



## Local Offer

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

Butterfly Nursery is an inclusive setting and welcomes all children regardless of any additional needs they may have. We have had extensive experience of supporting a number of children with a wide range of Special Educational Needs.

Prior to your child starting and from the moment you register for a place at our setting you will be asked about any special educational needs your child may have. We then have an Open Morning, Home Visits and our 'All About Me' booklet to provide opportunities to discuss any concerns you may have regarding your child. In some cases a child may have already been diagnosed with additional needs and by liaising with you and other professionals who are already supporting you we will have a plan for a smooth transition into nursery.

From the time your child starts you will have a Key Person working with you and your child. They will be planning your child's learning experiences by carrying out observations and assessing their learning and development level according to our curriculum the Early Years Foundation Stage (EYFS). If your child is between 24 and 36 months we will also be completing a 2 year old development check. Should we have any concerns we will discuss these with you and our settings SENCO who will identify ways that your child can be supported both at home and in the setting. The SENCO can also signpost or refer to other services who may be able to support you and your child.

### **2. How will the setting staff support my child?**

We believe that children should be able to access the nursery and the activities as freely as possible. The level of support that your child needs will be assessed on an individual basis - this could be a high level of support where your child needs one to one support throughout their time in the setting or they will have support at specific times, such as transition times or in small group activities.

A Setting Based Support Plan will be drawn up by the settings SENCO along with input from parents/carers and any professionals supporting the child. The plan is followed daily by your child's Key Person and this is reviewed and revised each term by the SENCO. A copy of the plan is given to parents/carers each term once any revisions have been agreed.

### **3. How will the curriculum be matched to my child's needs?**

At Butterfly Nursery each child is planned for individually. Through regular observation and assessment we can establish where your child's learning and development is according to our curriculum, the Early Years Foundation Stage (EYFS). Your child's Key Person and SENCO can then plan your child's 'next steps' for learning.

**4. How will both you and I know how my child is doing and how will you help me to support my child's learning?**

As well as our formal parents consultations we are happy to have ad hoc or informal chats with parents on a daily basis. If this is not convenient then we can also be contacted by phone or email. Should you require updates on your child's learning and development you are welcome to look through your child's Learning Story either at the setting or to take home. We can then discuss how we assess your child's learning.

In addition to this we have a range of activity packs that your child can take home; these are often chosen by the children themselves however we can choose something to support your child more specifically to their needs.

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

Butterfly Nursery has a number of policies to ensure your child's needs are being met. We have a policy giving clear guidelines on administering medicines. The majority of our staff hold qualifications in First Aid, Health and Safety and Food Hygiene. For children with specific needs such as requiring an Epipen or support from mobility aids we arrange for health professionals to come into the setting and demonstrate/explain the use of these.

We have a positive behaviour management policy to support children who may be having difficulties. We also use a range of resources to promote positive behaviour in the setting which we can also share with parents/carers to use at home. All staff are aware of how to manage issues such as behaviour to ensure a consistent approach.

**6. What specialist services and expertise are available at or accessed by the setting?**

As well as the settings qualified SENCOs we have a number of staff who have received specialist training in areas such as Speech and Language to enable us to provide additional support in specific areas. We also work with and alongside a number of health and social care professionals who visit the setting regularly and provide us with ideas and strategies to further support the children.

**7. What training are the staff supporting children with SEND had or are having?**

Our setting currently has 2 qualified SENCOs, a number of our practitioners have attended Elklan Speech, Language and Communication training. Our practitioners have qualified in Paediatric First Aid and all have received training in Makaton.

**8. How will my child be included in activities outside the setting including school trips?**

All children have access to all activities at the setting. Should we plan an activity or a trip outside of the nursery then we will discuss with the parent/carer how we can best support your child.

**9. How accessible is the setting environment?**

Butterfly Nursery is a modern, refurbished building and has been designed to be wheelchair accessible. There are disabled parking bays outside our building and an accessible ramp at the rear of our building. If there are any issues that affect you or your child accessing the nursery then please discuss this with us to ensure these arrangements are in place prior to your child starting nursery. Should your child require specially adapted equipment for use within the nursery then we can arrange to access equipment from East Sussex County Council or apply for a bursary to buy this.

**10. How will the setting prepare and support my child to join the setting, transfer to a new setting or the next stage of education?**

Prior to starting at our setting we will offer a home visit so that we can meet you and your child and discuss any specific needs that your child may have. Should practitioners need to have any medical training to support your child then this can be arranged with health professionals before your child starts. When the time comes for your child to go to school a meeting will be arranged between the nursery, the school and yourself to discuss how your child's needs can be met, how we have been able to provide the support whilst they have been at the setting and any other transitional support they may need.

**11. How are the setting's resources allocated and matched to children's special educational needs?**

Should your child have or be identified as having a special educational need then nursery staff will be deployed in such a way to support your child. This may be at specific times during the session, such as lunch time or in the case of children requiring a high level of support - an additional member of staff will be employed. Should we need to purchase specific equipment or resources for your child then we can arrange funding for this from the local authority.

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

Any decisions made regarding the level of support required will be agreed between the nursery, the parent/carer and the Early Years and Health professionals working with you.

**13. How are parents/carers involved in the setting? How can I be involved?**

Parents/carers can be involved in a number of ways and this is actively encouraged in the setting. Parents are welcome to stay and play at any time - we have themed weeks during the year such as Mother's Day and Father's Day where family members are invited. We share ideas for children's learning on our Newsletters and our Facebook page. We also send home our activity packs for you to support your children with. We encourage parents to share interests or hobbies with us, for example, parents who have an interesting job or religions and cultures.

#### **14. Who can I contact for further information?**

At Butterfly Nursery your first point of contact will be your child's Key Person. Alternatively you can discuss any concerns or queries with the settings SENCOs (Rachel or Kerrie) who will be more than happy to assist you.

This offer is accurate now, but services are regularly reviewed and could change. All information will be updated as soon as possible to reflect any new service offer.

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#### **Feedback**

This offer is intended to give you clear, accurate and accessible information.

If you would like to comment on the content of the offer or make suggestions to improve the information, please email [greenwich@butterflynursery.net](mailto:greenwich@butterflynursery.net)

Find out more about support for children and young people with special needs and disabilities:  
[www.eastsussex.gov.uk/localoffer](http://www.eastsussex.gov.uk/localoffer)