

Our Local Offer



Manager : Jenny Truslove

SENDCO: Nikki Creaven & Jenny Truslove

Penn Kids Offers high quality, flexible, inclusive, childcare and education. We have links with local specialist services for families with complex needs. We offer childcare for children aged 6 weeks to 5 years old, including a holiday kids club for children aged 5 to 11 and before and after school services. If we think your child needs extra assistance we will discuss what steps we think are appropriate with you, to enable your child to get the best experience from us. For more information please read the FAQ's below

1. How does Penn Kids Know if children need extra help, and what should parents/carers do if they think their child may have special educational needs?

All our staff have appropriate childcare qualification and have good knowledge of child development. All Children are allocated a Key worker when they join us, the key worker will work closely with your child and yourself to get to know individual needs and develop a strong relationship. Your Child will have a Starting point assessment completed by the Key worker in their first few weeks with us, this will then be discussed with you and from that point next steps in learning and development will be identified for your child. If your Child already had an Educational Health Care Plan (EHCP) we will work in partnership with yourself and any other specialist services supporting your child to work towards individual targets.

Activities are planned with your child's individual needs in mind providing the opportunity for them to achieve their next step in learning and development. This is observed and recorded in your child's Learning Journey. The Learning Journey is completed by your child's key person and accessible to you at all times. If you are concerned about your child's development then please speak to your child's Key worker or our Special Educational Needs and Disabilities Coordinator (SENCO).

2. How will Penn Kids Support my Child?

You will work closely with your child's key Person who will be supported by the Special Educational Needs Coordinator (SENCO) to ensure that your child's needs are being fully met. Your child will have their Educational Health Care Plan (EHCP) and or an Individual Support Plan (ISP), depending on their specific needs, regular progress meetings including Team Around the Child (TAC) meetings are held and can be hosted by Penn Kids to review your child's progress and next steps. We work alongside other professionals and jointly agree targets and next steps.

3. How will your child's special Educational needs be identified, assessed, monitored and reviewed?

Your child's Key worker will observe your child in nursery and update their learning journey weekly with the progress they have made. We will work closely with any additional specialist services such as Speech and Language Therapy (SALT) and Special Needs Early Years Support (SNEYS) to provide additional support. TAC meetings will be held and attended by your child's key person and the Nursery SENDCO officer. Any Targets set on your Child's ISP will be supported daily by their key person and monitored at least termly at a TAC meeting.

4. How will the Curriculum be matched to my Child's individual needs?

Planning is done around the child, all activities are differentiated to challenge all ability levels and several learning opportunities for your child to achieve their targets will be available. A wide variety of resources are available and there will be opportunities for your child's key person to work individually with your child to work towards achieving any targets set in their ISP. If necessary the learning environment can be adapted to suit your child's needs.

5. How will you and I know how my child is doing and how will you help support my child's learning?

You will be able to speak to your child's Key person daily and will be able to access their learning journey whenever you wish. We openly welcome you to voice any concerns or ask any questions you may have, we are here to help you and help your child achieve their potential. Your key worker will arrange a meeting with you every 6 months to discuss progress made and next steps in learning, this will also include advice as to what you could do at home to support your child. We offer stay and play sessions which you are invited to and can join in with activities.

6. What support will there be for my child's overall well-being?

We understand that for a child to reach their potential first their basic needs and well-being must be met. We have a series of free settling in sessions available for your child which we invite you to stay for and get to know your key person and share as much information about your child's needs and likes as possible. All staff are pediatric first aid trained and safeguarding trained and are able to administer prescribed medication if required. We encourage positive behavior and strive for an environment in which all children feel comfortable and confident in.

7. What Specialist services and expertise are available at or accessed by Penn Kids, and what skill and training do the staff have?

We have access to specialist services such as Early Years Special Needs Services, Speech and language, Educational Psychologists, and Health Visitors. We also have links with our local Sure Start Centre. Staff have had training in Equality and Diversity, Safeguarding, ELKLAN, and Special Educational Needs Coordinator training.

8. How accessible is the setting environment?

We have a variety of resources suitable for all levels of development and all interests, we can adapt the environment to use visual prompts.

9. How will Penn Kids prepare and support my child to join the setting, transfer to a new setting or the next stage of education and life?

We maintain a high level of communication between the SENCO and parents and offer several settling – in sessions when your child first joins and endeavor to gather as much information regarding your child as possible. If your child is transitioning from one room to another within the setting we will do several transitions settings initially your child will join in with story time in their new room and then this will gradually increase allowing them to gain confidence and have a smooth change and get to know their new key person. If your child is going to a new setting or starting school we will produce a final report and give you their learning journey to pass on to the new school or setting. We will also hold transition meetings between the existing Key person and your child's new teacher.

10. How do we allocate resources and match them to children's special educational needs?

We have a large selection of resources available which are suitable for any stage of development; we also have a dark den and sensory resources and have PEC's communication systems available to use. We have access to funds which allows us to specifically target any additional areas of support that children may need to purchase new resources or access further training. We have staff members who can speak Punjabi and Hindi and we are able to support parents who speak English as an additional language and English training.

11. How do we make a decision about what type and how much support the child will receive?

Your child's special educational needs will be identified during the Early Help Assessment; this will identify any additional help your child may need in their setting. You will be given a copy of the document and referrals will be made to any additional specialist services that may be required. You will be included in the full process and will be informed of your child's progress by their key worker.

12. What are our standards for learning, development and care for children?

We follow the Early Years Foundation Stage (EYFS) planning learning opportunities through play activities, tracking each child's development and providing appropriate learning opportunities for individual children. Your child's key person will ensure that your child's development and educational needs are met every day, including any dietary requirements.

13. How do we communicate with parents/carers and how are they involved in the decision making?

We understand that as a parent/carer you are your child's first educators and know your child best, we therefore work in close partnership with you yourself and speak to you at the end of each session about how your child has been that day. You will be fully involved in any decisions that are made and will be asked to attend any meetings, and all meeting notes will be sent to you. We also provide daily diaries, newsletters, and social media to let you know what is happening at the nursery. A comments and suggestion book is located in the entrance for you to use as and when you wish.

14. Who can I contact for further information?

Jenny Truslove
Nursery manager and SENDCO
Nikki Creaven
Preschool Leader and SENDCO
Pam Sangha
Nursery manager

Family Information Service Contact: Tel: 01902 55424