**Early Years Offer**

**Name of setting Tilehouse Street Pre-school Ofsted number EY274596**

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?**

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| At Tilehouse Street Pre-school you are always welcome to speak to any of our team if you have any concerns about your child’s learning and development. In the first instance please do contact our Manager, Mr Chris Roblett.  Your child’s key person will work with both Mr Chris Roblett and your family to continually monitor and review your child’s development and progress to ensure that your child will be able to meet the desired outcomes in line with the Early Years Foundation Stage (EYFS) framework.  Our SENCo, Mr Chris Roblett with the support of your child’s key person will liaise with other professionals such as the health visitor, speech and language therapists, educational psychologists and other healthcare professionals to ensure that your child is given the best educational opportunities and care.  If your child has an identified special need before starting with us, Mr Chris Roblett (Manager and SENCo) will discuss with you your particular needs and concerns. We will try to ensure that staff have or will receive appropriate training, and take into consideration such requests as classroom organisation, special equipment, etc. |

1. **How will the setting staff support my child?**

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| Chris (SENCO) has wide and varied experience in working with families and children with a variety of different needs for over twenty years within early years, training and management. He will ensure that you and your key person works closely with you and your family involving you at all stages of your child’s progress and development.  Should more targeted support be needed, agreed strategies which focus on goals and outcomes for your child will be put into place using Learning Support Plans and will be reviewed regularly.  Your key person will develop a strong bond with you and your child. We do offer home visits on request; and we will work with you to ensure your child is happy and settled at our Pre-school and Nursery. |

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

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| Your key person will feed back to you generally on a daily basis through discussion or on Famly app on your child’s day. However, you are always welcome to discuss your child’s progress in depth at a mutually agreed time. We also hold regular parent’s evenings where you will have an opportunity to share your child’s learning with their key person. Your child’s learning and development will always be made available to you through the Famly app and for you to be able to be a part of being involved with the tracking of their learning and development. We do though understand and appreciate the importance of face-face contact so please do speak with Chris or your child’s key person to arrange a mutually convenient time to meet.  ‘Stay and Play’ sessions are offered which gives you the opportunity to view the activities we offer your child and to see how your child is engaging in the Pre-school and Nursery environment. |

1. **How will the learning and development provision be matched to my child’s needs?**

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| In line with the Early Years Foundation Stage we will observe and assess your child and then plan their learning and development provision around our observations which will be regularly reviewed.  Strong relationships built with your child and their family helps us have a better understanding of their needs.  An outside professional may come in to observe or alternatively they may forward us reports and strategies to be used should you have visited them outside of our preschool.  Chris (SENCo) will ensure relevant training/information is accessed for all staff where possible to help support your child’s learning and development. |

1. **What support will there be for my child’s overall wellbeing?**

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| We will support you and your child with toilet training, gaining independence and any issues you may have regarding eating, sleeping, behaviour, etc.  At our Preschool and Nursery we value a small, caring environment and all children and our staff are encouraged to help and respect each other.  If your child has any specific medical needs our staff will undergo any necessary training, e.g. epi pen training, replacing breathing tubes, etc and we will administer any medication prescribed by a hospital paediatrician or GP.  We have a behaviour management policy which outlines the procedures used at pre-school, however if specialist help is required to manage behaviour we can request the support of the Inclusion Development Officer employed by the local authority. Staff have attended behavioural courses both in person and online and are up to date with relevant knowledge and training and supports the staff and families in any behaviour issues we may encounter.  Whilst unwanted behaviour is part of young children’s development, as staff we have a positive approach and work closely with you to put strategies in place to support your child’s positive behaviour. |

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

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| Mr Chris Roblett has many years’ experience working across various Boroughs with regards to supporting children’s individual needs and their progress.  As a setting we have the opportunity to use sign language to support all children in their language and communication, with Mrs Jan Perricone holding a Level 1 British Sign Language qualification.  We have excellent links with our local Famly Centre in Hitchin, and we work closely with our Integrated services for learning team. (ISL)  We have strong relationships with the local nurseries and schools that our children may be moving on to, with teachers from those settings visiting the setting prior to leaving to ensure a smooth transition. |

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

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| Chris receives frequent training and updates and reading around SEND training in Hertfordshire which is brought back to the setting and delivered to all staff where needed.  Staff have an awareness of supporting children with SEND, liaising closely with Chris (SENCo) and yourself to support a variety of needs. All staff have been trained in basic sign language which is used alongside other tools such as signs and symbols to support individual children. |

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

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| We will discuss your child’s needs with you to ensure they can be safely included, with a full risk assessment being carried out. Whilst you may not be required to accompany your child, we do ask for parental help on outings to ensure safe ratios of children to adults. However, if you are unsure about your child joining us on an outing without your presence, you are very welcome to act as a parent helper on the day. |

1. **How will I be involved in discussions about and planning for my child’s learning and development?**

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| Your child’s key person and Chris (SENCo) will be available to discuss your child’s needs, however it may be necessary to arrange a mutually convenient time for a meeting.  Parental consent is always obtained before we refer to any outside agencies.  Where Team Around the Family meetings are carried out we will aim to accommodate times and places for meetings to suit your needs.  If outside professionals come in to see your child we will try to organise a meeting at the end of that visit for a brief discussion. If this is not possible any reports are always copied and forwarded to you. |

1. **How accessible is the building / environment?**

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| We have access to all areas of the setting via a ramp.  Our pre-school toilets are accessible, with use of a disabled toilet with wheelchair access within the building.  Our outdoor area is on one level, partly decked and part with faux grass.  There is access to the hall and resources available where your child will have the opportunity to develop their physical skills. |

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

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| We offer home visits prior to starting if required so staff can meet with you and your child in your home environment. If necessary a health care plan is completed and signed off at this meeting.  Induction sessions will be organised for you and your child to attend prior to their start date.  If your child receives care from any other setting, eg a childminder or other nursery, we will liaise with them to share information.  When your child is due to leave us, we arrange with the nursery or school to visit your child here at the setting to discuss their development and progress alongside your child’s key person and Chris (SENCo) |

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

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| All toys and equipment are age and stage appropriate and can be made accessible. We will seek to borrow specific equipment needed for specific needs.  The Pre-school and Nursery has a high staff/child ratio, so your child will receive plenty of adult support. We are an inclusive, communication friendly setting, offering a range of resources/strategies such as visual timetables/what next to support children with a range of needs. |

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

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| Mr. Chris Roblett (Manager & SENCo)  Tilehouse Street Pre-school  Tilehouse Street Baptist Church  Upper Tilehouse Street  Hitchin  Herts SG5 2EE  01462 441440  Email : manager@tilehousepreschoolandnursery.org.uk |

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| 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 |