

## Local Offer

### FREQUENTLY ASKED QUESTIONS

***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 (SEN)?***

At Trull Saplings Preschool, we observe and record the children's progress using the Tapestry online learning journal. From this, we can ascertain their areas of strength and any areas of need. Children are then given the appropriate help and support.

If a parent/carer believes their child may have special educational needs, they should raise this with their child's Key Person who will refer them to the Preschool's Special Educational Needs Coordinator (SENCo).

***How will the setting support my child and how will the curriculum be matched to my child's needs?***

The child's designated Key Person will oversee and plan for the child's learning alongside, and with support from, the Preschool's SENCo. If necessary, a 1:1 Learning Support Assistant will be assigned.

The Preschool follows the Early Years Foundation Stage (EYFS) 2017 curriculum and recognises that every child is an individual and requires different levels of support to achieve their potential. Each child receives individual planning from their Key Person and in the case of children with special educational needs, additional planning with support from the SENCo. This will be explained to parents/carers by the child's Key Person and the SENCo.

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

Time will be made available at the beginning and end of each session to discuss any immediate concerns. Further appointments can be made to speak with your child's Key Person or the SENCo as necessary. We also offer set parent meetings throughout the year, which are used to discuss each child's progress.

Your child's Key Person will keep detailed development records based on regular observations and assessments to ascertain their progress. You will be given an individual password for the Tapestry learning journal, on which you can view your child's progress and see pictures of them as they learn; this is a great way of finding ideas of activities to repeat at home. Parents/carers are also encouraged to add their own observations to Tapestry, therefore giving us a whole view of the child which we then use when planning for each child.

Suggestions of how you can support your child at home will also be written on your child's Next Steps forms which will be completed by your child's Key Person.

***What support will there be for my child's overall wellbeing?***

The Preschool follows a Settling in Policy to ensure every child feels safe, stimulated and happy, and to feel secure and comfortable with staff. A Key Person is allocated to each child to welcome the child daily and to work closely with the child to create a bond.

Staff will help children with any medical needs and social support as necessary. For children who are identified as having SEN and disabilities this may be on a 1:1 basis if appropriate.

The Preschool manages the administration of medicines as detailed by the parents/carers and accompanying notes from an appropriate medical professional. We will ensure that parents have completed the setting's Medication Record Book. It may be necessary for a Medical Care Plan to be completed for any regular medication, prior to the child attending Preschool.

The Preschool recognises the importance of Personal, Social and Emotional development. Staff therefore help children to develop a positive sense of themselves and others; to form positive relationships, and to have confidence in their own abilities.

***How will the Preschool ensure they take account of my child's views as appropriate?***

Staff encourage all children to communicate their thoughts and needs, ideas and views, through verbal and non-verbal communication. These are recorded in an 'Interests Book' which is then referred to in our planning meetings to ensure we are including the children's interests into our provision.

Staff receive Somerset Total Communication (STC) training and regularly use this to support communication with the children. This includes using signing alongside verbalisation and facial expressions, and visual aids such as photos, symbols and objects.

***What training have staff supporting children with SEN and disabilities had?***

Staff are trained in STC as mentioned above. Additional training is provided to meet a child's specific needs, as appropriate. The SENCo attends regular training and workshops to ensure best practice is met.

***How will my child be included in activities outside the setting, including trips?***

The Preschool ensures that all activities outside of the setting are accessible to every child. Possible trips may include a visit to Trull Park or Trull School. All journeys and access will be individually risk assessed and activities will be thoroughly planned to ensure inclusion for all children.

***How accessible is the setting environment?***

There is wheelchair access via the main door and a disabled toilet available. There is also a lift to the second floor.

Where English is an additional language, the Preschool will endeavour to arrange for a translator to aid discussions and through the support of Somerset County Council's translation service, will arrange for any necessary paperwork to be translated.

***How will the setting prepare and support my child to –***

• ***Join the setting?***

The Preschool offers settling in sessions for children and their families to visit and meet the staff and provides every child with their own Key Person.

• ***Transfer to a new setting?***

The Preschool will ensure any move is supported with transfer information.

• ***Move on to school?***

The Preschool has strong links to the local primary schools and the transfer would be supported with a School Transfer Meeting.

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

If you wish to discuss your child's needs with a member of staff, the first point of contact is their Key Person. Alternatively, you may wish to speak with the Preschool SENCo, Ruth Hartley, or the Preschool Supervisor, Joanna Pollard.

Our main telephone/mobile number is **07577 777323** or alternatively contact us via email on **info@trullpreschool.co.uk**.