

## Early Years Offer

Name of setting: Bright Comets Day Nursery

Ofsted number: EY436935

***The aim of our Local Offer is to provide families with information about additional services available to support disabled children and children with Special Educational Needs (SEN).***

Bright Comets Day Nursery is a private Day Nursery situated in Hatfield, Hertfordshire, we are post graduate led and rated GOOD by Ofsted.

We are registered to provide care for up to 120 children , the nursery is separated into five rooms with the following age groups: -

Farmyard (3months - 18months)

Seaside (18months - 2years)

Meadow (2-3 years)

Arctic (3 - rising 4 years)

Safari - Pre-School (Rising 4 - rising 5yrs)

- 1. 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?**

At Bright Comets Day Nursery all staff members are highly experienced, qualified and dedicated childcare practitioners who are all very welcoming and friendly. The nursery has two named SENCO's who have undertaken specific training and attend regular cluster meetings in order to provide early support ensuring that no group or individual child is disadvantaged and can make the best possible progress in their learning and

development. One SENCO is supernumerary enabling time for them to go into the rooms for any additional support needed as well as ensuring one: one sessions are given to support children with IEP's in place The named SENCO's are supported by the settings manager along with the rest of the staff team who have attended in house basic SEN training.

When joining the nursery every child is allocated a key person who will work closely with the parents to get to know the child. We follow the Early Years Foundation Stage Curriculum ensuring, staff regularly observe and listen to children in order to support their well being and plan daily learning opportunities and activities that are based upon their interests. All practitioners demonstrate sound knowledge of the EYFS and child development and are able to monitor children closely noting their developmental starting points, strengths and areas for improvement. If a member of staff is concerned about a child's development then this is discussed with one of the settings SENCO's and then concerns are shared with the parents.

At Bright Comets Day Nursery, all parents are welcome to speak to any of our staff if you have concerns about your child. We feel all of our staff team are friendly, well mannered and approachable and operate an open door policy encouraging parents to talk to us regarding their child when they feel they want to. We have several quiet rooms and an office if parents would like to discuss things confidentially and calmly away from the children. As well as this, we also have parents evenings once a year where parents are given the opportunity to look at their child's learning journal and the key worker and parent will talk in depth about the child's development. Parents have open access to their child's learning journal and can request a meeting with their child's key worker at any point throughout the year.

If your child has an identified special need before joining our setting, Janine will work closely with you to monitor and review your child's development and will work closely with any other professionals involved to ensure the best support is in place for your child before they start and during their time here.

## **2. How will the setting staff support my child?**

We have two members of staff, Janine Wood has undertaken the specialist SENCo training and has a range of experience working with children with different needs. The SENCos will work closely with parents to ensure they feel supported and kept closely involved at all stages.

As part of our robust induction for all staff we have in place a SEN induction sheet, this is read and signed by all members of staff on their induction. The induction sheet contains various information such as, identifying the settings SENCO's and Inclusion Development Officer. It also states the procedure staff should follow if they are concerned about a child, how we support every child through the use of visuals and signing and lastly, where they can seek further information.

In addition to this, all staff have undertaken stages 1 and 2 certified Makaton Training and use this throughout their daily practice to aid all children's language and communication. Makaton helps us to remove the communication barriers and supports children with not only learning difficulties and disabilities, but also children who attend the nursery with English as an additional language.

At Bright Comets we feel the key person approach enables us to observe and assess children's individual learning and development and plan to meet their individual needs. Their developmental progress is reviewed at the end of each term and copies of these are sent home to the parents.

As well as this, the settings SENCO's are positive role models to all staff and each staff meeting will discuss with the team any issues or questions they have with regards to SEN thus providing support and strategies to the team. They also ensure the staff are aware of the importance of accurate Observation, Planning and Assessment to guarantee a clear picture of each child's learning and development.

### **3. How will I know how my child is doing?**

At Bright Comets Day Nursery parents are given written feedback on a daily basis via a communication diary, this contains information about what the child has done throughout the day as well as how well they have eaten and their toileting, the information written in their diaries is verbally discussed in more detail when parents collect.

Parents are given many opportunities to discuss their child's development through informal conversations in person, via e-mail or telephone and are also given opportunities to have formal meetings when required. We offer parents evenings with the key person once a year and with children whom have additional needs we regularly arrange review meetings with the parents to discuss their child's development.

We also have regular stay and play mornings and party afternoons for celebrations which parents are invited too, we encourage them to be involved in the setting and also feel that these events provide parents the opportunity to see what their child does at nursery and the activities that are provided.

#### **4. How will the learning and development provision be matched to my child's needs?**

Through observation and assessment we feel we know the children very well at Bright Comets and ensure we plan fun, stimulating activities that are differentiated for each child. The provision is planned and tailored to meet the needs of all children ensuring their development is supported and extended.

We are an inclusive nursery and provide a range of age appropriate resources which can be accessed by all rooms.

We carry out initial home visits for all children enabling us to observe the children in their home environment and familiarise ourselves with their likes/dislikes and ability. In the past where other professionals are involved we have also done joint home visits for the children ensuring we are aware of the activities and strategies used at home and by other professionals enabling us to implement them in the setting and role model to other staff, we feel this enables the children to have a happy experience at nursery that benefits them helping them to achieve their full potential.

As well as this, we work closely with multi agency teams and have effective communication and information sharing so that we can guarantee we are supporting the children.

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

Although the rooms within the nursery are categorised by age we follow a flexible approach ensuring all children can be moved to the next group earlier or later dependent on their individual needs, development and abilities. We have written and visual routines in place giving the children clear structure and routine and these are also adapted when needed.

We have a wide range of resources and equipment, this includes a milk kitchen where bottles can be made and sterilised as well as, having nappy changing facilities, potties, small toilets and wash basins available throughout the nursery this encourages their independence and self care.

We work closely with other professionals including, health visitors, community nursery nurses and our local children's centre to ensure children are supported in all areas of their development. We feel that working closely with other professionals enables us to provide additional support and information to staff and parents ensuring all people involved follow the same strategies ensuring consistency for the child.

The nursery also closes for three separate training days throughout the year, to ensure the staff are up to date with relevant training, during these training days we do various training dependant on the needs and wants of the nursery staff and children. Some of our training days have previously consisted of; behaviour management, makaton, English as an additional language and how to support children with SEN.

## **6. What specialist services and expertise are available at or accessed by the setting?**

The nursery works as part of a multi agency team having made links with services available to share and gain knowledge and experiences with other professionals and support the setting, children and their families.

We offer home visits to all children at the setting and parents are made aware that we are here to support the family and not just the child ensuring that we build positive trusting relationships with all families. We also have many information books and leaflets available for parents on display in our reception area containing various information such as, how to create a supportive learning environment and what additional support is accessible for children with SEN. We also work closely with our local

children's centre and ensure any new starters at the nursery are made aware of the services they have to offer and often signpost all families.

Advice and support from our local Inclusion Development Officer is regularly gained, enabling us to constantly review and reflect on our practice and improve our services. An example of this, is carrying out home visits for new children along with children who may require further support in order to gain a sound knowledge of the children's home life and environment.

### **7. What training and/or experience do the staff, supporting children with SEND, have?**

The manager has attended early support training, building upon their knowledge and understanding of this process through implementing it into practice and under taking the role of the lead professional during team around the family meetings.

All staff have undertaken stages 1 and 2 certified Makaton Training and use this throughout their daily practice to aid all children's language and communication. Makaton help us to remove the communication barriers and supports children with not only learning difficulties and disabilities, but also children who attend the nursery with English as an additional language.

The nursery displays many visual prompts to support practitioner's interactions with children, as well as ensuring all staff use visual aids for children and visual time tables to support those with English as an additional language together with children who may have delayed speech

The designated SENCO's for the nursery have a range of qualifications from Level 3 in Early Years to a Level 5 Foundation Degree in Early Years. As well as having various experiences that includes working with children with IDIC 15, Down Syndrome and Autism.

### **8. How will my child be included in activities outside the setting?**

On occasions the children at Bright Comets will go on outings outside of

the setting, these are usually short walks around the local area to places such as, the nature reserve or the park.

Before any children are taken on outings risk assessments are carried out and all risks are minimised ensuring the environment is accessible and safe for all children.

We have a large six seater push chair as well as two double buggies that can be used for children who may not be able to walk or for children whom struggle to walk for long periods of time. As well as this, our staff: children ratios are reduced when outside the building ensuring adequate supervision and if needed additional staff will go.

#### **9. How will I be involved in discussions about and planning for my child's learning and development?**

The nursery is committed to ensuring effective information sharing between parents and other relevant agencies in order to support the development of the child involved. This information is shared on a need to know basis, adhering to data protection and confidentiality regulations at all times and will be discussed with the parents before information is shared.

Parents are invited for regular meetings to discuss the child's development and their individual needs and strategies are shared. Copies of IEP's and IAELDS are shared with parents and their input is welcomed.

#### **10. How accessible is the building / environment?**

At Bright Comets Day Nursery we have created an environment in which all children feel welcome, safe and inspired. We have bright, spacious and stimulating rooms for the children to spend their time in and provide a wide range of educational, exciting and fun activities for the children to participate in no matter what their developmental stage. The nursery is situated on one level, with wide door ways in order to accommodate wheel chair users and has free flowing access to a large outdoor play area.

Each room has a cosy/quiet area for children and we also have a large

sensory room with a range of resources.

**11. How will the setting prepare and support my child with transitions between home, settings and school?**

At Bright Comets we feel it is important to support all children throughout every transition. We have recently introduced home visits as part of our transition procedure and have found these are very beneficial to get an insight into the child's background and family life. We have also found this is a good opportunity to begin building a partnership with the child's parents.

Upon receipt of a new child registering to start at the setting the management team arrange home visits with the parents and also two separate settling in sessions at the setting. We have in place a home visit form that the key person and a senior member of staff will take along to the home visit with them. The home visit form asks the parents various questions about the child, their development, their likes, dislikes and routine as well as observing the child in their home environment.

It is then the key workers responsibility to plan activities that the child may enjoy when they start based on their findings form the home visit. Continual observations on the child will be made throughout the first few weeks of them attending the setting and the key person will work closely with the parents to ensure they are settling.

In addition to this, if a child has previously attended a setting we ask the parents if they have the learning journal for us to look at and if need be seek permission to contact the previous setting to discuss the child's starting points and next steps.

We also have photo books between rooms to support the transition process including, photos of the staff, the areas in the room and the resources in order to familiarise them with this before moving into the next room.

As we have found these photo books beneficial for the children we have now started to visit the primary schools before the children leave the nursery and take photos of the school grounds, the child's room and also the new teacher to have as photo books in the nursery to support them in their transition procedure from nursery to school.



We value communication and find that with every transition a thorough discussion about that child should be given therefore, we have key worker move up meetings, the parents have move up meetings with the new key person.

The year before the children leave the nursery to attend schools we carry out various activities for them to do to prepare them for this change.

We lease closely with the schools encouraging them where possible to visit the nursery or provide photos of the new setting as well as writing pre-school reports giving them an overview of each child's individual development and needs.

**12. How will [the setting's] resources be used to support children's special educational needs?**

At Bright Comets Day Nursery we have a large variety of different resources. The resources available are appropriate for ages 3months - 5 years and the variety covers each child's area for learning as outlined by the EYFS. Although each room has their own age appropriate resources these resources can be shared between rooms.

In the past when needed additional resources have been purchased to support children such as, large easi-grip scissors, chunky crayons, sand timers and sensory toys.

**13. Who can I contact for further information about the early years offer in the setting?**

Janine Wood - Nursery Manager and Setting SENCO

For further information on the local authority's Local Offer of service and provision for children with special educational needs and disability go to [www.hertsdirect.org/localoffer](http://www.hertsdirect.org/localoffer)