

## **SEND Local Offer**

Harlequin Montessori Nursery strive to meet the needs of children with Special Educational Needs and disability and are supported by the Local Authority to ensure all children, regardless of their specific needs, make the best possible progress in nurseries/pre-schools. All nurseries/pre-schools are supported to be as inclusive as possible, with the needs of children with a Special Educational Need and disability being met in a mainstream setting wherever possible, where families want this to happen.

### **How our setting knows if children need extra help and what our parents/carers should do if they think their child may have special educational needs or disabilities.**

We are a fully inclusive setting and are able to meet the needs of children with Special Educational Needs and disability. At Harlequin Montessori Nursery every child is treated as an individual, staff are experienced in observing, assessing and planning next steps for children. If you have concerns about your child you should speak with the Manager or SENCO (Special Educational Needs Officer) who will be able to help you.

### **How our setting supports young children with special educational needs and disability.**

Every child has their own Key Person who will work with your child and you. They will make next steps plans for your child, based on your child's interests which they will share with you. In addition the SENCO will make specific Play Plans focused on your child's area of need which will again be shared with you. Harlequin is able to call upon a wide range of outside professionals and specialist who will come to the setting and suggest strategies that will support your child at nursery. You will be invited to be part of their visit.

### **How our setting creates learning and development opportunities for individual children with special educational needs and disabilities.**

Every child has an individual learning profile made for them by their Key Person and other members of staff based on the curriculum, this will also contain observations and photographs of your child to support the staff to assess and make plans to progress your child's development. You are welcome to see your child's learning profile at any time.

### **How our setting works in partnership with parents/carers.**

All plans will be shared with you as they are developed and assessed for progress and as well as the termly parent consultations, there are regular meetings with families who have children with additional needs. At Harlequin we operate an 'open door' policy and are always available to spend time with parents to discuss their child's progress and development, and to help you support your child.

### **How our setting supports the wellbeing of young children with special educational needs and disability.**

Staff are very experienced and are able to access additional support from an Area SENCo when needed. Should your child require prescribed medication, a named member of staff will be responsible for the administering of this and you will be required to complete the relevant forms for the staff to be able to do this. Our staff are paediatric first aid trained and have completed level 1,2 or 3 safeguarding training.

### **Staff training and experience in supporting young children with special educational needs and disability.**

We promote positive behaviour and staff are trained to support this, further training will be continually accessed. Should your child display unwanted behaviour then we will work with you and your child to provide a consistent and planned approach to improve the behaviour. Your child will be involved in the development of this approach. Staff have attended speech, language and communication training. Promoting positive behaviour training, SENCo and Inclusion co-ordinator training. English as an additional language training and the SENCo regularly attends SENCo network sessions. Staff are continuously updating their training. We also have a trained Enco.

### **Specialist services and expertise accessed by our setting.**

Whilst Harlequin does not offer specialist services, we are happy to work alongside the specialists involved with your child and they are welcome to visit your child at the setting.

### **How accessible is our setting environment?**

Our building is fully accessible and parking is available directly outside of the building. Our toilets are fully wheelchair accessible. The outside area at the back of the building has access via a ramp to the garden and the front entrance has ramp access available. We are happy to work with families to access any specialist equipment needed. We have visual timetables to support routines and communications when required.

### **How our setting prepares and supports young children with special educational needs and disability when joining the setting and when transferring to a new setting/school.**

The nursery is able to offer flexible entry where children can attend for limited times/sessions, without their parent as required and where there is a need parents and children can make several visits prior to starting. The type of entry is dependent on the need of the individual child. When transferring to school the nursery will initially liaise with the school to arrange the best transition for your child, this could include a meeting between the school, nursery and parents to discuss the best strategies to support transition; several visits to the school by your child; photographs of the school; teacher visits to the nursery.

**How our setting organises its resources to meet the needs of young children with special educational needs and disability.**

We work with outside professionals who are able to guide us when required to obtain if additional funding if needed to support the child in a variety of different ways, we also follow early support principles.

**How we involve all parents/carers in our setting.**

Initially the nursery Manager and SENCo will meet with you to discuss your child's needs an Area SENCo may also be able to offer support at this stage. A plan will be developed involving you for your child's transition and any support needed will be put in place. Once your child has started a one page profile or Individual Educational Plan will be made which you will be involved with, this will be regularly reviewed and monitored. As a setting we are committed to working in partnership with parents/carers to provide your child with topic ideas that they have an interest in. We also invite parents to continually work with us regarding your child's progress within the setting. When a child joins Harlequin any allergies are discussed/recorded and supported.

**Who to contact for further information.**

More detailed information is available in our policies, specifically our 'Achieving Positive Behaviour', Diversity and Equality', 'Supporting children with Special Educational Needs and disability and 'Working in partnership with outside agencies'. A list of all our policies are on our website and are available upon request.