



Local Offer

Chelwood Gate Nursery

Our SEN and Disability offer

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How does Chelwood Gate Nursery and Forest School know if your child is in need of extra help?

Your child's key person will develop a close relationship with your child and will be able to assess if any extra help is needed. This will become apparent through observations and assessments made throughout their time with us. The Nursery Manager and SENCo also monitor the progress of all the children within the setting. She will work with the key person and you to ensure your child reaches their potential.

What should I do if I think my child may have special educational needs or disabilities?

Please speak to your child's key person and/or manager who can advise you. You may also wish to consult the 4children Parent's Guide, 'What to Expect, When'.

How will the staff at Chelwood Gate Nursery and Forest School support my child?

At Chelwood Gate Nursery and Forest School we endeavour to have close relationships with your child and you. Our nurturing staff plan individually for each child. We work with you for your child's needs and our manager is on hand to help with this at any time. Supporting every child is our aim and a part of our nursery that makes it wonderful setting for every child to thrive. If your child has any additional needs they will be dealt with sensitively but directly and with you involved at each step.

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

We plan for every child individually according to their interests and abilities. Therefore all planned activities will be tailored for your child. We view every child as an individual with differing interests, talents and needs and shape our curriculum to children within our setting.

How will Chelwood Gate Nursery and Forest School and I know how my child is doing and how will the Nursery help me support my child's learning?

Our staff are approachable and are on hand to chat informally at drop off and pick up times. We will give you a communication book which tell you what your child has done at nursery each day. The manager can arrange times in the day where more formal meetings to help you support your child at a convenient time for you. Home visits can be arranged. Your participation in completing your child's planning, observations and learning journals are encouraged.

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

Once your child is settled they are part of our family: his/her well-being is paramount to our staff. Only when children are happy and feel they can trust us can we provide the best for them. Our ethos follows the Rights of the child and we feel empowering each child allows them to develop their character into strong, independent thinkers who will take risks and never fear failure. We evaluate children's wellbeing through regular audits and observations, and strive to constantly update the way we operate to meet children's needs.

We ensure their safety through risk assessments. All support for individual children will be assessed on an individual basis. Our SENCO will support every child who needs additional support and their families.

Administration of Medicines/ Medical Needs.

We have a detailed policy for administering medicines-please ask our manager or deputy for the policy. A quick summary of it is below:

We only administer medicine when prescribed by a doctor (or other medically trained professional)

Medicine will be given only if forms are completed by parents/carer and the member of staff will have a witness to observe and sign documentation.

All medicine given will be recorded on our administration of medicine forms.

No child can self-administer medication.

Individual Health Plans are used for children who use regular medication.

What specialist services and expertise are available at or can be accessed by Chelwood Gate Nursery and Forest School?

Our SENCO will work with you and your child's key person to access any outside agency who may provide more specialist care. This is done on individual needs basis and is done as a partnership with you so that you are aware of every option for your child and never feel like an

observer in your child's life. In terms of training, some of our staff have experience individually with Speech, Language and Communication Needs, Autism Spectrum Disorder, Downs Syndrome, Alternative methods of communication such as Makaton and PECs and Complex Medical Needs such as gastro-feeding.

What training are staff supporting children with Special Educational Needs and/or disabilities had or having?

Again this is done on an individual needs basis. If your child requires our staff to have specialist training this will be done before your child enters our setting. If the need develops when your child is at our setting your child's key person and our SENCO will attend specialist training. All information from this training will be disseminated to the remaining staff at the closest staff meeting.

Our SENCO attends East Sussex County Council training. Our manager, deputy manager and forest school leader have paediatric first aid and we aim for all other staff to have completed 12 Hour Paediatric First Aid Training within their first year. All our staff receive training in a wide range of subjects that they choose to learn more about.

How will my child be included in activities outside the classroom including nursery trips?

Our policy for outings requires each child to be accompanied by a parent/carer. Therefore all children have equal access to all trips.

All children are included in outdoor activities and no child will be excluded. If your child needs additional support this will be included in his/her individual planning and staff will be aware of these needs.

Our aim for our forest school sessions is to include all those children who wants to join us. If your child needs additional support a 1on 1 member of staff can be arranged. However it is vital that the safety of the whole group is not compromised so there are times when a child may have to wait until our forest school leader, our SENCO and a child's key person feel the child is ready to join our forest school sessions. If the manager feels forest school is not suitable for your child you will be involved in making the decision of how to help your child build the skills to be ready to join our sessions.

How accessible is Chelwood Gate Nursery and Forest School's environment indoors and outdoors?

Chelwood Gate Nursery and Forest School is located in the Chelwood Gate Village Hall so we are limited by our premises. There is a wheel chair accessible entrance although it is in a separate area of the building which limits our inclusiveness. We do not have a disabled toilet area. Disabled children can be included in our forest school sessions but it will be weather related as certain routes can be inaccessible.

How will Chelwood Gate Nursery and Forest School prepare my child when joining or leaving the setting?

Joining: We work on an individual basis as you know your child best, therefore your child's key person, the manager and you will work together on a settling in plan.

Leaving: We work closely with the schools that your child will be attending, our local primary school and our nursery develop transition days in both the nursery and the school.

How are Chelwood Gate Nursery and Forest School's resources allocated and matched to children with special educational needs?

All funding is dependent on the child's individual needs. We aim to continuously improve the facilities we offer.

Inclusion or enhancing funding can be accessed if your child meets the local council's criteria.

Funding can be applied for to receive additional resources for further support.

How are parents involved in Chelwood Gate Nursery and Forest School? How can I be involved?

Our nursery is run by our committee of parents, you are most welcome to join this committee.

Our nursery has an open door policy and we encourage all parents to spend a day with us each term.

You are a partner in your child's learning and development and are encouraged to help in your child's planning and observations as well as in their learning journeys.

Our setting works with you to be as involved as you wish to be.

Give us your views about this information

Contact localoffer@eastsussex.gov.uk or call Information for Families 0345 60 80 192

More information, advice and support

The local offer- what is available for children and young people with special educational needs in East Sussex

- www.eastsussex.gov.uk/localoffer

Information for Families (including SEN and disability advice service)

Phone: 0345 60 80 192

Text: 07797 870317

email informationforfamilies@eastsussex.gov.uk

www.eastsussex.gov.uk/informationforfamilies

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