SEN and Disability
Local Offer: Early Years Settings

Lancashire County Council

www.lancashire.gov.uk

Guidance for Completion

This template is designed to help you write or update your Local Offer. The template aims to give you suggested headings to collate and organise your information. The final published Local Offer needs to include this information but can be presented and published in your desired format.
Please read the accompanying Guidance notes.

The Setting

Towneley Park Children's Nursery is a Private Day Nursery situated in Burnley. We Care for children from 6 months to 4 years. The Nursery is housed in its own grounds, within a two-storey large grade 2 listed building and a separate single storey annex building.

Within the main building we have our Ladybird room that caters for the children 6 Month-2years and the Caterpillar room which houses our 2year old children and the Butterflies are our pre-schoolers which are housed in the annex building.

All the departments have access to more than one room where the children can go from one to another throughout the day, However both the Caterpillar and Ladybird rooms are both on split levels with some steps between the rooms.

We have the following key staff:

- **Abigail Smith:** Area Manager, Safeguarding Officer,
- **Jade Harrison:** Nursery Manager, Safeguarding Officer, First Aid lead
- **Sarah Wilkinson:** Assistant Manager, SENCO, Level 3 SENCO and Safeguarding Officer,
- **Annalease Bennett:** Third in Charge, Safeguarding Officer and Butterfly Room Leader
- **Rebecca Cooper:** Caterpillar Room Leader

Security is naturally of paramount importance both for parents and us. We are set in our own private grounds, which is enclosed with walls and secure gates, giving maximum opportunity for children to access their natural environment outdoors and take part in regular exercise in a safe and securely gated environment.

We support and fully encourage a partnership with all our parents, as we believe this is essential for your child's development and happiness. This builds confidence and peace of mind for our parents.

Accessibility and Inclusion

Towneley Park Children's Nursery is situated in its own private, gated grounds. The setting is easily accessible by car, bus, train or foot. The setting has a car park for visitors which is accessible during peak times of the day. The annex entrance is situated on the side of the building with a ramp for access for both wheelchairs and prams. However, the main building housing children under 3 is not wheelchair accessible and we do not have accessible changing/toilet facilities.

All the departments have access to more than one room where the children can go from one to another throughout the day, which helps to keep the rooms calm and engaging. However both the Caterpillar and Ladybird rooms are both on split levels with some steps between the rooms.

All the internal doors around the building are standard door size. The doors to rooms have viewing panes at the top and bottom, doors to storage cupboards and toilets are solid. All the rooms are illuminated with strip lighting and there are roller blinds on all the windows. The walls are painted in a pale colour with display boards mounted at adult height. The display boards are backed in hessian material this is to help keep the rooms feel calm and soothing. We use visual timetables within each department for children to use. Additionally, we have specialist sensory resources available for children who need additional opportunities.

The outdoor environment consists of tarmac areas for each age phase and artificial grass surface area. The tarmac areas are even and are suitable for children who use walking frames or wheelchairs. In the allotment area there are raised beds for planting and growing herbs and vegetables. Resources are taken outside on a daily basis and are chosen and adapted to suit the needs of the children attending the setting.

Parent Information boards are located throughout the nursery, clearly signposted and contain information about the setting, including some policies and links to the birth to 5 matters. We also have information boards containing information about activities, events at the setting and in the local area, such as the local children's centre and Ofsted related information.

Identification and Early Intervention

Towneley Park Children's Nursery is continually committed to working alongside parents in the provision for the child's individual learning needs to enable us to help the child to develop to their full potential. The nursery's committed to working with any child who has a specific need and/or disability and making
reasonable adjustments to enable every child to make full use of the nursery facilities. All children have a right to a broad and well-balanced early learning environment.

We track each child's learning and development every term, through individual assessments. From these assessments we identify individual 'next steps' for each child to support their learning. These assessments and next steps are shared with parents, encouraging feedback.
These assessments continue allowing the parents a regular update of their child's learning and development as well as highlighting any areas for focus and development. We also hold 1 parent

progress meeting a year as an opportunity to discuss a child's progress in more depth a daily handover is given to parent about their day and gives parents opportunity to discuss any on-going concerns.

At the age of 2 every child has a progress check with their early education setting and a health and development check with their health visiting team. Your child's key person will complete and share the 2-year check. The information is gathered through observations and the relationship that your child has with their key person. If there are any concerns about your child's development Towneley park children's nursery will work alongside you and your health visitor to help your child make progress.

We support speech and language in numerous ways throughout the nursery. Children are given the opportunity to take part in wellcomm assessment, this is a short. Assessment that can provide intervention to support speech and language. This assessment can also provide information to parents and carer on how they can support speech and language at home.

A Targeted Learning Plan may be put into place to support your child. This is so practitioners are responsible for planning specific, targeted opportunities and expiries. We evaluate targeted learning plans ever 6- 8 weeks so that we can continue with the child's progress or consider whether additional help may be needed to support your child's learning development whilst here at Towneley Nursery. If other agencies need to work in partnership with us to ensure the best outcome for your child then we would always seek parental consent and work closely with you to support your child.

We have a robust SEN/Inclusion Policy that we follow to identify children's needs and the outcomes that we follow to support the child and family. As a setting we work closely with our inclusion teacher and other professionals to ensure the best possible outcomes for all children. When working alongside other professionals, parents are always involved in all processes and decision making.

Teaching and Learning Part 1 – Practitioners and Practice

At Towneley Park Children's Nursery, we work within the Birth to Five Matters. Keyworkers use this alongside the characteristics of learning and the statutory guidance of the curriculum to plan provision and activities for the children.

The Birth to Five Matters is broken down into 7 areas of learning and development, 3 of these are prime areas and 4 are specific areas. We ensure that children are confident within the 3 prime areas as these under pin all learning and development. Children's development in nursery is monitored continuously through observations and assessments, these are all linked to the development matters and the characteristics of effective learning.

At Towneley Park Childrens nursery developing children's learning is paramount, our staff plan for each individual child each month based on each child's individual interests and needs. These are carried out by the child's keyworker and other practitioners in their room.

The children's observations are fed into the room's plans; these plans also include spontaneous observations and ideas from parents and children's views this is verbally or through the Famly app. Activities and provision are all adapted to suit the needs of all children. We differentiate the activities and continuous provision to meet the needs of the children within each room.

Children with identified additional needs are supported through our provision mapping, with their own targeted learning plan and any other resources or further support that they may need.
At Towneley park children's Nursery we have a keyworker system to ensure that all children have their own key person to meet their individual needs across all areas from care giving to record keeping. It is also the key person's role to establish positive relationships with parents and families, to have open communication so that we can share information regarding children's learning and development. We encourage parents to be involved in their children's learning and development by sharing assessments with them and discussing next steps.

We also have strong links with external services such as local health visitors, community paediatricians, and the Speech and language Therapists. We can signpost you to the relevant services that can further help your child if we are unable to meet the needs ourselves directly, and keep you informed of any relevant training available to help you meet your child's needs. This may involve us writing an Early Help Assessment (EHA) with you and your child to meet their needs and build up a Team around the Family support network to meet these needs engaging the relevant services required.

Teaching and Learning Part 2 - Provision & Resources

At Towneley Park Childrens Nursery, we have a large variety of age-appropriate resources to support all children's development needs, this includes resources that support children who may have additional needs.
We use our individual target learning plans and provision mapping to identify resources and activities that may be needed to support children's individual needs.

If children receive any additional funding, so that we can meet their needs, we would use this funding for extra staffing, extra resources or for additional staff training to help support the child best. We work alongside other professionals for example: speech and language, educational psychologists and any other additional services that are identified, to ensure that we are meeting each child's needs. Keyworkers and the nursery SENCO work closely with multi agencies.

The key person are one of the most valuable resources we have at Towneley Park Children's Nursery and any additional resources required to meet your child's needs are carefully budgeted from the allocated SEND funds for through the use of the Provision map.

Transitions

Before a child starts with us at Towneley Park Children's Nursery we have induction/settling sessions for the child and parents. This allows the key person to gather information about the child to ensure that we can meet their individual needs.

The parents complete an All about me document and essential information forms. When children leave Towneley Park children's Nursery to go to school or move to another setting we complete a Transition document for all children taking into account the development made within the EYFS. Transition meetings are held for those children that require it and we liaise with all other settings that the children attend and the schools they are following onto. At transition meetings we would invite SENCO'S from the new setting and any other professional that are involved with the child so that all information can be passed onto the new setting or school.

Staff Training

Most of our staff are fully qualified at level 3 (or working towards this), with some staff having level 2 qualifications We have apprentices as part of our staff team that are working towards their level 2 and level 3. We have staff that hold level 4's,5's and a foundation degree, that work within nursery. All staff have paediatric first aid qualifications, food allergy awareness and food hygiene certificates.

Appropriate training is given for the staff working with the children with additional needs, also for those with SENCO responsibilities. Relevant training is accessed when required e.g. if your child has specific medical needs such as an EpiPen or medication then the nurse will come and train us in its use prior to your child starting nursery and in conjunction with yourselves as parents and the relevant professionals, a Medical Health Care plan will be drawn up.

Further Information

Please feel free to contact us for further information on: -

Tel: 01282 416020
Email: Towneleynursery@outlook.com

Or find us on Facebook and Instagram

Visit us at: -
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