



West Sussex Local Offer

Little Holly Hedgehog pre-School Local Offer

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

At Little Holly Hedgehog Pre-School every child is regularly observed and is valued for their own capability, but should we notice a delay or concern in any area, we will first of all speak to their parents followed by making a referral with the parents' permission. Little Holly Hedgehog pre-school will be sensitive to all parents concerns and will work with the parents and other outside organisations/agencies to support any concern.

Any issues identified through the regular assessment will be referred to SENCO (Special educational needs co-ordinator). The SENCO at Little Holly Hedgehog is Christy Ball. She will offer support and advice to your child's key worker, other staff in the setting and yourself.

2. How will the staff support my child/young person?

On starting at Little Holly Hedgehog Pre-school you will be asked to complete an all about me booklet. This will give staff an initial understanding of your child's strengths and needs.

When starting at Little Holly Hedgehog Pre-School your child will be allocated a key worker, this key worker will be your Childs main carer whilst at Holly , they will look after your Childs needs whilst settling in,



they will also observe, assess and plan to bring your child forward in their learning. However all staff are encouraged to engage with each child in the setting to make them feel comfortable and happy.

Staff within the setting will also attend regular training sessions to keep themselves updated.

Staff will support your child through small groups and high staff/child ratios.

3. How will the curriculum be matched to my child/young person's needs?

Children are observed on a regular basis and individual plans set in place for activities which encourage them to move them forward in their learning and development.

The key worker will put the children into ability groups and do the activity, she will then watch and observe the target child carefully to assess how they can be brought forward in their learning.

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

There are daily opportunities for you to talk to your key worker and appointments are available if you require more convenient time to discuss your child's requirements.



Your child is being continuously observed and assessed throughout the year; this will be the basis of what is to be discussed during parent's afternoon, which is held regularly throughout the year.

All development folders are made accessible to parents at every session for them to view. We also hold end of term celebrations for parents to view the learning journals and speak to your child's key person. The following are the end of term session run which we eagerly encourage parents to come along and join in;

- End of Autumn term – Nativity show then mince pies/coffee served whilst reviewing learning journals and talking to key worker**
- End of spring term – Easter show , followed by hot cross buns whilst chatting to key worker and viewing learning journals**
- End of summer term – presentation/graduation certificates for achievements (i.e. sports day and green fingers) followed by a helium balloon release for Pre School leavers. Development books will be given to parents if leaving or signed if staying.**

5. What support will there be for my child's/young person's overall well being?

Little Holly Hedgehog Pre-school ensures a child's overall wellbeing is paramount, the pre-school has a vast selection of policies and procedures in place to ensure that all staff have a good understanding and knowledge on how we can support each individual child and where we can go if we require further help and assistance.



Little Holly Hedgehog pre-school are confident in contacting outside agencies if further help, assistance and support is required.

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

When other agencies are needed we will research and find relevant specialists to support the individual child and family

7. What training are the staff supporting children and young people with SEND had or having

Staff within the setting has attended a wide variety of training sessions such as SENCO, INCO, Speech and language development, and promoting positive behaviour. All staff who attend training are encouraged to feed back their findings to all other staff members, to ensure everyone working together.

8. How will my child/young person be included in activities outside the classroom including school trips?

You child will be able to attend all local outings. The pre-school have one summer trip to a local farm/park; they also have a trip to the local field for a sports day.

Before each trip out the activity and area will be risk assessed and suitability examined. A plan will then be drawn up with all staff members discussing what extra help and support will be required by your child.



9. How accessible is the setting?

Little Holly hedgehog Pre-school is situated in Crawley Baptist Church, Crabtree Road, It is situated on the first floor. The ground floor is easily accessible with a flat entrance hall with double doors. There is a lift to use to bring you up to the first floor.

The room is spacious and the children have plenty of room to move around the tables.

The Pre School has access to a disabled toilet which has accessible toilet and wide door.

There is also a place of safety for a wheelchair should the alarm go off.

The garden area is on one level with no steps to manoeuvre around.

10. How will the setting support my child/young person to transfer to the next stage of education/life?

The child's new school will be contacted prior to the child starting. Development plans and previous IEP's with parental permission will be passed over to the new school. New teachers are encouraged to attend setting to visit child and meet current key worker. Key workers are always available and happy to talk with new teachers at a convenient time for both parties.



The pre-school phone number is written on the top of each Childs development recording sheet, which gets sent to the schools. New teachers are encouraged to contact staff if they have any issues.

11.How are the settings resources allocated and matched to children's/ young person's special educational needs?

We carefully assess, monitor, and review each individual's needs. Resources are then allocated so that all children can have full access to the equipment and settings areas of learning.

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

From the moment your child starts Little Holly Hedgehog pre-school they will be continuously observed, assessed, and planned for. The decision is made upon these observations. If necessary an IEP will be drawn up with support from SENCO.

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

Parents are actively encouraged to talk to staff within Little Holly Hedgehog pre-school as and when they require help, support and assistance.



Regular term parent consultations are carried out, for parents to talk to their child's key worker, and review their learning journals, IEP and planning.

Regular newsletters go home and are displayed in the foyer to keep parents informed about past and present activities.

Little Holly Hedgehog also has a facebook page which is updated daily to ensure parents are kept informed of the fun and activities their child has been engaged in.

Parents are actively encouraged to join the parent's rota and stay at the pre-school for a session playing and supporting the children.

Parents are invited to various school shows and activities such as the Christmas nativity play and Easter show, leaver's party, farm trip, leaver's graduation and sports day.

14. Who can I contact for further information?

We always encourage perspective parents and their child to visit Holly Hedgehog Pre-School to see if it is suitable for your requirements. If you require any further information or wish to book a viewing please contact Christy Ball (Manager) who will be happy to discuss your requirements, 07952948174 or you can leave a message at Crawley Baptist Church 01293 546 177

