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**SEN and Disability**

**Local offer**

**Parrock House Day Nursery**

**Parrock House caters for children for the age of 0-5years. We are registered for 50 children including 12 0-2 years.**

**We have two 0-2years rooms a 2-3 years room and 3-5years. The children are grouped generally by their age.**

**The staff all hold qualifications in early years childcare at level 3 and above**

**Manager Maureen Lynn**

**Deputy Managers Lisa Whittaker, Carla Dixon**

**Senior Practitioner 0-2years and SENCO Emma Jeffery**

**The building itself is very accessible and consists of a large detached house with its own private car park. All but one of the rooms are on the ground floor and access can be through patio doors.**

**We have a wheelchair accessible toilet.**

**Our information is always accessible to parent’s cares and staff. We have a brochure and regular newsletters, a website and notices. We are in contact on a daily basis with parents and carers. Our policies and procedures are readily available at all times. Any of our information can be adapted as necessary by converting to large print format, translations, signs and graphics.**

**The rooms are organised to be age appropriate for the children. We have pictures and lettering for the resources. The furniture is height adjustable and the resources are easily accessible to the children**

**The children have a Learning Journey file which is an ongoing record of their development and achievements.**

 **Each child has a Key Worker who tracks and monitors their progress.**

 **The learning journeys are reviewed every couple of months by a manager. We complete the 2 year check and a copy is given to parents.**

**We invite parents to discuss their child’s progress on a regular basis and to raise any concerns they may have regarding their child’s progress and development.**

**Any concerns are discussed with a manager who will then observe the child with their Key Worker.**

**We will consult with our SENCO and arrange an informal chat with the child’s parents.**

**We will then address the area/s of development which are causing concern by a targeted learning activity for the child. With the parents consent we will then contact our Inclusion Teacher and ask for a visit from them. The Inclusion Teacher will then consult with the parents and nursery staff as to the next steps for the child.**

**The teaching and learning in the nursery is led by the manager and deputy. The areas in the EYFS are covered by a mixture of Adult led Child Led Child initiated activities and predictable interests which are planned and enhanced by careful observation assessment and monitoring.**

**The two 0-2 rooms are set out with the 4 areas of Comfortable, Exploratory, Physical, Imaginary.**

**From the age of 2years the children access the 10 areas of permanent resources. The planning determines how the areas are enhanced.**

**Children’s progress is reviewed every 2 months by a manager and on daily basis by their Key worker. Parents are invited to discuss their child’s progress at a time that is best for them. We have found that this is usual at the times when parents come to collect their child at the end of sessions. We also carry out the 2 year checks and the transition assessment which is carried out just before the child goes to school.**

**The children’s learning and development is individually based around each child. If we have identified additional needs or difficulties then we would support the child with individual learning plans and target learning activities in consultation with parents and our inclusion teacher. Our SENCO would arrange meetings between parents inclusion teacher and any other external agencies that we as a team would hope to be of help to the particular child. The child’s progress would then be assessed and reviewed in the same way. We would adapt resources and the physical environment as appropriate. Draw up care plans and train staff as required**

**We would meet with parents and discuss the care plans and target learning activities and link activities to home with their help. We would advise parents of further help, advice, groups and other professionals who may be able to support them**

**We carefully monitor all the children in our care and we value their opinions and when possible speak to them to enable them to express their views. We feel that the PSED aspect is of paramount importance in a child’s development and once they are comfortable and their needs are met they are ready to learn, explore and progress.**

**Parents are encouraged to speak to their child’s Key worker regularly.The child’s learning journey is assessed by a manager at least every 2 months. We produce a short review of each child’s progress and we are now working on the idea attaching this to the parent’s newsletter as a matter of course. We speak to parents on a daily basis and if there are any concerns we would arrange a meeting between parents Staff Key worker and the SENCO**

**We carefully monitor a child’s progress through the tracking in their learning journey and by speaking to parents. We are always eager to discuss their child’s learning with parents and will follow their lead when planning for their activities.**

**In addition to the learning Journey we have a daily chatabout book for the younger children**

**Before a child joins the nursery we offer a taster session where the parent can stay with them for as long as they wish. We ask that the parent returns the All About Me Booklet that comes with our Settling In Pack. We talk to the child when possible and find out the likes and dislike their favourite and not so things.**

**We refer to our policy on Transitions so that each one a child makes can be a happy and secure time for them.**

**When they move from one room in the nursery to another we will arrange many visits with their key worker and the child is always free to return to their previous room if they wish for as long As it takes for them to feel comfortable in their new environment,**

**With children with additional need then this would be arranged depending on their individual difficulties as a child with ASD will have very different needs from a child who is physically disabled of visually impaired,. So again we would work very closely with parents.**

**Our planning for that child would be carefully monitored reviewed and taken to the next steps by the SENCO led team**

**Most of the staff have experience of dealing with children with SEND and have attended various external training covering different and varied educational needs**

**Training is always ongoing in the nursery and staff who have not yet accessed extra training are in line to do so. We have on the job and in house training and mentoring for staff who would be involved with children with additional needs**

**We have ongoing input from external professionals related to individual needs of children**

**The levels of staff qualifications are as follows**

**Manager Level 6 QTS EYPS**

**Deputy Level 5/6 BA**

**Deputy Level 4 Foundation Degree**

**Practitioners x 4 Working to Level 4 Foundation Early Years**

**Practitionersx2 Level 4 B Tech**

**Practitionersx5 Level 3 Childcare**

**We operate an open door policy and talk to parents and carers on a daily basis at arrival and departure times; we also encourage parents to arrange for a specific time when we can discuss their child’s progress with them.**

**The manager and deputies are always available if a parent has concerns**

**Other contact details are by daily diaries for 0-2years children or**

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[**www.parrockhousedaynursery.co.uk**](http://www.parrockhousedaynursery.co.uk) **and there is a direct contact link on the website**