



# HARLINGTON VILLAGE PRE-SCHOOL AND WRAP AROUND CARE

The Conifers, Westoning Road, Harlington. Beds. LU5 6PD  
Mobile: 07963 534038

e-mail: [staff@harlingtonvillagepreschool.org.uk](mailto:staff@harlingtonvillagepreschool.org.uk) Website:  
[harlingtonvillagepreschool.org.uk](http://harlingtonvillagepreschool.org.uk)

Facebook: Harlington Village Pre-School

## **Special Education Needs and Disabilities (SEND) Local OFFER**

At Harlington Village Pre-School and Wrap Around Care, we are dedicated to supporting **all** Children. We understand that every child is unique and develops in their own way and in their own time. We are committed to working with families and other agencies to provide the support and education children need to reach their full potential and we understand the importance of early identification of a child's additional needs so we adopt a graduated response in line with the SEND code of Practice (2015). We have regard for all other SEND legislation.

### Identifying the need for additional support

All children are allocated a keyworker before their arrival at pre-school who will be your child's main support whilst they are in the setting. They will continually observe and assess your child. Using the 'assess, plan, do and review' strategy, they will ensure your child's development is tracked, supported and progressed and that they identify any areas of additional support that may be required.

Staff are trained to provide an environment that encourages 'learning through play' and meets the requirements of the *Early Years Foundation Stage*. They observe and track your child using the *Early Years Outcomes* development milestones.

We offer an open-door policy and encourage parents to come into pre-school and wrap around care to discuss on-going development and any concerns they may have with a member of staff.

### Working in partnership with parents/carers

Your keyworker will work closely with your child and family to understand the support they require and they will differentiate the activities and environment to meet the needs of each individual child.

We have a confidential office area where your child's keyworker will meet to discuss development as regularly as required and initially to formulate a SEND support plan which will inform the weekly/termly setting planning.

### How staff support children in the setting

Using the '*Early Years Outcomes*' milestones, your child's keyworker will observe and track your child's development using an online tracking system or a hard copy learning journey where requested. From this, they can obtain the



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information needed to support them to progress in all 7 areas of learning. This is essential for identifying areas that are not progressing at the 'expected' level for their age.

We will make any visits outside of the setting that are necessary to fully support the child.

With an increasing number of children in the setting requiring extra support with Speech, Language and Communication, we have formulated a Speech Sound record document to track the sounds your child may need some support with. We also use this to help us make any necessary referrals to the Speech and Language Therapy Assessment clinics.

## Promoting the wellbeing of all children, including those with SEND

At HVPS/WAC we understand that every child is unique and that they will flourish in differing environments. To support this, we ensure that both the indoor and outdoor areas offer development opportunities for every child covering all areas of the curriculum. For example, junk modelling, books, writing equipment and painting in the outdoor area.

## Accessible environment

HVPS/WAC is based in a purpose-built single storey building to the rear of the Harlington Lower School site. We have wheelchair access throughout and a textured surface to the front of the building. The indoor area has wide doorways and an accessible toilet area. We have wide paved areas in the outdoor classroom so that children can move about freely and access resources. Our indoor space is adaptable where most furniture can be moved to create the best possible space for your child to learn and play. You can meet with your child's keyworker to discuss your child's individual requirements.

## Staff Training and experience

All staff at HVPS/WAC are trained or training towards Level 3 or above with a wealth of individual experience in a variety of settings.

Miss Suzanne Bumfrey attended 3-day SENco training in January 2015 and she is the designated SENco within the setting. In her absence, Mrs Alicia Denton, who has also attended 3-day SENco training, will provide support and advice where it is required.

## **Speech and language**



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- 4 members of staff are trained to deliver the 'Lift off to Language' programme which enables children to work in small groups, building confidence, social skills, language, listening and concentration and understanding.
- Mrs Alicia Denton has a Level 3 Speech and Language qualification and Miss Suzanne Bumfrey has extensive experience working with children with hearing and speech difficulties.

## **First Aid**

- All staff have completed Paediatric first aid training and can administer epi-pens, CPR and other emergency medical assistance where required.
- If your child has complex medical needs, their keyworker will work closely with you to ensure they can assist with all their medical needs, completing a health care plan and where required they will undertake any additional training.

## **Positive Behaviour**

- All staff have attended Triple P (positive parenting program) training. They actively use strategies to promote positive behaviour and teach children how to adhere to rules and boundaries that will help them development their social skills (sharing, making friends and turn-taking) and keep them safe and happy whilst they are with us.

## **Sign Language**

- One member of staff has a certificate in basic British Sign Language.

## Working with other agencies

At HVPS/WAC we work with many other agencies within the community. If your child is already involved with any other professional services, please speak to your child's keyworker and we can arrange to liaise with the relevant parties to ensure we are providing appropriate support for your child.

## Here is a list of some of the services/professionals we liaise with:

- Central Bedfordshire Early Years SEND Advisory Teachers (Psychology and advisory support team)
- Child Development Centres
- Early Years Support Team
- Child Bereavement, Trauma and Emotional Wellbeing Service (CHUMS)
- Speech and Language Therapy Service

## Transition to School



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We provide an excellent and seamless transition to our adjacent 'Outstanding' Ofsted rated school, Harlington Lower School.

We work closely with the staff in reception class to continually improve the transition from Pre-School to school. During the summer term, we arrange visits to and from reception class where the children can meet and familiarise themselves with the teachers and the school environment. We meet with Mrs Pickering prior to new intake morning to discuss the individual support requirements of all children.

We hold meetings with parents to discuss transition and look at the keyworkers report during May/June.

Where children are not attending our adjacent school, letters are sent to the child's intended reception teacher/school to invite them to visit our setting and assist with a smoother transition. This is a perfect opportunity to discuss your child's individual needs.

Our setting SENco will work closely with the reception teacher and school SENco to discuss relevant children and this can be done with the parent/carer present.

## Contact Information

If you require any further information, please contact the setting Manager Alicia Denton or the designated SENco Suzanne Bumfrey.

**Telephone:** 07963 534038

**Email:** [staff@harlingtonvillagepreschool.org.uk](mailto:staff@harlingtonvillagepreschool.org.uk).

**By Post:**

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Our Local Authority (Central Bedfordshire Council) also has a SEND 'Local Offer'. Details can be found at [www.centralbedfordshire.gov.uk/localoffer](http://www.centralbedfordshire.gov.uk/localoffer)

## Helpful links

'What to expect when'

<http://www.foundationyears.org.uk/2015/03/what-to-expect-when-a-parents-guide/>



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Statutory Framework for the EYFS (2017)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335504/EYFS\\_framework\\_from\\_1\\_September\\_2014\\_with\\_clarification\\_note.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf)

Early Years Outcomes

[http://www.foundationyears.org.uk/files/2012/03/Early\\_Years\\_Outcomes.pdf](http://www.foundationyears.org.uk/files/2012/03/Early_Years_Outcomes.pdf)

SEND Code of Practice

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

Harlington Village Pre-School and Wrap Around Care SEND Policy- visit:

[www.harlingtonvillagepreschool.org.uk](http://www.harlingtonvillagepreschool.org.uk)