

Local Offer Responses Crib Sheet

When the Children and Families Bill becomes enacted in 2014 local authorities will be required to publish and keep under review information from services that expect to be available for children and young people with SEND aged 0-25. The intention of this local offer is to improve choice and transparency for families. From the Local Offer parents and carers will know what they can reasonably expect from their local area. It will also be an important resource for professionals in understanding the range of services and provision in the local area.

Date: 04/02/2017

Local offer 14 Questions	Answers
<p>1) How does the setting / school / college know if children/young people need extra help and what should I do if I think my child/young person may have special educational needs?</p>	<p>At Tringham Pre-school we carry out regular observations and assessments including the Progress check at Age 2, as we do not take children until they are at least 2 years 6 months we carry out this assessment at the end of their first term or on their 3rd birthday, whichever is sooner. Each child is allocated a Keyperson, who has daily contact with the children and is also available for parents. We have an 'open-door' policy and encourage parents to communicate with us regularly.</p> <p>We have a well-qualified team with a named SENCO. We follow the SEND Code of Practice and also have comprehensive policies that are reviewed regularly.</p>

<p>2) How will early years setting / school / college staff support my child/young person?</p>	<p>Each child is allocated a Keyperson with whom they will have daily contact. We have a named SENCO.</p> <p>Children are supported with transitions into and out of the setting and these are tailored to the needs of the child. We make regular observations and assessments ensuring that each child is challenged in addition to being cared for as an individual.</p> <p>Where there is a need (and availability) we will provide 1:1 support. We will liaise with Local Authority recognised, outside agencies to enable us to provide appropriate support.</p> <p>As a setting we are supported by the advisory team from the Early Years and Childcare Service in Surrey.</p>
<p>3) How will the curriculum be matched to my child's/young person's needs?</p>	<p>Observation and Assessment inform the setting's planning to ensure that the needs of individual children are met. We use Development Matters to look at the stages of development and the Characteristics of Learning to support the children's development and the environment within the setting.</p> <p>Where appropriate we have ISP's in place and will apply for additional support when required.</p>
<p>4) How will both you and I know how my child/young person is doing and how will you help me to support my child's/young person's learning?</p>	<p>Each child has an allocated Keyperson who is on hand for parents when required. We encourage stay and play sessions where parents can come into the setting to play with their children and also have an informal meeting with their Keyperson to discuss development. More formal meetings are also available if requested.</p> <p>We make regular observations and assessments which are recorded in the children's Learning Journey's. We carry out a Progress Check at aged 2 years and record it in partnership with the child's parent. Parents are also involved in the writing of ISP's. We follow the SEND Code of Practice.</p>

<p>5) What support will there be for my child's/young person's overall well being?</p>	<p>We aim to support children in any way we can. Where there is a need for a Care Plan or Medical Care we have policies in place to support them. Where possible, we will talk to the children to ensure they are involved in planning their care. We have a trained Behaviour Officer and comprehensive policies in place regarding Intimate Care and Toileting.</p>
<p>6) What specialist services and expertise are available at or accessed by the setting / school / college?</p>	<p>At Tringham Pre-school over 50% of the team are qualified at Level 3 or above. We undertake regular CPD often tailored to ensure we are meeting the needs of current children. Surrey County Council offers support through the Early Years and Childcare Service. We will work with any Local Authority recognised, outside agencies that are appropriate for the children in our care for example, SAL, OT, EP, Physiotherapy.</p>
<p>7) What training are the staff supporting children and young people with SEND had or are having?</p>	<p>We have a well-qualified workforce with staff specialising in certain areas for example SENCO, Communication and Language Lead, Behaviour Lead and Physical Well-being. Training to support CPD is undertaken regularly and specialist training is sought to support individual needs e.g. ASD, Sensory.</p>
<p>8) How will my child/young person be included in activities outside the classroom including school trips?</p>	<p>It is the aim of Tringham Pre-school that all children should be able to access trips. Extra support may be asked for to ensure that all children are able to take part safely although a destination would be chosen with all children in mind. A risk assessment is carried out before each outing.</p>

<p>9) How accessible is the setting / school / college environment?</p>	<p>Tringham Pre-school rents the Hall for each session which means that we have limited ability to make alterations. However the hall does have wheelchair access and a disabled toilet. The changing facilities are mobile and can be adapted to meet requirements, where possible.</p> <p>A lot of our communication takes place face to face but if there is a need communications could be translated for parents.</p> <p>We have visual timetables and prompts around the setting.</p> <p>There are grants and funding available to support children in the setting if required. Tringham pre-school will endeavour to include all children.</p>
<p>10)How will the setting /school / college prepare and support my child/young person to join the setting /school / college, transfer to a new setting / school / college or the next stage of education and life?</p>	<p>Due to our situation in West End, a large proportion of our children move onto Holy Trinity school. As a result we have made strong links with this school. The pre-school visits the school through the year to watch the reception class Nativity and in return the Reception class come to Tringham to watch ours. The reception teachers come to visit the setting in the Summer Term to meet the children and discuss any requirements they may have. Transition meetings are organised between SENCO's if required. When the children leave Tringham to go to school, their Learning Journey is forwarded to the school.</p>
<p>11)How are the setting`s/school`s/college`s resources allocated and matched to children`s/young people`s special educational needs?</p>	<p>Where extra funding is provided to support a child we ensure that it is the child that will benefit from this funding. We will apply for funding if we feel it is necessary. Regular planning and ISP's will highlight if there is a need for specialised resources to be introduced.</p>
<p>12)How is the decision made about what type and how much support my child/young person will receive?</p>	<p>At Tringham Pre-school we offer the parents regular updates on their child's development. We ask parents to be involved with the writing of ISP's and ask if there are any targets that they feel should be included. We welcome outside agencies into the setting and value their professional advice. Permission will be sought and parents are informed of any appointments or visits involving an individual child. 1:1 support can be provided, when available, where it is needed</p>

	<p>and any extra funding that the setting received will be spent on what it was meant for.</p>
<p>13)How are parents involved in the setting / school / college? How can I be involved?</p>	<p>Tringham Pre-school is a community Pre-school and is run by a management committee that is made of, predominantly, parents and we are regularly looking for new members.</p> <p>Due to the Keyperson system parents have regular face to face contact with the Keyperson but also the Manager. We value the opinions of parents and aim to have a pathway of open communication. There is also the opportunity for the parents to stay and play during the session.</p> <p>Home visits are not standard but can be offered where there are specific / complex needs to be discussed.</p>
<p>14)Who can I contact for further information?</p>	<p>There is a Tringham Pre-school website with all the contact information you may require. This can be found at: http://www.tringham-preschool.org/</p> <p>The Pre-school telephone is 07906527870 (term time)</p> <p>More information can also be obtained through the Early Years and Childcare service or Family Information Service.</p>