

# The Local Offer

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Name of Setting: Hall Orchard Preschool and After School Club

Telephone: 01509 414826 or 01509 412188

Email: preschool@hall-orchard.leics.sch.uk

Name of person to contact: Leanne Eccles

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## *My child has SEND. I would like to look around. What do I need to do?*

Children and their families are welcome to visit our setting and meet our staff. We can be contacted by telephone between 8:30am and 3:30pm on 01509 414826 or by email at preschool@hall-orchard.leics.sch.uk.

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## *How will my child and I be made to feel welcome and how will you get ready for my child coming?*

We welcome all children, parents and carers to our setting. Our lead practitioner and SENDco will liaise with parents and other professionals to identify needs and ensure appropriate provision is in place, wherever possible, prior to them starting pre-school. We offer a taster visit prior to your child starting for them to meet the staff and familiarise themselves with the setting. Individual cases may require further transition support.

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## *How accessible are your premises?*

Our setting is on the ground floor and is fully accessible for prams and wheelchairs. It also has a safe, secure outdoor play area. We have low, child-friendly sinks and toilets and access to a disabled toilet.

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## *How will you keep my child safe?*

Our pre-school is part of Hall Orchard CE Primary School and is based in a purpose-built unit on the site. Our equipment is checked on a daily basis and we adjust our resources to suit children's individual needs. All staff have detailed DBS checks, have undergone the required safeguarding training and are experienced early years practitioners. Access to the pre-school is strictly controlled and external doors are only opened with electronic key fobs held by members of staff.

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## *How will you communicate with me what my child has done, enjoyed and learnt?*

We have an open-door policy and staff will usually be available to discuss any concerns or queries. We also welcome parents to contact us by telephone or email. Learning journeys are sent home via email at the end of each half term. We communicate with parents through School Comms and regular newsletters.

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## *How do you work with other professionals?*

We are very familiar with working and liaising with other professionals and welcome them into our setting. We are also happy to work with other settings, schools and childminders.

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## *What training have you/your staff had in SEND?*

All our staff have the knowledge, skills and experience to work with children with SEND, and are qualified to at least NVQ level 3. All staff have undertaken Autism Awareness and first aid training. Our SENDco regularly attends SEND updates and liaises with the Early Years specialist teaching team.

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## *How will you adapt play opportunities for my child?*

We ensure that appropriate equipment is available to support a variety of stages and abilities. Staff plan provision to meet individual needs and next steps, and follow advice from any professionals involved.

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## *How will you get ready for my child going to his/her new school?*

Our pre-school is part of Hall Orchard Primary School. As a result, we are able to provide a number of opportunities to support children's transition into Reception. During the term before they start school, we run an extensive transition programme where by children spend a number of sessions in our reception classes to become familiar with the environment and to meet their new teachers. Children also have the opportunity to eat their lunch in the school dining hall. Our pre-school children are involved in the school Christmas nativity and have opportunities throughout the year to share experiences with our reception classes.

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

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Feedback can be given to parents either on collection or through children`s learning journeys. If a parent or member of staff has any concerns about a child`s development, a meeting will be arranged to discuss this further.