the child's life including present and future educational staff. We complete a report which is handed on to the new carer. We arrange visits for the child and their parents/carers to get to know the new setting and the routine and to get to know the staff.

We also offer visits for the future teacher to visit the child in our provision.

## 12. What other support is available for children and young people with special educational needs and how can they access it?



### What other help can we give you or help you to get?

We will encourage and support parents in accessing other support, by providing information leaflets, giving contact details and promoting Services that are available.

## 13. What extra-curricular activities are available for children and young people with special educational needs?



### What other activities can you do here?

As above.

#### 14. How do we assess and review progress towards agreed outcomes, and how are parents, children and young people involved in this process?



How do we know that the help we are giving you is working?



How can you and your family tell us what you think?

For those children who have an Individual Learning Plan we have meetings with parents and other involved specialists approximately every 6 weeks to review the plan and see if the agreed targets have been reached and agree new targets. These plans take into account the needs and interests of the child and the family.

We also use Learning Diaries and Home School diaries, plus one of a number of agreed appropriate recording systems. This will be discussed with all Key people and selected to suit each individual child.

#### 15. How do we assess the effectiveness of our special needs provision and how are parents, children and young people involved in this assessment?



How do we make sure that we are being the best that we can be?



How can you and your family tell us what you think?

We assess or effectiveness by regular meeting to review plans where we can obtain feedback from parents and other professionals.

#### 16. How do we ensure that teaching staff and other staff have the expertise needed to support children and young people with special educational needs?



How do we make sure that everyone that works with you has the right skills and can do the right things to help you?

We ensure that our SENCO's and key staff attend all the training available to maintain skills and expertise.

We also maintain professional development of all staff through in house training and attending other training via the Local Authority.

When required we source and buy training as required, for example Makaton.

### **17. How do we keep parents informed where children and young people have special educational provision but do not have an Education Health and Care Plan?**



#### **How do we make sure that your parents know how we can help them?**

All Key workers are available to talk to the parents of their children at the start and end of each session and at these times verbal information can be exchanged.

All parents are invited each term to discuss their child's progress and raise any concerns.

Children's Learning Diaries are available for parents to look through and contribute to at any time.

### **18. How can parents, children and young people make a complaint about our provision?**



#### **What can you do if you are not happy about something that has happened here?**

We hope that any issue can be resolved before the official procedure is followed.

We try to develop close relationships between Key Workers and parents, ensuring that there is always someone available to talk to both at the start and end of every session.

If a resolution cannot be found we will follow our complaints procedure, a copy of which is available via our website or on request.

### **19. How can parents, children and young people get more information about the setting?**



#### **How can you find out more about us?**

You can contact us directly by telephoning 01803 668810, where you can speak to our Supervisor or directly to either of our SENCO's, Alison Scarlett or Jayne Jones. Or you can email us at [admin@collatonstmaryplaygroup.co.uk](mailto:admin@collatonstmaryplaygroup.co.uk)