

SEND Information Report

Provider Name	Greenwood Pre-School
EY Number	EY545603
Address	Greenwood Community Centre, 4 High Street, Green Street Green BR6 6BQ
Email	gwpreschool@crofton-jun.bromley.sch.uk
Telephone	01689 855666
Name of SENCO	Lesley Wittey

Confirmation that parents and other people working with the setting have been involved with the writing of this document

YES

1 How will the setting help my child to settle in?

- The Pre-School will offer settling- in sessions prior to any child joining Greenwood Pre-School. The aim of these visits is for each child to begin to feel comfortable within the setting environment before they officially start.
- Every child will have a named Key Person who will support each child to settle into the Pre-School and will ensure that the child's needs are fully met.
- The Key Person will meet with their allocated child, and families, during a planned transition meeting. During this meeting the Key Person will learn important information about their allocated children and will provide each family with the opportunity to ask any questions that they may have.
- The pre-school staff will work closely with parents/carers during transition times to ensure that appropriate support is offered.

2 What is the setting's approach to supporting different children's needs and how will that help my child?

- Where the Pre-School are made aware that a child joining the setting has additional needs a transition meeting will be arranged, and professionals invited.
- The Pre-School will ensure that each child is fully included in all activities with reasonable adjustments and adaptations made as necessary.
- Regular meetings with parents/carers of each child with an additional need will be held to discuss progress, development and next steps.

- Greenwood Pre-School will work closely with parents /carers and other professionals such as Portage, Education Psychologist, Speech and Language and Occupational Therapy to ensure that each child receives the necessary support.
- Staff training will be arranged where appropriate or necessary.
- If a parent/carer is concerned about their child's development they can request a meeting with their child's key person in private, who will offer support if appropriate or may seek advice from our setting SENCO.

3 Who can I contact for further information within the setting?

- For a child already enrolled at Greenwood Pre-School, the first point of contact will be the child's Key Person, but parents/carers are also welcome to make an appointment with the SENCO to discuss any concerns.
- Greenwood Pre-school's SENCO or managers will be able to offer advice and will be able to signpost parents/carers to other professionals and/or services that may be able to help e.g. Health Visitor, Children's Centre, drop in clinics
- If you are considering whether your child should join Greenwood Pre-School then you should contact: the SENCO , Lesley Wittey, who can be contacted by phone: 01689 855666 or by email: gwpreschool@crofton-jun.bromley.sch.uk.
- Our policies are available on request and on the pre-school website: www.greenwoodpreschool.co.uk

4 How accessible are the setting's indoor and outdoor environments?

- The environment, routine and activities at Greenwood Pre-School will be adapted where possible, to meet a child's individual need.
- Staff will work together with the child's parents/carers and other professionals on how to best adapt the environment, routine and activities to meet a child's identified needs.
- Greenwood Pre-School's staff use visual strategies, to help children in the daily routine such as visual time table and choice cards.
- If it is identified that a child would benefit from particular equipment or resources then we will seek advice from our area SENCO.
- If it is identified that a child would benefit from additional support then Greenwood Pre-school, with parental consent, will apply to local authority to access additional fundin to support the particular child.
- The main hall can be accessed by wheelchair and the Pre-School outdoor area can be accessed by a wheelchair with adult support.

5 What specialist services and expertise are available at or accessed by the setting?

- The SENCO has experience of working closely with the Bromley Local Authority Outreach and Inclusion Team and is confident in accessing relevant services to meet the individual needs of children.
- The Pre-School will access support and seek advice from Health Visitors, Speech and Language Therapists, Portage, Early Years Outreach and Inclusion, Support in Pre-school Service and Bromley Children's Project and Connect School Academy Trust's EYFS team, if it is in the best interest of a child and only with parent/carers consent.
- The staff will receive on-going training in the early years through in-house training, local authority training and training from independent organisations.

6 How does the setting know if children need extra help?

- The progress of all children at Greenwood Pre-School is tracked and monitored each term. This enables early identification of children who may need extra support.
- Our staff are all very experienced and highly qualified and will try very hard to support each child in the most appropriate way in order to meet individual needs.
- A base-assessment will be conducted following observations made during the first 6 weeks of attendance at the Pre-School. These observations will be assessed against the EYFS Development Matters profile which will then inform each Key Person to identify which children may require additional support.
- The Pre-School will regularly track the developmental progress of every child and raise any concerns with parents at the earliest opportunity.

7 How will I be involved in my child's learning and overall wellbeing?

- There will be opportunities for planned time to establish relationships between parents/carers, children, the Key Person and/or the SENCO as part of the induction sessions offered
- The Pre-School will operate an open-door policy so that parent/carers can enquire about their child's progress at any time.
- Parent meetings with a child's Key Person will be held every term. During these meetings parents/carers will be able to discuss how their child is progressing both at home and at Pre-School.
- Children with an Individual Education Plan (IEP) will have set targets, and the Pre-School will arrange regular meetings to discuss progress and next steps against these targets with parents/carers

- Regular newsletters will be sent to parents/carers, updating them on forthcoming activities, and themes and providing prompts of how parents/carers can support home learning.
- The Pre-School will offer termly parent/carer workshops, where parents/carers can be informed of different ways to support their child's learning whilst at home.

8 What training and experience have staff had in supporting children with SEND?

- The SENCO has successfully completed training provided by Bromley's Outreach and Inclusion team and attends SEND conferences and training sessions to keep abreast of SEND changes.
- All staff will have access to a variety of training including SEND via Connect Schools Academy Trust.

9 How will the setting support my child at times of change, for example moving rooms or age groups, to a new setting or onto school?

- Transition meetings/information sharing will take place between the Pre-School and each child's new setting or school. The Pre-School will work closely with parents/carers and the new setting or school to ensure a smooth transition.
- The Pre-School will use opportunities within the setting e.g. role play areas set up as a school, with uniforms, to support positive transition
- The Pre-School will encourage, and welcome, visits from feeder primary schools.

Feedback from parents and carers:

Parents of children attending the setting with identified additional needs were invited to provide feedback of their experiences:

- *'The staff at Greenwood Pre-school are very accommodating to my daughter's needs. Nothing was too much. They keep me informed about how my child is progressing. The setting is very inviting, and all the staff are friendly and professional. I am so grateful for all the Pre-School have done for my daughter and I'm amazed at the progress she has made.'*
- *'On initial enquiry staff were very reassuring and very patient with all my questions. To begin with my child did not like being left but the staff went out of their way to find something my child would enjoy, such as feely books, musical toys or even singing to him (he loves singing!). Staff worked closely with me to find out his likes and dislikes so that he would settle quickly. Although he has a SIPS worker, all staff work with him, encouraging and enabling him to access activities. His interaction and social skills have improved immensely, and it is lovely to be told he has done something new. Most*

importantly, I know my child is happy and eager to go to Pre-School and he is in a very safe environment. I would certainly recommend Greenwood Pre-School to anyone with a child with SEND. Each child is valued and encouraged to reach their personal full potential. All members of staff have certainly encouraged my child to learn new skills and, most importantly, have given him the confidence to try new skills.'

Provider Response to feedback:

We are confident that children in our care at Greenwood Pre-School receive the highest levels of support and care to ensure that they are able to enjoy and achieve to their fullest potential.

We therefore feel that the feedback provided by parents highlights the skills, dedication and commitment from the Greenwood Pre-School staff team to ensure that the Pre-School is as inclusive as it can be.

Date published: December 2018

Date of next review: December 2019

Bromley Local Offer: a source of information and advice to help support children and young people with disabilities or learning needs and their families.

The Bromley Local Offer can be found at: <https://bromley.mylifeportal.co.uk/localoffer/>