

## **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) LOCAL OFFER**

**EARLY YEARS EDUCATION PROVIDER NAME:**

**Little Fishes Nursery School**

**OFSTED UNIQUE REFERENCE NUMBER:**

**110268**

**CONFIRMATION THAT 'CO-PRODUCTION' HAS TAKEN PLACE WITH  
PARENTS, CARERS, STAKEHOLDERS: YES**

**LOCAL OFFER SUBMITTED BY:**

<b>Name</b>	<b>Amber Delves</b>
<b>Date</b>	<b>Original submission: 30/07/14 Updated: 31/03/2025</b>
<b>Signature</b>	<i>A. Delves</i>

<b>1. How does the early years setting know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?</b>
<ul style="list-style-type: none"> <li>• Before starting at Little Fishes, we ask for background information so that you can highlight any concerns you may have about your child's development. We would then have a private discussion with you before making a plan of how best to support your child. We ask you to share any reports from health care professionals, so that we gain a complete picture of your child's needs.</li> <li>• Every child has an online learning journal through Tapestry. We track each child's development every half term so that we can see where they may need extra help.</li> <li>• If your child starts when they are under 3 years, we do a 2 year check during their first term. This records your child's development in the 3 Prime areas: <ul style="list-style-type: none"> <li>○ Personal, Social &amp; Emotional Development</li> <li>○ Communication &amp; Language</li> <li>○ Physical Development</li> </ul> </li> <li>• This check is done in consultation with you and may highlight areas of concern, which we would then work on together or seek expert advice.</li> <li>• Each child is assigned a key person who monitors and discusses your child's development with you. They are the first port of call if you have any concerns. The key person is usually available for a quick chat or you can make an appointment for a more private consultation. The key person will work with you and our SENCo (Special Educational Needs Co-ordinator) to support your child in their learning and development.</li> </ul>
<b>2. How will early years setting staff support my child?</b>
<ul style="list-style-type: none"> <li>• At Little Fishes, each key person plans the next steps for each of their key children based on their individual needs. These next steps are shared with you and activities to do at home are suggested, to support your child's learning.</li> <li>• Little Fishes Special Educational Needs Coordinator (SENCo) is familiar with the SEN Code of Practice, attends the SEN support group and ensures records are kept up to date regarding information about your child's learning and progress. The SENCo and Manager establish and maintain positive relationships with parents; informing them of any progress, ensuring the staff are familiar with the SEN policy and that it is reviewed annually. The SENCo and Manager support staff with SEN key children, they liaise with the Services for Young Children Inclusion Setting Support Officers (ISSO) and other professionals and coordinate transitions to school.</li> <li>• If the SENCo needs support from the ISSO regarding your child, they would undertake a process of referral. A consent form with your signature would be completed.</li> </ul>
<b>3. How will the curriculum be matched to my child's needs?</b>
<ul style="list-style-type: none"> <li>• At Little Fishes we recognise that every child is different, and we take this into consideration when planning how best to support your child. We use the Early Years Foundation Stage Curriculum as a guide for your child's development. All staff will make observations of your child and the keyworker will decide which areas of development need to be focused on before they write a plan.</li> </ul>

<ul style="list-style-type: none"> <li>• Our Special Educational Needs Co-ordinator (SENCo) helps children who need extra support. They will provide each child's key person with support and suggest activities for your child to practice. Progress will be documented in your child's learning journey and an Individual Educational Plan (IEP) will be written to support learning at Little Fishes and at home. The IEP will be reviewed half termly.</li> </ul>
<p><b>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?</b></p>
<ul style="list-style-type: none"> <li>• Every child has a Development Folder containing assessments and an online learning journey (Tapestry) containing observations and photographs. We also track their development, based on the Early Years Foundation Stage (EYFS) and hold half termly tracking meetings. This all helps us to know what stage your child is at and what their next steps should be.</li> <li>• At Little Fishes we encourage parents to be involved in their child's education. There is an open-door policy, which means you are welcome to come in at any time to discuss how your child is doing, celebrate their achievements or to discuss any concerns. We send out newsletters regularly to keep you up to date with what is happening at Little Fishes and parents can always contact us in person, by phone, email or via Tapestry. We hold regular parent meetings to discuss your child's development with your child's key person.</li> <li>• We will regularly meet with you to discuss your child's targets and suggest activities to do at home to reinforce what we have been doing at Little Fishes. We can also point you in the direction of relevant parent training or support groups.</li> </ul>
<p><b>5. What support will there be for my child's overall well-being?</b></p>
<ul style="list-style-type: none"> <li>• Your child's key person will be present for most of your child's sessions and will support them to join in with activities. Should your child's key person not be in, we operate a key person buddy system so that another set member of staff will act in their place.</li> <li>• On arrival, your child will be welcomed by their key person and other members of staff and helped to find something to interest them.</li> <li>• All staff have Safeguarding training and the majority hold a Paediatric First Aid certificate. Staff will administer prescription medicine if it is correctly labelled, and you have filled in and signed Little Fishes' medication form. The administering of medication will always be witnessed by another member of staff. Staff will provide personal care such as support with toileting and nappy changing.</li> <li>• We regularly do risk assessments to ensure a safe environment for all children and have regular fire evacuation practices.</li> <li>• Activities can be modified to ensure that your child can take part fully. Visual timetables can be used to help your child understand the routine and resources can help them express their feelings. If your child is tired and would like some quiet time, the book corner is a quiet area where they can rest.</li> <li>• At Little Fishes we encourage kind and thoughtful behaviour. Should your child have behaviour difficulties, the SENCo will work together with you to draw up targets to</li> </ul>

<p>support their needs and all staff will work together to support your child in a consistent manner.</p>
<p><b>6. What specialist services and expertise are available at or accessed by the early years setting?</b></p> <ul style="list-style-type: none"> <li>• The manager of Little Fishes is a qualified teacher and most of the staff are qualified to level 3 and above in childcare. All staff have Safeguarding training and the majority hold a Paediatric First Aid certificate. The SENCo has attended SENCo Induction Training, and attends termly SENCo meetings covering important changes, legalisation, new ideas and resources to support children with SEN.</li> <li>• Little Fishes is supported by Hampshire Services for Young Children (SfYC), who will suggest ways to support children and help with applying for funding for specialist equipment.</li> <li>• Parental agreement is always obtained before the SfYC team become involved with any child.</li> <li>• We work with the Inclusion Setting Support Officer.</li> <li>• With your permission, we will work with all the specialist services involved with your child to help support both you and your child.</li> </ul>
<p><b>7. What training have the staff supporting children with SEND had or are having?</b></p> <ul style="list-style-type: none"> <li>• We have one member of staff who is a Level 6 qualified teacher, one member of staff with Level 4 qualification and four with a level 3 qualification in Early Years.</li> <li>• Our SENCO has done SENCO Induction Training, and attends termly SENCO meetings covering important changes, legalisation, new ideas and resources to support children with SEN.</li> <li>• All staff have safeguarding training and a majority have Paediatric First Aid training.</li> <li>• Additionally, staff undertake additional training which can include: <ul style="list-style-type: none"> <li>○ Behaviour management training</li> <li>○ Speech and Language</li> <li>○ Health and safety</li> <li>○ Food safety and hygiene</li> <li>○ Child development</li> <li>○ SEN, autism</li> </ul> </li> <li>• Training will be undertaken as needed to support your child.</li> </ul>
<p><b>8. How will my child be included in activities outside the early years setting including trips?</b></p> <ul style="list-style-type: none"> <li>• All children are included in activities outside of Little Fishes. We try to ensure that all areas visited are wheelchair/ pushchair suitable and liaise with parents so that outings are adapted to fit your child's needs.</li> <li>• A risk assessment is done prior to the visit.</li> </ul>

<ul style="list-style-type: none"> <li>• On whole setting outings, parents and carers are invited to attend so that there are no more than two children to one adult.</li> </ul>
<p><b>9. How accessible is the early years setting environment? (Indoors and outdoors)</b></p> <ul style="list-style-type: none"> <li>• Little Fishes is wheelchair/ pushchair accessible and if your child is in a wheelchair, we will liaise with you to make sure that the room layout is suitable for your child.</li> <li>• The garden is easily accessed and reasonably flat.</li> <li>• There is one disabled toilet with nappy changing facilities.</li> <li>• If English is not your first language we can try to arrange someone to translate if necessary.</li> <li>• Signs and posters can be translated and or written in dual languages.</li> <li>• Little Fishes can apply for grants for equipment and training to help your child.</li> </ul>
<p><b>10. How will the early years setting prepare and support my child to join the early years setting, transfer to a new setting / school?</b></p> <ul style="list-style-type: none"> <li>• Before starting at Little Fishes we will meet with you, and any agencies involved, to discuss how best to meet the needs of your child, so ensuring that the appropriate care and equipment is in place to help a smooth start to nursery school.</li> <li>• Your child's welfare and development will be overseen by their key person, SENCo and the Manager.</li> <li>• You can bring your child for settling sessions before they are due to start, so that you and your child can get to know the staff and surroundings.</li> <li>• When your child starts, they can do shorter sessions while they are settling in.</li> </ul> <p><b>Transition to school</b></p> <ul style="list-style-type: none"> <li>• We have photograph books of local schools, so that the children can familiarise themselves with the staff and schools. We also have some items of school uniform, which the children use for dressing up.</li> <li>• We will organise a Transition Meeting with you, the school and the professionals involved with your child, so that the school can ensure that the necessary care and equipment will be in place when your child starts.</li> <li>• Teachers from some local schools visit Little Fishes.</li> <li>• On leaving Little Fishes, your child's transition form (detailing your child's progress in the 7 areas of the EYFS) and any other relevant paperwork will be sent to the receiving school or setting. You will receive copies in their Development Folder and will also receive your child's observations on a memory stick.</li> </ul>

<b>11. How are the early years setting's resources allocated and matched to children's special educational needs?</b>
<ul style="list-style-type: none"> <li>• <b>Universal funding (3 &amp; 4 year olds)</b> – All children at Little Fishes are eligible to receive 15 hours per week of universal funded early years education the funding period/term following their 3rd birthday.</li> <li>• <b>Extra Support funding (2 year olds)</b> – We are a part of the Early Years Funding scheme that allows eligible children of families receiving some additional form of government support to receive 15 hours per week funded early years education from the term/funding period after their 2nd birthday.</li> <li>• <b>Working parent funding (2 to 4 year olds)</b> – We accept working parent funding for eligible families the funding period/term after their 2nd birthday.</li> <li>• <b>SEN Inclusion Funding &amp; Disability Access Funding</b> – Additional funding can be claimed for children with special needs (SEN). This funding is allocated to enable your child to achieve their full potential, such enhanced adult support, appropriate toys to help development and any specialist equipment and training.</li> </ul>
<b>12. How is the decision made about what type and how much support my child will receive?</b>
<ul style="list-style-type: none"> <li>• We use a graduated approach in supporting children with SEN. We discuss any concerns with you and put strategies in place to help support the child. If your child does not make progress, we complete an action plan with the SENCO and put in targeted support. We may also refer to specialised services at this point.</li> <li>• If you are concerned about your child or the key person has identified a problem, then a meeting will be organised with you, the key person, SENCo and Manager to discuss ways to support your child.</li> <li>• With your permission, the ISSO may be contacted to provide extra information and support.</li> <li>• Reports from professionals working with your child will be used to plan support for your child. The SENCo, along with you and the key person will decide on targets for your child's development, which will be put on an Individual Education Plan (IEP) which will be reviewed half termly.</li> <li>• Regular staff meetings ensure that all staff working with your child know your child's needs and how to support your child.</li> </ul>
<b>13. How are parents involved in the early years setting? How can I be involved?</b>
<ul style="list-style-type: none"> <li>• You are encouraged to come into Little Fishes to read stories to the children or talk about your job or share hobbies which would be of interest to the children, such as music, gardening or cooking.</li> </ul>
<b>14. Who can I contact for further information?</b>
<ul style="list-style-type: none"> <li>• Before your child starts at Little Fishes you should contact Lucy Burrage, the deputy manager and SENCO, if you would like to discuss your child's needs. Tel: 01252 794617, <a href="mailto:senco@littlefishesrowledge.org.uk">senco@littlefishesrowledge.org.uk</a></li> </ul>

- At any time, you can talk to your child's key person, the Special Educational Needs Coordinator (SENCO) or the manager about any concerns you have.
- The Services for Young Children, Area Inclusion Team, Portage and Children's Centres would all be able to provide information and advice.