

LUTON BOROUGH COUNCIL

SCHOOL LOCAL OFFER

1st September 2017

Approved by GB	Date: February 2019
Signed by Chair	Signature: <i>M. S Street</i>
Due for Review	Date: February 2020

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

At Chapel Street Nursery school we believe in achievement, ambition and progress for all children.

We aim to meet the needs of individual children through highly effective teaching and learning.

There is an emphasis on early identification of needs through supportive and preventative strategies which reduce barriers to learning.

We work in a flexible way to develop effective partnerships with children and their parents/carers, the SENCO, specialist teaching staff both within the school and external professionals such as speech and language therapists, occupational therapists and child and adolescent health services (CAMHS) to ensure that the school can meet a broad range of special educational needs.

We undertake a rigorous system of monitoring children's progress, supporting academic achievement and personal achievement by removing barriers to learning and use a wide range of strategies to foster a culture of lifelong learning and independent living skills for all children.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

1. Chapel Street Nursery School identifies and organises support for children with special educational needs by:

- Continual observations and monitoring of children.
- When a concern is raised the Specialist Teacher will observe the child.
- Strategies are put in place to help the child make progress such as an Individual Educational Plan, Attention Autism group, TACPAC, Language Therapist input, Small Language Groups, Individual Schedules, Picture Exchange and TEACCH Activities.
- The specialist teacher will call in other professionals when required.
- Chapel Street Nursery School is a resourced nursery. There are 16 places reserved for children with severe and complex special needs. Children are referred for a resourced place by the Special Educational Needs Services. If a child is identified as needing a resourced after they have started at Chapel Street evidence is gathered and a resourced place applied for. This has to go to panel and they will assess whether the child meets the criteria for a resourced place.

Children who are on a resourced place are fully integrated into the setting. All staff work with all the children. The resource place means that we are able to offer a ratio of 1:8 with qualified teachers being part of the team. All staff have access to training and Speech and Language Training is given regularly by our Speech and Language Therapist.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

2. The key people in Chapel Street Nursery who are available to discuss parents' concerns if their child has difficulties are:

- Childs keyworker.
- Class Teacher
- Specialist Teacher.

Parents can talk to their child's keyworker when they are dropping and collecting their children.

The Specialist Teacher is available to talk to parents when she is there. There are opportunities for parents to make appointments during parents consultation week.

Parent Consultations are held every term.

IEP's are discussed with parents on a regular basis.

The Specialist teacher will make appointments to explain the process of Statutory Assessment and Education Health and Care Plans.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

3. Children at Chapel Street Nursery School are assessed regularly.

- Base line carried out within 2 weeks of starting Chapel Street
- Assessed each term on the EYFS Tracker
- Children with SEND are assessed with the SEN development profile which has small steps to show progress with children working at a slower pace than the EYFS tracker will show.

Information is shared with parents.

- Parents can talk to staff in their child's room when they drop off or pick up their children. If this is not convenient they can make an appointment to speak to their child's keyworker before or after school.
- Progress is discussed with parents at the parent consultations every term.
- Children who arrive at school on transport have home/school books to ensure information is shared regularly.
- Letters are sent home about appointments to ensure parents have a reminder about appointments made verbally.
- Other forms of communication are phone calls, emails and parent mail text messages

The Specialist Teacher oversees the educational plans for children needing additional help with the class teacher and the child's keyworker.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

4. Support provided to parents whose child has been identified as having special educational needs.

Meetings are held between parents, Keyworker, Class Teacher and Specialist Teacher when children are identified as having additional needs. If further support is needed then appointments can be made with the Family Worker.

Each term, the specialist teacher will make appointments during parents consultation week for families with children already diagnosed and those families who have new concerns regarding their child's development.

The Specialist Teacher support parents in visits to the Edwin Lobo Centre and visits to prospective new schools. The Specialist Teacher and the Family Worker give support to parents with filling in forms for claiming benefits and advice on which benefits parents may be entitled to.

Parents are invited to come to training that is provided by Chapel Street Nursery School such as behaviour support, toilet training, signing for behaviour and speech and language development.

IEP's are reviewed with parents and suggestions for targets are discussed.

When an Education, Health and Care Plan is applied for meetings are held with parents to discuss the process and parents are signposted to Parent Partnership Services.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

5. support that is offered to ensure the wellbeing of children with special educational needs and disabilities.

Chapel Street Nursery School use Signing for Behaviour to support children's wellbeing. These signs are also shared with parents. Signing for Behaviour is an effective way of preventing children's behaviour difficulties escalating to a child needing to be excluded. Chapel Street Nursery School also use the facilities of Hillborough Junior schools behaviour unit. Behaviour plans are written and shared with parents.

Chapel Street use Signing for Behaviour's Max and Millie to address any bullying issues in nursery.

We have a robust medical policy and children are able to be administered medication at school. Two members of staff will do this and a record is kept and signed by parents.

Chapel Street also use Five to Thrive strategies to ensure positive reinforcement for all children.

We have Thrive assessments for children with emotional difficulties.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

6. How teaching is adapted to support the children with special educational needs.

- Children at Chapel Street Nursery School are supported at the level they are at.
- Next steps are set that are developmentally appropriate for the child.
- IEP's are written for children who require extra support. To ensure we are fully inclusive all staff work with all the children regardless of any special needs. All staff are training in delivering IEP targets.
- One to one support is given where required.
- Augmented language systems are put in place.
- Children can use objects of reference, photos or symbols for communication.
- Pec's is used for children where appropriate.
- Makaton signing is used across the nursery.
- Outside agencies are called in when required to provide advice for IEP's and children's next steps such as Educational Psychologist and SENS team.
- Advice from the Speech and Language Therapist is included in children's IEP's.
- Children are assessed every term both on the EYFS tracker and SEN development profile to measure progress. This is shared with parents at parent consultation meetings.
- IEP review meetings are held with parents every term.
- EHCP implementation meetings are held when required.
- EHCP are reviewed every six months

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

7. Different types of support that is available to children in Chapel Street Nursery School

- Specialist Teacher coordinates the support for children with SEND.
- Attention Group at a ratio of 1:4 to develop attention.
- Speech and Language Therapist who attends Chapel Street once a fortnight. She produces targets for the children which can be worked upon in the class and by the language trained assistant.
- Early Years Assistant who has had training on language development
- Intensive interaction/TACPAC to promote interaction between adult and child
- Makaton signing across the nursery.
- Signing for Behaviour used by all staff.
- Most staff have had training on Autism.
- All children receive a ratio of 1:8 which is higher than the required ration of 1:13

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

8. support given to children in unstructured times such as lunchtimes and playtimes and enable them to have access to all aspects of nursery life.

Chapel Street provide a high ratio of staff to children at lunch time so that children who need extra support are able to sit next to an adult. They are then able to support the child with feeding if required. If a child's needs cannot be met in this way then an extra member of staff is employed.

Children with extra needs are welcome to attend our out of hour's services. All staff working in the before and after school clubs or holiday schemes are the same staff as in term time. Therefore the level of trained staff remains the same as in term time. All staff working in the out of hours services have experience in working with children with severe and complex needs.

Parents are informed of school trips to see if any special requirements are needed. Ratios are looked at carefully to see if 1:1 is needed for children with SEND

9. How does Chapel Street Nursery School involve children in decisions that affect them?

- Planning at Chapel Street Nursery School is taken from the child's interests.
- Floor books are used to express what their interests are.
- Children's comments and reactions are recorded in their Learning Story.
- These are shared with parents who can give feedback of their child's enjoyment in the different activities.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

10. How are the schools resources allocated to support children with SEND?

- Children who are on a resourced place have the support of a qualified teacher who delivers small group time.
- A ratio of 1:8 is maintained.
- A specialist Teacher is employed to oversee the provision mapping. They monitor the delivery of IEP's and SENS profiles. They also ensure that next steps are identified to ensure continued progress.
- Speech and Language Therapist once a fortnight.
- Multi-sensory room for children who need a multi-sensory curriculum.
- Smart board in most rooms for children to access computers
- To ensure the building is accessible to all children

11. Services external to the nursery that can provide support to children with SEND.

- Chapel Street Nursery School work closely with many outside agencies.
- We hold School Liaison Meetings each term to discuss progress of individual children on the SEND register, share information and seek advice.
- We have good links with SENS team and meet termly with them.
- the Educational Psychologist
- Statementing officer
- Occupational Health
- Physiotherapist
- National Health Speech and Language Therapists
- We also employ an independent Speech and Language Therapist.
- We use Hillborough Behaviour Team for advise and art therapy.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

12. Training and support for staff in the nursery to work with children with special educational needs.

- All staff have onsite training as part of their induction to support them in completing IEP targets with the children in their class.
- All staff are given the SEND policy as part of their induction.
- Speech and Language training is provided by the independent Speech and Language Therapist for all staff each year.
- Training is sourced from outside agencies regularly for staff to up skill them with regards to SEND issues.
- SEND training is accessed when offered such as online training for SALT and Autism.
- Each week, an SEN meeting is held with all room leaders to share targets and to update training for staff.

13. Support offered to children in moving on to another nursery or primary school.

- Information is shared with other nursery schools when children moving to another nursery settings. Visits are encouraged for staff to see the child in our setting and for children to become familiar with the new setting.
- Parents of children with SEND who are moving to the next key stage are taken to visit several settings including special schools. This allows the parents to make an informed decision about which school would best suit their child.
- Transition meetings are held with parent, nursery SEND and receiving school.
- A programme of visits for receiving school to visit the child in nursery and the child to visit their new school is made.
- Information is shared with the receiving school and all documentation passed on at the end of the term the child is leaving.

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

14. Accessibility of the school building

- The nursery is accessible to wheelchairs; ramps have been built between rooms of differing levels.
- An adjustable changing table is available to children who cannot access the changing tables with steps.
- There is a hoist for larger children.
- There are disabled toilets for older children. Most children are able to access the child sized toilets.
- We have pushchair parks for parents to leave pushchairs when bringing their children to nursery.
- Most staff have training in Makaton, two members of staff have training on PEC's
- Pictures are made for children to use with PEC's from both photos and symbols depending on the level of the child.
- Visual timetables are in place
- Individual schedules are made for children who need them.

15. Who can parents/carers contact for further information at the nursery?

- The first point of contact for parents is the child's keyworker.
- Then the child's class teacher
- The Specialist Teacher
- Chapel Street Nursery School have close links with the SENS team and can make appointments for parents to talk to the team about concerns with their child.
- School places are available to parents who put their child's name on the waiting list. There is no catchment area for the nursery school.

Parents can find the Luton Local Authority Local Offer at

<http://directory.luton.gov.uk/kb5/luton/directory/family.page?familychannel=11>

CHAPEL STREET NURSERY SCHOOL LOCAL OFFER

SENCO	Special Educational Needs Coordinator.
CAMHS	Child and Adolescent Mental Health Services
IEP	Independent Educational Plan
EYFS	Early Years Foundation Stage
SEN	Special Educational Needs
SEND	Special Educational Needs and Disabilities
SENS	Special Educational Needs Support
PECS	Picture Exchange Communication System
EHCP	Education, Health and Care Plan
TACPAC	a method of working which encourages children to explore the feel of different textures against the body, to the accompaniment of changing musical pieces.
TEACCH	activities that are very structured to encourage children with autism to complete a task.
Thrive	We have Thrive assessments for children with emotional difficulties.