

SEND Information Report

Provider Name	St James' Pre-school (Petts Wood)
EY Number	EY476213
Address	St James' Preschool, Church Hall, Lakeswood Road, Petts Wood, Orpington, BR5 1BJ
Email	stjamespreschool@live.co.uk
Telephone	07815464837
Name of SENCO	Sarah Lockwood

Confirmation that parents and other people working with the setting have been involved with the writing of this document.

YES/ NO

1. How will the settling help my child to settle in?

1. All children will receive the opportunity to visit the preschool.
2. We may seek specialist training and advice from other professionals involved, as necessary.
3. Settling in – Our key person system helps the children to settle and form secure attachments within the setting. We provide a differentiated curriculum so that children have access to activities and resources tailored to their abilities, needs, and interests. Our settling in process can be flexible e.g. for some children a graduated introduction is offered – building up hours / sessions as necessary.

2. What is the setting's approach to supporting different children's needs and how will that help my child?

Our pre-school seeks to include and value each child, as an individual, and to provide a warm welcome and appropriate learning opportunities for all children, whatever their needs, giving extra support where necessary. Our desire is to create a socially inclusive community within our setting.

We are committed to the inclusion of all children so that they can access the curriculum as fully as possible at a level which recognises their skills, interests and abilities, and so they are able to learn and develop their individual potential within a safe, caring and stimulating environment without discrimination. We aim for a holistic approach for all the children so that all aspects of their lives are valued including family, wellbeing, personal needs, education and care.

1. We gather information prior to start and planning takes into consideration the abilities and needs of each individual child.
2. Keypersons observe and plan for the children's next steps.
3. Your child's care and education will be overseen by Leader / Deputy and SENCO, planning jointly with the keyperson.
4. All staff in setting, including the key person, work with the child.
5. Meeting children's needs happens on an individual basis and will be discussed prior to a child starting with leader (SENCO) and deputy.
6. In some cases, a child may be offered additional support following assessment by the Early Years SEN Advisory Team based on their needs and available funding.

3. Who can I contact for further information within the setting?

1. Jean Smith-Leader/Sarah Lockwood- SENCO can give advice if you are considering sending your child to St James' Preschool.
2. Keyperson / Inclusion worker / SENCO can be first point of contact if you want to discuss something once your child has started.
3. All pre-school staff are involved in your child's education.

4. How accessible are the settings indoor and outdoor environments?

1. Our main entrance has a level surface and there are four steps down to the outside area from our small hall. There is a side entrance to the outside area that could also be utilised if necessary.
2. Indoor activities / resources are available to children both on floor mats and at low tables.
3. It is advisable that parents visit the setting to see the physical environment and experience the ethos of the group to ensure that they feel it is suitable for their child before applying for a place.
4. Parents can register interest by contacting by email to request a waiting list application form. Please give more detailed details of your child's individual needs on application so that we can plan ahead.
5. Visual strategies for communication are in general use in the setting using objects of reference, widgets, visual timetables, now and next / choice boards, timers etc. These are useful for all children but those with English as an Additional language (EAL) as well as those with speech, language and communication needs particularly benefit.
6. Specialist Equipment may need to be sought and we can seek advice from other professionals and invite them to visit e.g. physiotherapy service, Sensory support service to make reasonable adjustments as advised.
7. The accessible toilet is used as a designated area for nappy changing. Toilets are adult sized but trainer toilet seats supplement fixed facilities.
8. We may be able to purchase extra equipment / resources using the Disability Access fund for Children in receipt of Disability Living Allowance.

5. What specialist services and expertise are available at or accessed by the setting?

1. Our setting has worked with a wide range of other professionals / services including EY SEN Advisory team, Physiotherapy and Occupational therapy services, Sensory support teams – both hearing and vision, Portage, Speech and language therapy service (both for communication and specialist feeding advice), Health visitors, Paediatricians, Educational Psychology service and Bromley Children Project.

6. How does the setting know if children need extra help?

1. Children are observed on a regular basis and their progress reviewed through a 6-week check after settling in.
2. Any concerns are communicated to the SENCO and extra observations may be carried out.
3. All parents are invited to attend a meeting to discuss their child's progress following settling in and there is opportunity to discuss any concerns raised and what the next steps might be.
4. The key person and SENCO work together and a SEND support plan (IEP) drawn up in consultation with the parents. We aim that this should be a very child centred, friendly and supportive experience that focuses on the child's strengths, skills interests first and goes on to consider what areas they need help with both at home and in the setting, thereafter setting targets.
5. If necessary, referrals can be made to other services e.g. Speech and Language Therapy.
6. Any concerns which arise after the initial settling period can be addressed in a similar way.

7. How will I be involved in my child's learning and overall wellbeing?

1. All referrals and SEND plans (IEPs) are co-produced by parents and SENCO and keyperson / SENIF worker.
2. Keypersons / Inclusion workers offer daily personal contact opportunities with parents / carers. Parents may also be offered information about planning so they can prepare their children for the forthcoming day / week.
3. SEND Support plans are drawn up, advice from other professionals as well as what parents and carers agree they would like to do at home.
4. The setting displays a "What We Did Today" which informs parents and carers about some of the activities on a daily basis. There is also a closed parent's Facebook page where this information is disseminated in addition to newsletters.

8. What training and experience have staff had in supporting children with SEND?

1. The leader and staff have supported children with a range of additional needs within the setting. Over the years these have included children with Social Communication needs, speech and language delay, hearing impairment, physical disabilities, global developmental delay and diabetes.

9. How will the setting support my child at times of change, for example moving rooms or age groups, to a new setting or onto school?

1. We have facilitated Transition meetings both for children with EHC plans and those whose needs fall below this threshold.
2. Teachers and SENCOs from local schools are invited to visit children in the setting who will be transitioning to their school and this gives opportunities to share practical information that may not appear on a plan.
3. We have supported and accompanied children to attend their taster sessions at school if necessary.

Feedback from parents and carers:

Provider Response to feedback:

Date published: 01/10/2019

Date of next review: October 2020

Bromley Local Offer: a source of information and advice to help support children and young people with disabilities or learning needs and their families

<https://bromley.mylifeportal.co.uk/localoffer/>