

# Rye Park Nursery School Centre (RPNCS) Early Years Offer

## Glossary of terms

RPNSC- Rye Park Nursery School Centre

SENCO- Special Educational Needs Coordinator

EYFS -Early Years Foundation Stage

IAELD -Individual Assessment of Early Learning and Development

Wellcomm- Speech and Language assessment programme

LP -Learning Plan

DSPL- Developing Specialist Provision Locally

## 1. How does RPNSC Nursery know if children need extra help and what should I do if I think my child may have special educational needs?

At RPNSC every child is treated as a unique individual. When your child starts in the setting your child's keyworker will make observations and baseline assessments linked to the Early Years Foundation Stage Curriculum and these may highlight an individual need. If this is so, then the keyworker will discuss the assessments and plan together with you the most appropriate way to support your child.

Your child's keyworker may also involve our SENCo Helen Ackerman who co-ordinates the needs of all children within the nursery or Helen Blay who coordinates the needs of the children in the pre-school.

As well as the baseline assessments we complete a Wellcomm screening and two year progress checks.

If a keyworker has concerns we may also carry out an IAELD assessment, which gives a detailed insight into the developmental needs of a child.

If you have particular concerns about your child, then please, in the first instance arrange a meeting with your child's keyworker.

## 2. How will RPNSC staff support my child?

You are your child's primary carer and so everything that happens at nursery and pre-school is a partnership. We work as a team to ensure that every child is given the support that is appropriate for them.

Every child at RPNSC has a keyworker. Before starting at the nursery your child will have a three induction visits. Before starting at the preschool you will be invited to an open afternoon. At your initial meeting if your child has any additional needs then this would be a good time to let the keyworker know. This means that support would be put in place as soon as possible.

There are lots of systems in place that support ALL children in our setting, not just those who have additional needs. These include the use of visuals, a visual timetable, signing by ALL staff.

## 3. How will I know how my child is doing?

You will have daily contact with your child's key adults who can inform you on an informal daily basis of how your child is doing that particular day.

There are also parent consultation meetings that give a more formal feedback. These meetings are offered every term. For children with SEND that require an LP, a consultation will take

place once a term. This will be a time to review the current LP and discuss and agree the new targets.

We promote an open door policy here and are always happy to discuss your child's development.

#### **4. How will the learning and development provision be matched to my child's needs?**

Teaching is planned with the needs of the children in mind. Group work is planned around the interest of the children in the group. During the sessions observations are made on an informal and more formal basis. These support assessments made and will influence further planning. Activities are differentiated to match the needs of the children.

Support staff are used skilfully, to help support those children who need it. Staff work with groups of children and individuals to support targets from their LPs.

#### **5. What support will there be for my child's overall wellbeing?**

Everyone at RPNSC is welcoming, friendly and they provide an inclusive and positive approach to learning and development.

We provide good role models for positive and consistent behaviour throughout the setting.

Where there are still concerns, keyworkers discuss ideas with parents to work in partnership to support and develop well-being.

If your child has a medical need then personal health care plans can be adopted and staff will be trained in giving the appropriate medication for your child.

#### **6. What specialist services and expertise are available at or accessed by RPNSC Nursery?**

RPNSC has a good working relationship with many outside agencies.

We share the site with Ryesings Pre- School, Three Parks Children's Centre and the Early Years Specialist Development Centre-working in close partnership with all them. We currently commission Margaret Brent, Speech and Language Therapist for one day a week. We work as part of a multi-disciplinary team with the Speech and Language Therapists, Health Visitors, Educational Psychologists, Social Care, Specialist Teachers for Autism, Hearing and Visual Impairment team, Occupational health and physiotherapy teams. We also work closely with the SEN team to ensure children get the correct support when leaving RPNSC.

The pre-school has Herts Quality Standards accreditation.

#### **7. What training and/or experience does the staff supporting children with special educational needs and disabilities, have?**

The SENCo is an experienced teacher. She attends relevant courses and training. The SENCO is also chair of the local SEN cluster, who meet termly to discuss ENF funding plus other SEN developments as well as the representative on the EN Panel. The pre- school manager Helen Blay (BA Early Childhood Studies/EYTS) represents PVI settings for DSPL 4 in the SEN cluster and ENF panel.

Four other members of staff in the nursery have QTS and nine are early years practitioners with Level 3 or above.

All key worker staff have NVQ level 3

All staff have relevant and up to date training and also attend courses relevant to the needs of the children in their group. A record of staff training is kept on file.

### **8. How will RPNSC help me to support my child's learning and development?**

Regular meetings will help you to feel secure in supporting your child at home. Keyworkers keep parents informed through daily contact. This will help you to work with your child at home. Keyworkers send home the portfolio's which you will be encouraged to contribute to. This highlights your child's strengths and also the areas that they may need extra support with. We hold Rye Track sessions which offers parents additional information about the Early Years Foundation Stage Curriculum. Home school learning challenges are set for parents to undertake with their child in the school holidays.

### **9. How will I be involved in discussions about and planning for my child's learning and development?**

You are your child's primary carer and know your child better than anyone else. RPNSC staff value your input and actively welcome your thoughts and ideas. It is very important to RPNSC that we work as a partnership.

Your child's portfolio is encouraged to go home every half term, and pictures and events from home are welcome to be entered.

Parent consultations offer another opportunity to discuss plans for your child's development. If your child has an LP you will be invited in termly to discuss the targets that they have been working on. Then, with your input new targets will be agreed for the next LP.

### **10. How will my child be included in activities outside the setting?**

During the summer term the nursery school join together for a visit for example the local Hayes Hill Farm. There are also opportunities to explore the local area; several visits are made to the local church. Parents are invited to join us where possible.

### **11. How accessible is the building/environment?**

RPNSC is completely accessible to all. There are no steps and doors are wide enough to accommodate a wheelchair. There is constant free flow between the three main areas of the nursery and in the pre-school. The gardens and courtyard are easily accessed. We review our Accessibility Plan annually.

### **12. How will RPNSC prepare and support my child with transitions between home, settings and school?**

Before a child starts at RPNSC we have three initial visits. This helps to begin to build a relationship in a place where your child feels happy and settled. We have comprehensive transition arrangements to ensure a smooth move between settings.

Keyworkers in nursery complete an end of year report and this along with the portfolio is passed on to the next setting, which gives an overall picture of your child's strengths and needs. Pre-school portfolios are passed onto the next nursery setting.

For children who have SEND, we also arrange a meeting between parents, SENCo and staff from both settings before your child leaves. This helps to ensure that support is put in place before your child starts at their new setting/school. All paperwork is handed over once your child has started at their new setting/school.

**13. How are RPNSC's resources used to support children's special educational needs?**

Staff are aware of the needs of all of the children in their groups and the wider nursery setting.

They will ensure that planning includes differentiation appropriate to the children in their groups.

Some children may need a little more help staff carry out LP work to support their targets.

We also have a wide range of resources to support all areas of development. These are regularly checked and updated to make sure of their appropriateness. The school has a sensory room for children who would benefit from this experience.

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

The type and frequency of how much support your child may need will be made during discussions with you, the Headteacher, SENCo, keyworker and any other relevant professional agencies.

RPNSC Nursery has a designated SEN budget and can also apply for Exceptional Needs

Funding for those children who may need support beyond the usual support given to all. This is done after consultation with the SENCo and all those involved.

Staff are used to support groups and individual children depending on the needs of the children.

**15. Who can I contact for further information about the early years offer in Rye Park?**

You can contact the Helen Ackerman Head teacher and SENCO at

[head@ryepark.herts.sch.uk](mailto:head@ryepark.herts.sch.uk) or Helen Blay Pre-school manager and SENCO

[helenblay@ryepark.herts.sch.uk](mailto:helenblay@ryepark.herts.sch.uk)

**16. How can I find information about the local authority's local offer of services and provision for children with special educational needs and disability?**

For further information go to

[www.hertsdirect.org/localoffer](http://www.hertsdirect.org/localoffer)