

Early Years Local Offer

Thorley Day Nursery

Trafford's local offer makes it easier for families to find out about the support that is available for children and young people with Special Educational Needs or who are Disabled (SEND). All early education providers in Trafford are expected to identify and support children with special educational needs to make the best possible progress.

The questions on this template were developed with parents. To go straight to a particular question, use the links below:

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Find out more about the local offer of support which is available for disabled children and young people and those who have SEN on the Trafford Service Directory www.trafford.gov.uk/localoffer or by contacting the Family Information Service:

Telephone: 0161 912 1053 Monday to Friday, 8.30am until 5pm

Email: fis@trafford.gov.uk

Twitter: @traffordfis

Facebook: www.facebook.com/traffordfis

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

We offer a minimum of two settling in sessions close to when your child is due to start nursery. The sessions are planned to best suit the child's requirements taking into account their sleep times or any activities they may be part of outside of nursery, so as not to cause any disruption to their current routine.

These sessions give us the opportunity to speak in-depth with yourself about your child's interests and needs so that we can best support their learning and development at nursery and at home. If your child is receiving support such as Speech and Language, with your consent we will contact your Health Visitor and Therapist to support their learning and development at nursery.

You and your child will spend time with their key person and the staff they will be spending their nursery day with. Your child will meet their peers and be given plenty of time and space to explore their new environment.

During these sessions your child will experience the range of activities which make up their nursery life, including; snack times, personal hygiene, indoor and outdoor child-led and adult-led activities, group times, sensory exploration and one to one activities.

We will give you and your child some information about, and a picture of your key person and the staff they will be spending their day with at nursery. You can keep this close to hand or put it on the wall at home.

2. Who can I contact for further information?

The Nursery Manager is Lucy Pettit. You can contact Lucy, Monday – Friday on 0161 903 9245 or via email at info@thorleydaynursery.co.uk.

The Deputy Managers are: Hannah O'Neill and Lindsay Clark. If Lucy is unavailable, you can speak to Hannah or Lindsay about availability and making an appointment to visit our nursery.

The Nursery Special Educational Needs Co-ordinators (SENCO's) are: Lucy Pettit and Hannah O'Neill, you can contact either on the details above.

All the staff at Thorley Day Nursery are all qualified to a minimum Level Three in Childcare and they have all received a considerable amount of training regarding Special Educational Needs.

Our staff have first hand experience of caring for children with a range of Special Educational Needs and liaising with their parents and outer agencies to help children achieve their potential.

If you have any concerns regarding any area of your child's learning and development you can contact the Nursery Manager or Deputy Manager.

3. How does the setting know if children need extra help?

Every child has a main key person who will be with them daily. Their key person and other staff with whom they spend their day with including the Nursery Manager and Deputy Managers will observe your child. We also ask parent's to actively share information about their child's learning and development at home.

We then use all the knowledge and understanding we have about your child through the observations we have recorded to assess your child's learning and development and summarise their achievements each term.

We refer to the Early years Foundation Stage (EYFS) to ensure your child is making appropriate progress. All staff have years of experience using the EYFS and have received further training about the framework.

Through the specialised training staff have received and the first hand experience of working with children with Special Needs, staff and the Managers are able to identify when a child may need additional support.

4. How will the setting support my child?

If a key person or other staff member has any concerns regarding any area of a child's learning and development or well-being, they will inform the Nursery Manager / SENCO, who will observe the child herself and request further observations be recorded.

The Manager / SENCO will oversee and assist in the planning of the education and care for your child. The Manager / SENCO may request an Early Support Developmental Journal to be used to record your child's development to enhance our knowledge of your child's abilities. All staff have received training and have had experience of using these journals accordingly.

The nursery staff will work alongside your child's key person. Information will be shared amongst the staff in the interests of your child's care and education. The Manager / SENCO will be informed daily about progress and achievements and any further concerns that may arise. The Manager will spend time with your child throughout the week to support observation, assessment and planning and because she cares.

We will access additional and specialised training to benefit the needs of your child.

We will liaise with all professionals working with your child including Paediatricians, Speech and Language Therapists and Physiotherapists to mention just a few. We will always liaise with outer Agencies including Trafford Early Development Services (TED's) and the Special Educational Needs Advisory Service (SENAS).

With your consent, we will invite professionals and outer agencies working with your child to visit our setting to observe your child and support staff in providing the best possible care and education for them as an individual and as part of a group.

We will invest in suitable resources which will enhance your child's learning and development. We will adapt our learning environments where possible to suit the needs of your child.

5. How will I be involved in my child's learning?

We will liaise with you the parents / carers regularly to inform you of your child's achievements at nursery, to share observations, planning and assessment, and to discuss any queries you may have. We will encourage you to share information about your child's learning and development including interests at home as these are important to us and your child.

We will have regular meetings with you to share information, plan ahead and to support you, the parents / carers.

We will make time at the start of the day and at the end of the day to share information about your child's day, what they will be doing and what they have been doing.

We will provide you with copies of our Individual Planning so you can repeat activities at home which will enhance their learning.

We will always share best practice, including information we have learnt on specialised training courses, and planning and resources with you to support your child at home as well as at nursery.

We will ask you for your suggestions and how you would like your child to progress at nursery.

We will support the decisions you make about your child's learning and development.

We will invite you to training that may be of benefit to you or your child including First Aid.

6. How will the setting support my child at times of change, such as moving to a new setting or starting school?

The Manager / SENCO will oversee and assist your child, their keyperson and all staff involved at times of change. We will meet and discuss with you any preparations with regards to changes in your child's daily routine or times of change such as transition into another room or transition to school or another setting.

We follow the pace of the child during times of change to encourage a smooth transition. We liaise with colleagues about your child's interests and needs, and we share information from professionals and outer agencies who know your child.

At Thorley Day Nursery children move rooms when they are ready to and when they choose to rather than when they turn a certain age. Their key person will support your child by spending sometime in the new room with them. She will plan a range of indoor and outdoor one to one and small group activities to support their confidence. The key person will introduce your child to their new key person and staff with whom they will be spending their day with. Due to the size of our nursery and the proportion of long term staff we have, all children are already familiar with all the staff.

When a child is moving setting or starting school we will summarise and record their achievements and abilities which will be passed on to their new key person. With your consent we will invite your child's new key person or teacher to our setting to meet your child and to share relevant information about your child's interests and needs, likes and dislikes and individual care and education plans. We will ask to visit your child's new setting before they start and where possible, we will take photos of their new learning environment to share with them to support their transition.

7. What support will there be for my child's overall wellbeing?

The well-being of your child is our top priority. When a child feels happy and safe they are able to learn to the best of their ability. We are able to give each child the time and attention they need, whether this is to sit together quietly, by listening to what they have to say, helping them access certain resources or caring for them according to their personal need.

As a day nursery, our staff to child ratios are as set out in The Statutory Requirements of the Early Years Foundation Stage. However, our ratios are further strengthened by our commitment to providing your child with the appropriate staff to child ratio they require. Thus, meaning the ratio they are part of will often be of a higher standard than set out in The Statutory Requirements.

Our strong ratios enable staff to support children at the level they require. This will be in one to one activities and in small and larger group activities. Our nursery environment combined with the range of activities the key persons plan, encourage positive and co-operative play with others. We teach the children to care for and support each other in a range of ways including discussion and games.

Personal, Social and Emotional Development is a key area of provision and practice at Thorley Day Nursery. By promoting Self- Confidence and Self- Awareness, supporting children to know and understand their feelings and the feelings of others and by supporting them in their relationships with others, children's well-being is nurtured and developed specifically to suit their individual needs.

We have systems in place to manage the administration of medicines and, individual care plans to support each child's personal care.

We have a Behaviour Management Policy to promote positive behaviour and procedures to respond to possible negative behaviour. Through experience and training staff have formed an understanding of why negative behaviour may be presented by children and, we have appropriate strategies to support children's behaviour. We will always work with you to support your child's positive and possible negative behaviour through discussion and meetings.

8. What specialist services and expertise are available at or accessed by the setting? What training have the staff supporting children with SEND had?

We work closely with the professionals in the local community supporting children with SEND. We liaise with the children's Health Visitor, Paediatricians, the Trafford SENCO, SENAS, including the Physical and Medical Consultant, TED's, Speech and Language Therapists and Educational Psychologists. We prepare reports for Multi-agency meetings and support the child and their family throughout their time at nursery.

Continued Professional Development is a key part of every practitioners job at Thorley Day Nursery. We feel it is important for all staff to increase and refresh their knowledge and understanding of all areas of their early years practice. Each year we plan our training to best suit the needs of the children we care for and to keep up to date with current information, legislation and trends regarding early years learning and development.

All staff are qualified in First Aid and hold up to date certificates in First Aid. All staff have been trained in giving medicines and know how to administer medicines correctly.

All staff have attended Sign-a-long training. Staff, regularly attend SEND training, including how to recognise children's needs focussing on signs of possible hearing impairment and visual impairment. Staff have been trained in the Social and Emotional Aspects of Development and have been trained to use Ican, a toolkit to support children's communication.

Staff have received one to one training by Special Educational Needs and Development specialists who have visited our setting to support children with SEND. This training includes further speech and language techniques including improving oral motor skills to support eating habits. Staff, have received training from a Physiotherapist to support children when they are learning to crawl, stand and walk. Further professional training includes supporting SEND children with aspects of challenging behaviour.

The following SEND training will be attended over the following months:

- ADHD,

- Autism,
- SEAD,
- Understanding Behaviour
- Supporting young children who have Additional Needs
- Down's syndrome, Fragile X
- Attachment, Adoption and "Looked After" children
- Speech, Language and Communication Difficulties
- Physical Difficulties, Cerebral Palsy, Cystic Fibrosis, Hearing Impairment, Visual Impairment.
- Other types of additional needs including:- Eczema, Epilepsy, Gifted and Talented Children

We have an extensive library of SEND articles which we frequently refer to, to increase our knowledge and understanding of children with SEND.

9. How will my child be included in activities outside the room including physical activities and visits?

Resources are clearly labelled to help children make choices about what they want to play with. We use verbal and non-verbal language to communicate with all children. Daily routines are displayed to support inclusion.

When planning outings we will liaise with you the parent / carer to discuss any additional requirements to ensure your child's full enjoyment and safety during the trip.

Our planning of high quality activities and our extensive range of resources enable all children to be included.

10. How accessible is the setting environment?

Thorley Day Nursery is a purpose built nursery on ground floor level. Throughout the nursery there is one step between two of the rooms and two steps with a hand rail either side in another room. We have an accessible changing area and toilet area. The rooms have direct access through double doors to the outdoor learning environment which is also all on one level.

We will meet with the parents / carers of a disabled child to discuss any arrangements that may need to be made to ensure your child can access all areas of our nursery to benefit them.

We will risk assess the environment and record all information about your child's needs to ensure their health, well-being and learning and development is fully purposeful and achievable at Thorley Day Nursery.

We welcome professionals including SALT's and Occupational Therapists who know your child's needs to support their transition into nursery. We will listen and respond to the information these professionals give us about your child to ensure we care for your child's every need and support them appropriately in their learning and development. We will attend specific training to further support your child's needs. Once your child starts at nursery we will continue a close relationship with yourselves to ensure your child is receiving the highest possible care. We will regularly review your child's needs at nursery.

At Thorley Day Nursery we promote British Values, we teach all children to have a mutual respect for all people, regardless of their ability, their freedom of choice, culture and colour. Staff, have attended Equality and Diversity and, Inclusion training.

