



Linda Scott
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St Johns Preschool
The Reading Room
School Lane
Crowborough
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How does the St Johns Preschool know if children need extra help and what should I do if I think my child may have special educational needs?

If you decide on St John's Preschool for your child we will allocate them a key person who will be you and your child's first point of contact and who will be there for your child to create that special bond. You and your child will be introduced to your key person who will undertake the initial parent induction, which includes a settling in procedure. We will sit down with you on their trial sessions and collate information to enable us to get to know your child, which will include any known or suspected special educational needs. After your child starts to settle in, we will complete an initial development assessment. This will inform us about your child's development and highlight any additional needs.

How will the preschool staff support my child?

If your child is identified as having special educational needs we will set an individual education plan (IEP) working in partnership with you the parents. This plan will be unique to your child's needs and will identify the areas of support your child will need and monitor its effectiveness. Your child's key person and the SENCO will discuss the IEP with you and take your views into account.

How will the curriculum be matched to my child's needs?

Using the Early Years curriculum, you, your child's key person and the SENCO will identify any areas that need to be adjusted to enable your child to experience a challenging and enjoyable programme of learning and development. This may mean that we all collectively make a decision to refer

your child to an Independent specialist who deals specifically with your child's needs.

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

Your child's IEP will be assessed every Half Term by their Keyworker, The Manager/Duty Manager, the SENCO and you as parents/carers to agree to your child's next steps, Parents will be informed of progress after this assessment. We will also make sure that parents can speak to their key worker at any time to discuss progress and needs. We use an on-line recording system called Tapestry and this is a two way communication between the Preschool and Parents/carers, it is a great way of taking part in your child's development which includes photographs of your child's time at preschool too. We can also offer suggestions as to what you can be doing with your child at home which will compliment their experience at school.

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

Our key worker system helps your child to settle quicker, it is very hard to leave your child and entrust the care to others when they are so small, but we find they quickly form a bond with their keyworker and feel safe and secure knowing that special person they can go to for their needs to be met. There may be times when the keyworker is not in session, so we have a buddy keyworker allocated for each child.

If your child needs one to one care we would apply for funding. Our staff are committed to on going training for specific needs, we can also seek specialist advice on specific needs if we do not have the experience in house. All our staff undertake Safeguarding training.

What specialist services and expertise are available at or accessed by the Preschool and What training are the staff supporting children and young people with SEND had or are having?

All our staff are parents and come with a wealth of personal experience. We have access to an outside Speech Therapist who is the Chairman of our Preschool at the moment. Training is always available in specific areas of need to further develop the skills staff already have.

We can also call on many agencies such as Early Years Teaching and Support Services, East Sussex County Council Web site for SEND. We are currently changing our SENCO, who will be taking the most recent up to date training in November 2015, this is due to promotion within the setting.

How will my child be included in activities outside the setting including any trips?

All activities outside of Preschool are planned with all abilities taken into account. Trips and external activities have a full risk assessment and arrangements put in place to ensure all children can be included. This includes extra staff and parental involvement as volunteers

How accessible is the setting

Unfortunately we do not have the facility for wheelchair access and do not have plans to change this in the foreseeable future. However we can accommodate for less physically disabled children.

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

When you have decided that St Johns Preschool is right for your child we will invite you to come and visit us and see the school in session. Your child can play and interact during this time. The keyworker, Manager or Deputy Manager will be able to talk to you about your child's needs and answer any questions you may have regarding starting at the preschool. When your child is ready to move on to Primary school we will have lots of consultations with you from deciding which schools to choose, and through transition to your elected school. We have visits to the new school with your children, and the teachers from Primary school come to visit to get to know your child. In the last term we play lots of games, and read books relating to change, and transition and new experiences to help answer any questions the children may have. We put the children at ease by talking about their experiences and what to expect. We practise changing into PE kits, uniforms and encourage helping each other at this time.

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

If your child needs one to one support we will need to apply to the Local Authority for funding, if we are successful the funding will be used to meet the additional staffing costs. As parents you will be involved in the process, with a view of how best to support your child.

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

Following assessments and our observations and your input we will together decide what type of support is appropriate to meet your child's needs. We will then write an IEP taking into account any points made by outside agencies and specialists. We will review this IEP every half term to ascertain if changes

need to be made, however we appreciate you informing your key worker or the SENCO of any concerns or improvements you have as soon as possible. This will help us to help your child with their needs.

How are parents involved in the setting How can I be involved?

We would like you as parents/carers to feel part of your child's development. We encourage and welcome volunteers to come in and help. We ask if any parents or grandparents have any skills that they could bring in to show the children, the children love this. Parents can join the committee too which enhances the school and by fundraising helps us to obtain resources we need. It is a great way for the parents to meet other parents , so we all get support.

Who can I contact for further information?

For further information about St John's Preschool please contact ;

Linda Scott – Manager

Zena Sawyer – Deputy Manger

Lynsey Barnard – Chairman

Email: stjohnspreschool-crowborough@hotmail.co.uk

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This offer is accurate now, but could change from time to time. These changes will be updated as soon as possible.

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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:

stjohnspreschool-crowborough@hotmail.co.uk

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