



Stepping Stones Pre-school Buxted

Local Offer for children with special educational needs and disabilities (SEND)

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1. How does Stepping Stones Pre-school know if children need extra help and what should I do if I think my child may have special educational needs?

Stepping Stones Pre-school works closely with parents and carers to support all children who attend. Your child will have a named member of staff (a key person) who will be their main carer while at Stepping Stones. This key person will assess your child's needs and identify if additional support is required. Stepping Stones also has a designated person (SENCo) who co-ordinates all support and services for children with special educational needs and disabilities.

If you are concerned that your child may have special educational needs, you should, in the first instance talk to your child's key person. We will then arrange a meeting to discuss your concerns.

2. How will Stepping Stones staff support my child?

All staff at Stepping Stones are involved in planning our educational programme so that it meets the needs of every child that attends. The SENCo will make sure that children with special educational needs and disabilities have a setting based support plan (SBSP). This will be discussed and agreed with you. The SBSP will state what learning needs to take place and how staff will support your child. Your Child's key person and other staff will carry out activities identified within the SBSP with your child.

If your child's needs are significant, Stepping Stones may work with outside services, with your consent, to obtain extra support and advice. Sometimes a child may need individual support during the session. In this instance a member of staff may be assigned to work with your child on an individual basis until they are able to be more independent.

Stepping Stones will invite you to meet with the SENCo and/ or your child's key person on a regular basis to discuss your child's needs, assess their progress and agree what support we are able to offer.

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

Every child is unique. At Stepping Stones we follow the Early Years Foundation Stage (EYFS). Our educational programme is planned by all key person's so that children's individual learning needs are met. This includes planning for different children's interests, abilities and making sure activities are suitable for all ages and stages of a child's development, regardless of their needs.

Staff at Stepping Stones use Makaton to support children's early communication skills.

4. 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 will have a contact book to bring to and from Stepping Stones on a daily basis. This is used to share information between us and home.

The key person will keep a record of your child's progress in their Learning Journey. The Learning Journey is an electronic record of your child's time with us you are encouraged to share with us what your child does outside of Stepping Stones. The learning journey uses a programme called Tapestry. It is available via individual log-ins on remote devices such as computers, tablets and phones also parents are welcome to use Stepping Stones computers at an agreed time.

We will arrange for you to meet with your child's key person and/ or the SENCo at least three times a year (normally more frequently) to discuss your child progress and plan for their learning. You are welcome to come into Stepping Stones at any time to talk to your child's key person and/ or SENCo. We are able to arrange meetings outside of our normal opening hours. We can also offer home visits and are happy to communicate with you by telephone and/ or email.

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

Your child's key person has overall responsibility for their well-being. This includes, as far as is practical providing all intimate and personal care and the administration of medication.

We have written policies and procedures in place to ensure all staff are aware of their responsibilities.

If your child has specific medical needs or a disability we will agree a care plan with you before your child starts with us. This will cover how their care needs will be met whilst they are at Stepping Stones.

Stepping Stones has a positive behaviour management policy which all staff adhere to. We work closely with parents to ensure everyone is involved in agreeing any specific action plans required.

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

Stepping Stones regularly works with professionals from outside. This includes (but is not limited to) Children's Integrated Therapy Services (e.g. speech and language,

physiotherapy and occupational therapy) and Early Years Service including specialist teachers, the behaviour management team and English as an additional language team. We work closely with Children's services.

7. What training have the staff, supporting children with SEND, had or are having?

All staff cover inclusion and disability awareness as part of their induction when they start with us. Stepping Stones staff also receive Makaton training. We have a designated SENCo who attends refresher training every 3 years and is a member of the local inclusion support group.

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

Activities will be adapted to make sure all children have access to the same learning opportunities. All activities taking place outside of Stepping Stones will be risk assessed. This will include assessing the needs of individual children. We will meet with you to discuss any specific needs your child may plan with you for their inclusion.

9. How accessible is the school environment?

St Mary's Church Hall dates from the 1880s and is accessible for parents and children with disabilities. This includes both adult and child accessible toilets

10. How will Stepping Stones prepare and support my child to join, transfer to a new school or the next stage of education and life?

Stepping Stones will ask you to stay for the majority of the sessions for at least the first two weeks of your child starting with us to help them to settle as part of our standard settling in procedure. In addition we can offer a home visit from your child's key person. During this settling in period you will get to know your child's key person and be asked for information about your child to allow us to help them settle.

As your child becomes ready to move onto school we will invite their new teacher into Stepping Stones to meet them. We will also attend any transition meeting that may be required. We will produce a report for their new school in consultation with you, summarising their learning.

11. How are the school's resources allocated and matched to children's special educational needs?

Each child will have access to resources based on their individual needs. Stepping Stones will apply to the local authority for funding of specialist equipment and resources.

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

Stepping Stones will work with you to agree what level of support we are able to offer your child. This will be included in their SBSP. We will seek advice from appropriate outside professionals as necessary. We apply for funding from the local authority for additional support if required.

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

We will regularly meet with you to discuss your child's individual learning needs and encourage you to work with us to support them both at home and at Stepping Stones. Parents are always welcome to offer support during sessions in the form of craft activities, snack or story-telling. The committee and fund raising team always have space for another willing parent.

14. Who can I contact for further information?

Your first point of contact will always be your child's key person. Other staff available to help and support you are Stepping Stones' SENCo and manager.

If you want help or advice prior to your child joining Stepping Stones, in the first instance you should contact the Manager.

Further information and advice can be given by your child's health visitor, the Specialist Early Years Service, Information for Families, your local children's centre and via the Local Authority weblink.

This offer is accurate now, but services are regularly reviewed and could change. All information will be updated as soon as possible to reflect any new service offer.

An invite for 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 officeadmin@steppingstonespreschool.co.uk

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