



**SEN and Disability**

**Local Offer: Early Years Settings**

**Name Of Setting: Highfield Nursery School**

**SEN and DISABILITY**

**LOCAL OFFER**

**LO – HIGHFIELD NURSERY SCHOOL - 09160**

<b>Setting Name and Address</b>	Highfield Nursery School Wright Street Chorley PR6 0SL		<b>Telephone Number</b>	<b>01257 262556</b>
			<b>Website Address</b>	<a href="http://highfieldnurseryschoolchorley.co.uk/">http://highfieldnurseryschoolchorley.co.uk/</a>
<b>Does the settings specialise in meeting the needs of children with a particular type of SEN?</b>	<b>No</b>	<b>Yes</b>	<b>If yes, please give details:</b>	
	<b>No</b>			
<b>What age range of pupils does the setting cater for?</b>	<ol style="list-style-type: none"> <li>Nursery School is 2 – 4 years +.</li> <li>Nursery School Cool Kids Club i.e. Before and After School Club and Holiday Club.</li> </ol>			
<b>Name and contact details of your setting SENCO</b>	<a href="mailto:natalie@highfield-nur.lancs.sch.uk">natalie@highfield-nur.lancs.sch.uk</a>			

<b>Name of Person/Job Title</b>	<b>Natalie Buksh</b> <b>Assistant Headteacher</b>		
<b>Contact telephone number</b>	<b>01257 262556</b>	<b>Email</b>	<a href="mailto:admin@highfield-nur.lancs.sch.uk">admin@highfield-nur.lancs.sch.uk</a>

I confirm that our Local Offer has now been published on the setting website.

<b>Please give</b>	<a href="http://highfieldnurseryschoolchorley.co.uk/inclusion">http://highfieldnurseryschoolchorley.co.uk/inclusion</a>
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<b>the URL for the direct link to your Local Offer</b>			
<b>Name</b>	<b>Miss Natalie Buksh</b>	<b>Date</b>	<b>May 2017</b>

## **The Setting**

- Highfield Nursery School is a maintained Nursery School which was established in 1943.

### **Wrap Around Care**

- Nursery School Cool kids Club is managed by a HLTA Play worker and has a team of three full time, full year play workers.
- The setting provides wrap around care 7.30am – 6.00pm, 51 weeks of the year.
- Our Breakfast and After School Club (Cool Kids) caters for children up until 8 years of age.
- Our Lunch Club caters for children aged 2-4.

### **Our Nursery**

- We are led by a Head Teacher who manages the nursery school.
- We have two Nursery Classes called Sunbeam and Starlight.
- Each class is mixed ages 2-4 and we offer 52 part time places.
- Starlight has a fully qualified teacher who specialises in Early Years Education, an Early Years Teacher, two part time play workers and two part time level 3 teaching assistants
- Sunbeam has a fully qualified teacher who specialises in Early Years Education, one full time level 3 teaching assistant, two part time level 3 teaching assistants, one part time HLTA play worker, one part time play worker and one apprentice, who is currently studying for a level 3 qualification.
- The Nursery School Special Educational Needs Coordinator (SENCO) is currently the acting Deputy Head Teacher.

## Accessibility and Inclusion

### The Building

The nursery is housed in a purpose built single storey building.

- The corridors are illuminated by natural light, lighting in all rooms is diffused.
- Lancashire County Council provide Portable Appliance Testing for all electrical equipment on an annual basis.
- Electric circuits are tested 5-yearly to ensure that they are safe for use without the need for socket covers.
- The walls are painted cream. The skirting and ceilings are white.
- The floor is wood effect vinyl.
- Throughout the building, there are many double doors which enable access to main areas. The doors to rooms have view panels at the top and bottom. Doors to storage cupboards are secured with keys or bolts.
- The building is wheelchair accessible from all entrances/exits.
- Within the building, most areas are wheelchair accessible.
- Access to the Nursery Unit is controlled by Reception.
- Support is always available from Reception to support access to parts of the building.
- Highfield Nursery School provides storage both externally and internally for mobility aids and prams.

### Nursery Rooms Organisation

- Within the rooms furniture is arranged to create spaces using community play and cupboards. The furniture is not permanently set and could be rearranged in numerous ways to meet the needs of children.
- All resources are clearly labelled with a photo and the name of the object or using a silhouette of the shape of the object.
- We have sand and water trays that are on different levels and tuff trays that can be placed on the floor or a stand that is height adjustable.
- We access learning opportunities at many different levels including on the floor and on tables.

- We have tables and chairs at appropriate child height.
- Daily Risk Assessments take place indoors and where risks are identified these are either removed or reported to the Site Supervisor.

### **Outdoor Area**

- Our Outdoor area is completely secure.
- There are sloped areas alongside steps and a ramp.
- We have a two double doors that lead to outside with a step.
- We have two other single doors that have a ramp to allow access outside.
- Safety surfaces are provided on some of the tarmacked areas.
- We access learning opportunities at many different levels including on the floor.

### **Toilet Facilities**

- There are two wheelchair accessible toilets in the building. They have fitted handrails and emergency buzzers.
- These are adult facilities but they can be used for children if they are required. Changing arrangements are adapted to meet the needs of the child.
- The children's toilets include nappy disposal facilities which are emptied by a contracted supplier.

### **Information Sharing**

Our "Inclusion Vision" is embedded in our practice i.e.

- Individual needs that are 'additional to and/or different from' those of others are discussed on registration.
- We will endeavour to meet any needs sensitively, e.g. providing policies in large print, oral discussion or providing policies electronically.
- Within our nursery, we have several staff available for translation e.g. Polish, and Spanish.

## **Identification and Early Intervention**

- Our Inclusion Policy provides the context for supporting children through these 'Next Steps'. This is referred to as the "Graduated Response". Our Equality and Diversity Policy and Inclusion Policy are available upon request.

### **Role of SENCO**

- Parents can approach the SENCO at any time, to discuss their child's development.
- Children's assessments in nursery and any concerns from parents, help to identify any children with SEND.
- The SENCO is able to refer children on to other professionals who may be able to assist their child's development. This would be done through the use of a Common Assessment Framework (CAF) form. This process will ensure that parents are kept fully informed.
- As a setting we follow the 'Graduated Response' as stated in the Special educational needs and disability code of practice.
- The SENCO liaises regular with the teachers to discuss any concerns they or parents have regarding a child's development or specific needs. They will then decide the next steps based on the evidence from nursery and home.
- The SENCO supports the teachers in writing a 'Targeted Learning Plan's' and delivering the 'Learning Plan' to ensure the children are making progress. The 'Targeted Learning Plan' is shared and agreed with parents on a half termly basis.
- Should a child require additional support from the Inclusion and Disability Support Service (IDSS), then a request for guidance may be completed by the SENCO.
- We take advice from other professionals about how to support a child within our setting. Practitioners and other professionals work with parents to decide whether additional support is required.
- The SENCO will work with parents to compile an application for and Educational, health and Care Plan (EHCP) for children who have additional needs. This will include the completion of the 'all About Me' document, to support the child's application.
- Parents are informed, consulted and fully involved in all processes concerning their child.

## **Teaching and Learning Part 1 – Practitioners and Practice**

### **Nursery Setting**

- Send out termly newsletters that can be accessed via our website too.
- We have a social media page that keeps parents updated on events happening.

### **Practitioners**

- Follow the Early Years Foundation Stage Curriculum. Activities are planned according to children's interests and level of development. Focus on the Prime Areas of Learning and Development:

Communication and Language; physical Development and Personal, Social and Emotional Development takes priority for children for who this is appropriate.

- Plan to meet the child's needs, perhaps through adjusting styles of interaction, introducing new experiences, changing routines, or rearranging the environment.
- Share insights with parents, enabling them to work together with practitioners to support the child's learning.
- Share information with other settings the child may attend, so both partners can better meet the child's needs and support learning.
- Ensure that the environment and learning experiences are adapted to suit the needs of all children in each age phase. Practitioners differentiate the activities that they develop and the provision that is on offer in their rooms to meet the needs of the children in their group. For some children a greater level of differentiation is required.

#### **Children's progress is closely monitored within our Setting:**

- We use the Development Matters in the EYFS to assess where children are in their learning and to plan their next steps. We differentiate according to the needs of individual children.
- When all children start at Nursery, we complete a baseline assessment, in order to help us plan the next steps in their learning. We also use the advice given to us from the Child's 2 year check.
- All children will then have a summative assessment termly (Autumn, Spring and Summer). This information is analysed and used to support children's development and ensure they are making progress across all areas of learning. Support will be put in place for all children who require 'additional to' and/or 'different from'. (see role of SENCO in identification and Early intervention)
- Annotated observations of them in Nursery.
- Observations and comments from parents/family and friends.
- Track information about children's progress across the areas of learning and development within the Early Years Foundation Stage Guidance and their next steps, for two to three year olds we complete the '2-3 year development check'.
- Progress meetings take place twice a year.
- Learning journeys are online and available for the children to look at and are also accessible for parents at all times.

#### **Interventions**

- In our setting we use "Provision mapping" to identify ways in which we support all children in the Setting.
- Provision mapping identifies what we provide for all children (wave one) and children who require more



specialised or intensive intervention (wave two/three).

- Children at Wave 2 have access to many interventions. These include Targeted Learning Plans, Speech and Language Involvement plans set by a speech and language therapist (SALT) and programmes such as WellComm and Early Talk Boost.
- Children at Wave 2 may also have access to The Inclusion and Disability Support service (IDDS).
- Children at Wave 3 have additional access to a range of other professionals which may include SALT, an Educational Psychologist, a Physiotherapist and an Occupational Therapist.
- This support would then be reviewed to see what progress the child has made and whether or not additional steps need to be taken to support the child's progress and development further.

## Teaching and Learning Part 2 - Provision & Resources

### The Rooms:-

- There are blinds on all windows.
- The walls are painted in a pale colour with display boards mounted at adult height. The display boards are backed in colours to stand out from the pale walls.
- Rugs are used in all the rooms to make comfortable areas for play and relaxation.
- Two the rooms have a small kitchen area with wall and base units, sink and work top.

### 2-4 years Room (Rainbow Unit)

- The Rainbow unit consist of two Nursery Classes called Sunbeam and Starlight, each class is mixed ages 2-4.
- In both classes the furniture consists of toddler small sized plastic and wooden chairs and tables.
- Soft areas are created using fabrics, rugs, and natural resources.
- Toys are stored in child height units for accessibility.
- There are pictures and labels on the front of storage boxes to identify what is in them.
- Resources are suitable for children from 2-4 years. We have a wide range of resources that are appropriate to a child's individual needs or development.
- An Interactive whiteboard is fixed to the wall at children's height.
- Resources are organised into areas of provision.

- All children receive Additional Educational Needs (AEN) funding, which enables us to ensure that the needs of all our children are met effectively. This funding is used based on the needs of the children and can be used to upskill staff in areas of SEN, deliver intervention programmes as well as resourcing the environment appropriately.
- We can also apply for Additional Inclusion Support (AIS) funding for children who are at wave 3. This enables us to ensure that specific needs are met and buy additional resources if necessary.
- We have many professionals who come into nursery to support children including Portage Workers, Health Visitors, Physiotherapists, Speech and Language Therapists and Occupational Therapists.
- All staff understand the importance of working as a team, sharing information and observations to the benefit of individual children.
- The nursery uses the Common Assessment Framework, to bring professionals together regarding a child. We hold regular Team Around the Family Meetings, in order to ensure support is maximised.
- We employ a private Speech and Language Therapist (SALT) who provides early intervention for children who require it and development of practitioner's knowledge in this area. Ongoing professional discussion with the SALT is an important part of staff development.
- All children are included in educational trips and visits outside the setting. We have a programme of regular visits throughout the year to places where we are familiar with the accessibility. Prior to a visit, a Risk Assessment will be carried out for each trip to ensure the needs of all of our children can be met effectively. Any adjustments required are discussed with parents and all parents are consulted when planning activities and trips. We have at least one trip each year which parents are invited to attend with their child. We recognise that all children have a right to be included in these events and have the same opportunities as their peers.

### **The Outdoors:**

The Outdoor Environment includes:-

- Tarmac areas including area for water play, wheeled toys, climbing equipment,
- Natural areas e.g. digging/planting zones, mini beast zones,
- Covered astroturf zones.
- Tactile areas.
- Several large construction areas.
- Quiet areas.
- Opportunities for mark making, imaginary and creative play.

The children have access to Outdoors for the majority of the day, throughout the year. Clothing is available to ensure children are dressed appropriately during all types of weather e.g. sun hats, wellingtons, waterproofs. Daily risk assessments are completed at the start of each session. Supervision at all times meets statutory legal requirements.

### **Accessibility**

- The majority of the Outdoor area is accessible for all children.
- Depending on a child's individual needs an "Environmental Audit" will be completed with the parents/child prior to starting to ensure equality of opportunity for the young child e.g. Water/sand/painting brought to the child at a suitable height.
- Resources are planned to suit the needs of all children, and will incorporate their interests e.g "mud cafe" i.e. children creating delicious recipes including mud, spiders and snails.

## **Reviews**

### **Parent/Carer Information Boards**

There are Parent/Carer information boards in the Entrance Area. These contain information about the nursery including –

- Photographs of staff.
- Information about the activities and events held at nursery and local area including issues regarding Family Wellbeing.
- Celebrations of children/family learning in visual format.

### **Including Parents**

- All children have a Key Person.
- It is the role of the Key Person to liaise with the child's parents regarding their time in Nursery.
- It is also the role of the Key Person to help parents to develop ways in which they can support their child's learning at home.
- Parents/Carers are able to speak to their child's Key Person, Teachers, including Head Teacher, Outreach Staff, at any time. This could include seeking further information or advice about supporting learning at home.

### **Involving Parents in Children's Learning**

- A child's Key Person is available to chat to parents at drop off and pick up times.
- We also make arrangements for the Key Person to meet with children's parents each term to look at the 'Record of Achievement', to celebrate progress and plan the next steps in learning.
- Additional appointments can be made outside of these times to discuss any issues in more depth. Items of a confidential nature can be discussed on requests.
- If a parent would like to arrange to meet with their child's Key Person they can ask them and the Key Person will liaise with their Line Manager to make arrangements to be released from the group at a convenient time.
- Regular TAF meetings take place for children who have a Common Assessment Framework, led by a named professional chosen by the parent to review progress and provision for the child. Further actions or next steps in learning are identified and discussed.
- All staff are highly sensitive to issues which surround confidentiality.
- Parents are always consulted before contact is made with other professionals and are included in discussions with other professionals about their child.
- Parents are involved in setting up and reviewing Targeted Learning Plans.
- We track all children's progress carefully as an ongoing process. Observations of children continue throughout the year to monitor children's progress through the Development Matters of the EYFS. Should this not be appropriate for children then practitioners use the Early Support Documents provided by the Inclusion Team to set appropriate targets.
- Summative Assessments are updated termly and uploaded to the 'Lancashire Pupil Tracker'. Staff will then use the summative assessments to monitor children's progress. This information is shared with parents during the termly meetings.
- Parents are consulted regularly through a parent questionnaire and parents regularly share home experiences with practitioners which helps them to plan further learning.

### **How parents make an informed decision about selecting a Nursery place.**

We understand it is a difficult decision when choosing a Nursery:

- We operate an 'Open Door Policy'.
- We encourage parents to come and spend time with us, so they can then make an informed decision. Obviously this is a free service.

### **"Settling-In Policy"**

- Before children start attending our nursery we encourage parents to bring them for visits, though we appreciate that this is not always possible.
- Initially this may just be for the child to have a look around the setting with their parents. We plan, with the parents, some opportunities for the child to visit the Nursery and spend a short amount of time in the age phase room they will be joining.
- We have a "Settling in Policy" which is shared with parents when they register their child with us.
- The Key persons will talk to parents about the families' preferences for a settling in period and endeavour to meet these as best we can.
- They are also able to contact us by phone if they would like to check how their child is.

### **Moving to Primary School**

- When a child moves on to a new school we ensure that we offer support to ensure a smooth transition eg "Transition Review Meetings" to celebrate the child's achievements and plan their the next steps.
- Also additional transition sessions are encouraged through liaison with the new school.
- We ensure that the receiving school are invited to any TAF meetings during the Summer Term, we ensure that receive all the relevant information regarding the children's individual needs and any relevant strategies that are used within our setting.

## **INCLUSION EXPERIENCE/STAFF TRAINING**

**We are supported by the Inclusion and Disability Support Service (IDDSS).**

- A very large majority of Practitioners in our nursery are qualified to Level 3 or above.
- We have 4 Qualified Teachers and an Early Years Teacher.
- We have a regular programme of supervision and appraisals for all practitioners.
- We value opportunities to support their further professional development.

Within our nursery we have staff who have completed the following training courses:-

- Safeguarding Level 1, 2 and 3.
- ELKLAN (enabling staff to be more effective in the support of children with speech/language educational needs)
- Sign-along
- Managing Behaviour in Early Years Settings
- Managing Challenging Behaviours.

We have had children with 'Special Education Needs' including -

- Global Delay
- Visual and Hearing Impairment
- Autism Spectrum
- Cerebral Palsy
- Challenging Behaviours

As a setting, we also seek to support Practitioners to further develop their knowledge and understanding of Inclusion according to the needs of the individual children.

We also make use of the Local Authorities Children First Website to access information and e-learning modules such as Common Assessment Framework (CAF) training.

At Highfield Nursery School we are committed to our Vision and Key Principles. These include –

- Being responsive and flexible to individual's needs
- Showing respect for diversity
- Promoting equality of opportunity
- Genuinely listening to and learning from others.
- Including Children and Families.
- Providing the best possible outcomes for all.

## Health

### Medical Needs

Highfield Nursery School has adopted Lancashire County Council's procedures for "Safe Handling" and storage of medication. If there is a medical need, a "Care Plan" may be developed. This may include an Environmental Risk Assessment e.g. Evacuation Policy (fire procedure) for a specific named child/person.

- We have a number of staff who are trained in Paediatric first aid.
- A medicine cabinet is available out of children's reach for short term storage of items such as inhalers or regular agreed medication.

## Further Information

### Why Choose Us?

Highfield Nursery School has a good reputation for supporting children with "Special Educational Needs".

Recently a parent said "you have always seen my son as a little boy first and his disability as second". This is when we knew we had achieved the best possible outcome for this little boy and his family.

### Ofsted Report - July 2014

Highfield Nursery School was inspected by Ofsted July 2014. The key findings included;-

This is an outstanding school because –

- This is a school where everyone is welcomed and valued. The passionate and dedicated team believe all children and their families deserve the best they can offer. This commitment leads to consistently outstanding achievement for all children.

### Our Vision is Together from the Start - Together we will make a Difference

- We have an Open Door Policy.
- If any further information is needed, please either drop in to see us, telephone us or email us.
- We will endeavour to answer any questions. Sometimes things can go wrong and we will endeavour to

rectify any problems as quickly as possible.

Children who need extra help are identified quickly and given the support they need while playing alongside their friends. Many children quickly catch up but those who do not then have individual programmes designed to meet their needs. Disabled children and those with special educational needs make outstanding progress from their starting points as a result of this.