

Local Offer

Early Years Extended Local Offer Response

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?

All children at Monkey Puzzle Catford are settled into their age appropriate rooms these are led by experienced room managers. All children are assigned a key person who work together, and are supported by Deborah Osborne who is the 'early years foundation stage co-ordinator' and special educational needs co-ordinator to ensure each child's individual needs are met.

All children's development at our nursery is continually monitored by their key person and your child's progress in the setting is reviewed and tracked through the Early Years Foundation Stage (EYFS) framework. Where needed Deborah (SENCO) will work with your child's key person to monitor and support this process.

Where appropriate we will work closely with other professionals in our area e.g. Paediatricians, health visitors, speech and language therapists, educational psychologists and other healthcare professionals to ensure that your child is given appropriate support and that we provide the best care and educational opportunities for your child that we can.

2. How will setting staff support my child?

All children at Monkey Puzzle Catford have a learning journey which we use to support us in tracking and recording children's development and achievements. Parents are encouraged to give feedback regarding the progress their child has made in reaching their early learning goals. The staff form strong bonds with the children at the nursery which start with a structured, thorough, effective settling-in process which parents are fully involved in, thus ensuring your child is happy and secure.

Each child's key person will tailor a child's planning in relation to their interests and developmental needs to encourage progression.

Where needs have been identified children will be assessed which will result in them receiving an Individual Education Plan (My plan). Our SENCO will work to ensure that you are closely involved at all stages and are actively involved in reviewing and planning your child's IEP. Our SENCO will also liaise with a wide range of professionals to ensure that early intervention is put in place.

3. How will I know how my child is doing?

All parents at Monkey Puzzle Catford are given a choice if they want to receive feedback via daily diary and staff give feedback verbally of your child's day at the end of each day. Parents are actively encouraged and welcome to discuss their child's progress both formally; through planned meetings, the regularity of these is dependent on a child's level of need and informally at the nursery or by telephone, text or email. Furthermore, we have an open-door policy, so parents are welcome to speak to members of the management team at any time.

Parents days twice a year encourage the sharing and reviewing of a child's learning journey with the child's key person. Parents are welcome to see their child's folder at any time. Three times a year we track a child's development in accordance with the Early Years Foundation Stage.

We believe open and honest conversation is of the utmost importance and is at the heart of our partnership with parents and for us is a proven effective way of keeping you informed of how your child is doing and gives opportunity to highlight any concerns.

Two-year progress reports are completed.

Any additional reports or documents written about your child are shared with you as parents.

4. How will the learning and development provision be matched to my child's needs?

At Monkey Puzzle we take the time to build relationships with all the children. Through our own knowledge and your child's Wow Moments (observations from nursery & home), we will have a sound understanding of your child's interests and needs. From this we will then plan for your child through their interests to bring them forward in their development. This is supported by the Early Years Foundation stage and successfully carried out through planning of the nursery environment and creating amazing play discovery experiences.

To further support any additional needs, we will work with outside agencies, following advice from other professionals. Our SENCO will ensure that parents are fully involved and informed through this process and staff will attend further training if required thus ensuring we meet your child's needs through the first stages of their learning journey.

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

Monkey Puzzle Catford believes that children come first in every aspect; they are the most important part of our nursery and are at the centre of every decision made. Your child's overall wellbeing is of the upmost importance to us and our team will ensure this is supported and encouraged through outstanding practice. There is a strong emphasis on providing a caring environment, and this is supported through various strategies such as daily routines, a considered qualified staff team, key person approach, positive behaviour management, child sized equipment, amazing resources, excellent communication and an ever-evolving positive partnership with parents, the list is endless!

If caring for your child and their wellbeing means they need a little extra support, we will ensure every effort is made to achieve this. We will build professional working relationships with outside agencies, e.g. Health Visitors, this will ensure the best possible care is given to support your child's development and wellbeing. We are very thorough regarding staff training at Monkey Puzzle and

exceed the requirements in terms of both first aid and safeguarding training. We also have in house training on the Prevent duty law and implementing the British values in our everyday practise. Further to the above if your child has any specific medical needs we will seek and attend any necessary training. We have effective methods in place to store and administer prescribed medication. All the above is carried out through working closely with our parents and families through many ways of communication.

We have an effective, tried and tested positive behaviour management policy, which clearly outlines the procedures used in the nursery. All staff receive training on this. Positive Behaviour Management is used throughout the age groups in the nursery, all with the same intentions and the preferred outcomes but adapted to meet the age and stage of the child/children. We share our positive behaviour management policy and the strategies within this with parents/carers to encourage consistency, which in turn results in positive outcomes. However, if specialist help is required to manage behaviour we can request the support of our local Inclusion Development Officer.

All staff have a positive approach to all children's individual learning and development and are sensitive to their needs. We will support you and your child through their general routine such as; potty/toilet training, sleep routines and food habits and as above will fully support you with any tricky situations that may arise by offering our support, guidance, knowledge and encouragement through open and honest communication.

The nursery has a wide range of resources to encourage children to discover about other faiths, inclusiveness and diversity.

Our SENCO has over 30 years' experience working and supporting all children with a wide range of needs and is looking to develop her knowledge further within this area, through attending various training courses in order to support the children's needs that attend our nursery.

6. How will my child be included in activities outside the setting?

At Monkey Puzzle, as well as having two outside play areas. All activities outside the setting will be preceded by a full risk assessment.

To ensure you are fully comfortable with your child going on outings we are happy to discuss our procedures with you and permission for this forms part of our terms and conditions.

If your child needs any extra support, we will discuss their needs with you to ensure they are included in this part of nursery life and that you feel happy and reassured by our procedures.

7. How accessible is the building

The nursery has a main entrance which does allow wheel chair access and spans over three floors with which can be accessed by stairs.

The nurseries toys and equipment at your child's level.

The nursery has two outside areas, all on ground level. The larger garden boasts, both artificial grass allowing for all seasonal use and a child safe surface which includes a large climbing frame creating challenges for all. The smaller outside space has been developed specifically for our own baby room to allow them safe access to their own garden area.

The nursery recognises the importance of allowing children to discover their world. We encourage this with support and through their own independence by providing a safe secure environment. With this in mind, there are child-sized low-level sinks and toilets, tables, chairs, cutlery, resources and equipment.

We are happy to make reasonable adjustments to our environment and discuss a child's individual needs with their family ensuring every child's nursery day is a positive and meaningful experience, which encourages their learning and development.

The nursery has a dedicated lovely staff team with various experience, age, ethnicity and heritage being drawn upon daily. They are able smile and adjust to different situations, caring for the children to an exceptional level

8. How will the setting prepare and support my child with transitions between home, settings and school?

All children starting at our nursery will be invited to attend settle sessions, one weeks prior to their start date. During these sessions, you will discuss your child's routine and needs with the nursery manager and be introduced to your child's key person. All this important information is documented and recorded to ensure everything is ready for us to care for your child on their first day and thereafter. Later settle sessions involve you dropping your child at nursery and leaving them to experience key parts of the nursery day for short periods of time, building up to longer periods; play time, meal times and sleep time. If your child receives care from any other setting, (e.g. another nursery or a childminder) we will work with them by sharing their learning journey. We will also with consent from you, contact them regarding your child, to share ideas and strategies to provide the best consistent care

When it is time for your child to leave us for primary school we contact the new setting and invite them in for a transition meeting if required. Children are invited by their new school to attend taster sessions and we work with the school to support your child if we feel they might have any difficulties with the transition.

9. How will [the setting's] resources be used to support children's special educational needs?

Resources, equipment, toys and furniture are moveable and can be made accessible. We have child-sized furniture to encourage children's independence and self-exploration. We ensure all toys and activities are age appropriate and we plan on a weekly basis to ensure the 'seven areas' of learning are reflected in the rooms every day.

All rooms plan interesting, sensory experiences e.g. sensory bottles, translucent materials, tactile wet and dry play, 'den' areas such as home corners, sand area, mud kitchen and the use of camouflage in the outdoor area.

10. Who can I contact for further information about the Early Years Offer in the setting?

Maria Ali: Nursery manager

Deborah Osborne: EYFS coordinator & SEND-co

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