



Buckhurst Hill Baptist Church Pre-School

28 Palmerston Road

Buckhurst Hill

Essex

IG9 5LW

020-8505-9299

bhbcpreschool@gmail.com

Parent information: SEND Local Offer.

The purpose of a local offer is to enable parents and carers to see clearly what services are available for children with SEND in their area and how to access them. The following questions and answers forms our local offer and shows how we provide for children with Special Educational Needs and Disabilities.

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

At BHBC Preschool each child has a designated Key Person. Their role is to develop trusting sensitive relationships with parents and children to enable respectful sharing of information. If you have any concerns about your child's development you can discuss these with our **MANAGER** Mrs June Sainsbury or the setting Senco/deputy Amanda Jaques.

Reports from health care professional, such as Health Visitors and Speech and Language Therapists, will identify your child's individual needs. We welcome parents and professionals sharing these reports in order to plan appropriately to meet these needs.

Our Senco will offer support and advice to your child's key person and any other staff in the setting and will also liaise with the other professionals to seek advice and support in identifying individual needs if necessary.

How will our setting support young children with SEND.

Your child's key person and the Setting Senco will work with both you and your child. This relationship will ensure that we share knowledge concerning your child and their development. This knowledge begins with the 'Welcome Pack' and 'All about Me' section from the learning journals and continues with regular meetings relating to their next steps. Through continual observations we can plan for your child including assessing additional support from other professionals as appropriate. All this is done with your permission.

How our setting creates learning and development opportunities for individual children with SEND?

Every child has an Individual educational plan made for them by the key worker based on the curriculum. They will also have a Learning Journal which will contain observations and photographs of your child to support the staff to assess and make plans to progress your child's development.

How our setting works in partnership with parents/carers?

All plans will be shared with you as they are developed and assessed for progress and apart from the termly parent consultations, there are regular meetings with families who have children with additional needs. At BHBC Preschool we operate an 'open door' policy and are always available to spend time with parents to discuss their child's progress and development.

How our setting supports the wellbeing of young children with SEND?

Our staff are very experienced and are able to access additional support from our Area Senco and Specialist Teaching Team. Should your child require medication, a named member of staff will be responsible for the administering of this and you will be required to sign for this.

Staff training and experience in supporting young children with SEND.

Our Team have attended Speech, Language and Communication training, Promoting positive behaviour training, Senco, and Inclusion coordinator training, English as an additional language training and the Setting Senco regularly attends Senco network sessions. Staff continuously update their training.

Specialist Services and expertise accessed by our setting.

Whilst our Preschool does not offer specialist services, we are happy to work alongside the specialist involved with your child and they are welcome to visit your child at the setting.

How our setting includes young children with SEND in community based activities and outings.

All children are welcome to attend trips. Parents are notified before trips in order to identify any particular needs. Risk assessments are completed. Volunteers to assist on the trip are requested from the children's families. On any trips a mobile phone is taken and a First Aid Kit with the children's emergency numbers.

Our accessible environment.

We will work closely with all parents to access any specialist equipment that may be required. The main hall is fully accessible to a wheel chair. There is no step in the garden and the hall has a disabled toilet.

Visual timetables are used to assist the children with the daily routine and Language books are shared with the setting and families of children with English as an Additional Language as an aid to communication.

How our setting prepared and supports young children with SEND when joining the setting and when transferring to another setting or school.

Before your child joins the Pre-School we encourage you to visit the setting so that you can both become familiar with the environment. We have an open day before the start of the new School year for all new children and families to meet each other. We closely work with each family to develop a settling routine to match your child's needs.

If a child attends more than one setting or is moving to a different setting we share the child's 'next steps' with that setting.

We liaise with the local schools to arrange visits of both the children to the schools and the Teachers to visit the children at the Preschool to aid the transition up to new Schools.

Our Specialist Teacher Team will support with transition to school for any child they have been involved with at the Preschool.

How our setting organises its resources to meet the needs of young children with SEND.

We are a registered charity with limited funds, however, we are able to apply for funding from Essex County Council to support individual children as required. We would also ensure staff attend any specific training necessary.

The Preschool is a member of a Cluster Group and we borrow resources to support our children and from our Area Senco.

How we decide on appropriate support for young children with SEND?

The Manager and Senco will work closely with you and other professionals to determine your child's needs. We have regular staff meetings to involve all Practitioners in any support required. In addition the key person will be able to identify any additional support through the observation procedure required by the Early Years Foundation Stage and Play Plans or Individual Educational plans will be made as necessary.

How we involve all parents/carers in our setting.

As a community preschool we are happy to have parents involved with the group. This could be a volunteer parent helper (this does not have to be on a regular basis). We are always pleased to have parents stay for a session or part of a session to play with the children.

Who to contact for further information.

More detailed information is available in our policies, specifically our 'Achieving Positive Behaviour, Diversity and Equality, Supporting children with Special Educational Needs and Working in partnership with outside agencies. All our policies you can find in our setting in our Prospectus.

To register your child at the preschool you need to contact the Early Years Manager, Mrs June Sainsbury on 0208 505 9299 or you can email us at bhbcpreschool@gmail.com.