



## Local Offer

At Kingfisher Preschool we are committed to providing a positive learning environment which is warm and caring and supports and celebrates every child's achievement by meeting their individual needs.

### How does Kingfisher Preschool know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?

We are a friendly preschool with experienced and dedicated staff. We take every opportunity to find out more about your child and their needs through engaging with them in play based activities.

Your child will have a dedicated key worker who spends a large amount of time with them. As this is the person who spends most time with your child, they will probably be the person who may identify if they feel your child might need extra support. If you identify that your child may have an additional need, talking to their key worker is the best place to start to see if we have noticed any of your concerns too. You can talk to your child's key worker at any time if you have any concerns.

### How will Kingfisher Preschool staff support my child?

Many of our staff are level 3 Early Years Practitioners who have a wealth of knowledge and experience in supporting children with a variety of additional needs. We are continually attending training to keep our knowledge base updated and relevant. We have an Inclusion Manager which is **Stacey Martin (Deputy Supervisor)** who takes charge of supporting all children with additional needs. She, along with your child's key worker will ensure that the right support is put in place to enable your child to reach their potential. This will be in the form of writing half termly next steps and if needed individual learning and play plans. Your child's progress is reviewed each half term during half termly SEND (special educational needs and disability) meetings with **Gemma Peck (Manager), Denise Packham (Supervisor) and Stacey Martin (INCO and Deputy Supervisor)**. On deciding paths forward we will relay information to all staff during our weekly team meetings so all staff are aware of how we

are supporting your child. We will ensure keep you, the parents and carers informed of all our plans. If needed we will draw on the resources of other professionals to support your child.

### **How will the curriculum be matched to your child's needs?**

Our playroom, the learning environment is set up so all children can access it through free flow play. Through your child's next steps plan and individual play plan we will ensure that the environment is both stimulating, and manageable as well as providing opportunities for development to promote progression. Support will be given from your child's key worker, and the Inclusion Manager in small groups or on a one to one basis where needed.

### **How will both Kingfisher and I know how my child is doing, and how will you help me support my child's learning?**

On a daily basis your child's key worker will be continually watching and observing your child to see how they are getting on. We will talk to you constantly, giving you small daily pieces of information about your child.

On a more formal basis, we will review your child's progress every half termly. We will write new next step plans and play plans half termly after reviewing the progress of your child. We will share both the next steps and your play plan with you inviting you to be part of the process.

We have a number of incentives at Kingfisher Preschool to help you support your child's learning at home. We have our Kingfisher Library where your child can daily choose a book to take home and share with you. We also have our Toy Chest Club, where once joined you can borrow a range of games, toys, puppets and dressing up to encourage cooperative play together at home. If you need more specialist help and support with your child's learning at home we will be able to signpost you to the correct agencies that may be able to assist you in that area.

### **What support will there be at Kingfisher Preschool for my child's overall wellbeing?**

At Kingfisher Preschool we realise that not only do we need to provide for your child's academic learning but also for their emotional health and wellbeing. Your child's key worker plays a vital role in achieving this, as they will develop a strong bond with your child ensuring they feel secure in our environment. We create a calm and nurturing setting where your child will feel safe to explore and make mistakes in a non-judgemental environment. Our Health and Safety policy sets out all the health and safety requirements needed to ensure your child is safe, and all our staff are paediatric first aid trained.

### **What specialist services and expertise are available or assessed at Kingfisher Preschool?**

Kingfisher Preschool is not a specialist preschool, but we do have many expertise's that enable us to provide support for children with additional needs. Our Manager is a qualified Early Years Teacher with over 12 years' experience, and her knowledge is passed onto staff through conversations and training. In the past we have successfully supported children on the autistic spectrum, those with speech and language delays, those with English as an additional language, those with a hearing loss and communication difficulties.

### **What training are the staff, supporting children with SEND, had or are having?**

We are a setting that attends training, so any area that we are not so proficient in we will try to equip ourselves with the knowledge to be able to provide the optimum early years education possible. Recently staff have received training in supporting children on the autistic spectrum, speech and language delay and supporting EAL children. Training that staff go on is cascaded to all staff during weekly staff meeting time and the impact that has on us as a setting. The Inclusion Manager goes to termly SENCO network meetings run by the county councils early years advisors. This provides us with up to date relevant SEND information which is again cascaded to all staff.

### **How will my child be included in activities outside Kingfisher Preschool setting including trips?**

At Kingfisher Preschool we are inclusive of all children and will ensure that every child, not matter what extra support was needed, would be able to access regular or one off trips. All trips are risk assessed so following this we would put in place the support needed to ensure trips are accessed and safe for all. In local trips we have a high adult to child ratio 1:2 but would increase it to a 1:1 ratio if needed.

### **How accessible is the environment at Kingfisher Preschool both indoors and outdoors?**

Kingfisher Preschool is housed in a large church hall and is on one level with access to an outdoor area. The door into the hall and outdoor area is wide enough for wheelchair access. There are 2 toilets which are on the ground floor. One toilet is a disabled toilet with wheelchair access and side hand bars. All our equipment is movable therefore allowing us to change the layout to meet specific needs when required. Daily risk assessment both inside and outside is carried out to ensure the environment is safe and suitable for all children.

## **How will Kingfisher Preschool prepare and support my child transition into the setting and transfer to school?**

As the parent or carer of your child you will know them best. Therefore you will know how well you think they are going to transition into our setting. Because of this we will be guided by your thoughts. However, we have a transition routine that we have found helps children and we can follow this if you think it will be best for the child.

1. We will give you a 'Welcome to Kingfisher's Preschool' Book. This is a photo book depicting all the different activities that your child will do at preschool. You can share this with them before coming so they get used to the environment and activities they will be taking part in.
2. 2 weeks before they are going to start fully at preschool we will invite you and your child in for a stay and play session. This normally lasts about an hour and you stay with your child while they play. During this you will be introduced to your child's key worker and they will spend time engaging and getting to know you both.
3. 1 week before we will invite your child in for another stay and play session. If it feels appropriate we would encourage you to go off for half an hour and get a cup of tea, then and return.
4. If the stay and play sessions run smoothly then we would encourage you to start your sessions in full. We will always keep you informed about how your child is doing. You can also ring us or text us as often as you need to find out how things are going. We realise this is a big step for you too!

Transitioning to 'big school' is a massive step in both you and your child's life. We spend an awful lot of time in the summer term talking about school, playing role play schools and reading books about school to get your child used to the concept of school. We will spend time helping your child to become as independent as possible in readiness for school. We will meet with your child's new teacher and additional adults involved in your child's care at school. This will enable them to get a clear picture about your child and any additional support needed. You are always welcome to be involved in these meetings. Many schools have their own stay and play sessions for new reception school and we encourage you to attend these. We have an excellent relationship with Broadwater C of E school so if your child is attending there in the September we take a trip to their Early Years dependent to help them get acquainted with the school environment.

## **How are the resources at Kingfisher Preschool allocated and matched to children's special educational needs?**

If we get SEND funding specifically for your child will we look at our resources and see what additional equipment we need to meet the needs of your child. If your child receives Early Years Pupil Premium funding, then again we will see what needs your child has and purchase resources especially suited to enhancing the development of your child. You are welcome to ask to find out where the funding for your child has been spent.

### **How is the decision made about what type and how much support my child will receive?**

The decisions about how much support your child receives will be a team effort always having the child at the centre of our discussions.

Initially we will talk together as a team and see if there are routines or procedures we can put in place at preschool that will support your child. We will always make you aware of these procedures and you are welcome to be a part of that discussion. We may try many different ways to support your child until we find what works best. We will produce an individual play plan (individual educational plan) and this will be formally reviewed each half term by your child's key worker, and then the management team.

If after putting measures into place we still feel we need additional support and advice then we may contact other agencies for assistance. We will always seek your permission to do this. Other agencies that we might get on contact with are:

- Health visitor
- Speech and language team
- Early Years Advisor
- MASH (multi agency safeguarding hub)

We will work together to find the best way forward to ensure your child has the correct level of help.

### **How are parents involved in the early years setting? How can I be involved?**

At Kingfisher Preschool we understand that parents and carers are your child's primary educators. You know your child, and we aim to work together with you to ensure your child has the best preschool experience. We have an open door policy, which means you are welcome to talk to us about any issues concerning your child at any point. Once a term we invite you in to look at your child's learning journal, but you can communicate with us at any point of the term.

There are different ways that you can be involved in your child's preschool education. You can support them in looking at your child's Next Steps and working on those with your child at home. By engaging in reading with your child at bedtime or other points of the day you are developing their desire to connect with books and text. Talking to your child too, even

about simple tasks like making a cup of tea, will help them to develop their speech and language skills.

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

Within preschool, the first port of call will normally be your child's key worker. They will be able to talk in depth with you about your child and any concerns that you have. If we or you feel more support is needed we will involve the Inclusion Manager (Stacey Martin) and then Supervisor (Denise Packham) and Manager (Gemma Peck). All of these members of staff can be contacted via preschool or using these contact details:

Kingfisher Preschool  
St Stephen's Café Church  
37 Angola Road  
Worthing  
West Sussex  
BN14 8DU

07873711076

[office@kingfisher-preschool.co.uk](mailto:office@kingfisher-preschool.co.uk)

[www.kingfisher-preschool.co.uk](http://www.kingfisher-preschool.co.uk)

For local information about services on offer you can visit a Children and Family Centre who will hold up to date information about services or will be able to signpost you for additional support.

The Wave Children and Family Centre  
Broadwater Baptist Church  
Dominion Road  
Worthing  
West Sussex  
BN14 8JL

[acd.the.wave.c&fc@westsussex.gov.uk](mailto:acd.the.wave.c&fc@westsussex.gov.uk)

01903 276869

For information about the Local Offer from West Sussex County Council visit their website:

<https://westsussex.local-offer.org/>

**Date:** 22<sup>nd</sup> September 2016

**Signed:**

**Kingfisher Preschool Manager**

**Review Date:** September 2017

**Staff Signatures:**

**I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.**

PRINTED NAME	POSITION	SETTING	SIGNATURE	DATE