Easebourne Nursery
Easebourne Primary School, Wheelbarrow Castle, Easebourne, Midhurst, West Sussex GU29 9AG

Nursery Manager – Annie Beadle
Deputy Nursery Manager – Sue Budd
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Easebourne Nursery is based on the primary school site at Easebourne. There is ample visitor/parent parking with accessible parking spaces near the front of the main school.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) – Local Offer

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?
Initial meetings with parents/carers are an opportunity to discuss your child and any concerns or questions that you may have. Each child has an allocated Key Person, who is there to support your child in the setting as well as providing feedback to you regarding their development and achievements. Through ongoing observations and assessment, we are able to identify your child's level of learning and development. If there is a delay or concern, this would be discussed with you in the first instance and support strategies may be sought. If necessary, referrals can be made to outside support agencies to help us and your family to meet your child's individual needs.

How will early years setting staff support my child?
Positive, well established links with your child's Key Person would provide a starting point for discussion and sharing of information regarding your child's progress. If either you or your child's Key Person raise any concerns regarding development, this will be discussed initially with the nursery SENDCo/INCo (Special Educational Needs and Disabilities Co-Ordinator/Inclusion Co-Ordinator). Our staff are well qualified in their roles as childcare practitioners and any identified or specific training which may be necessary to further support your child would be undertaken. Inclusion support is available from the Inclusion Service and SEND Under 5's, in West Sussex, which can provide us with strategies for meeting individual children's need whilst in our nursery care, as well as signposting us to other support agencies. We are also able to receive advice from the school SENDCo.

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

Each Key Person considers their children's prior observations and assessment to contribute to their Next Steps in learning. A Play Plan or IEP (Individual Educational Programme) may be implemented for specific learning needs or strategies in order to meet a child's individual progress needs. All children have a Learning Journal which is shared with and contributed to by parents/carers. This contains observations, photographs, discussion notes and children's achievements across the Early Years Foundation Stage curriculum (0-5 years). Tapestry (online Learning Journal) is also used to share photos and observations with children's parents/carers, and links to the Characteristics of Effective Teaching and Learning are made.

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's Key Person or the Nursery Manager will be happy to discuss your child or any concerns you may have at any time. Appointments can be made for a more lengthy discussion should you require it. The nursery holds Stay and Play sessions which are an opportunity for parents/carers to come into the setting and talk to staff, Key Persons and see what your child is doing during their time with us. This is also an opportunity for us to let you know about the areas of learning and development and what they really mean in terms of your child's progress and experience in the nursery. Ongoing assessment takes place to assess children's stage of development in line with the Early Years Foundation Stage curriculum and next steps would be identified from this to support your child in meeting their developmental goals.

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

All Nursery Childcare Practitioners are Early Years qualified to a minimum Level 3 and attend compulsory Child Protection training. All staff hold a current Paediatric First Aid certificate. The environment (indoors and outdoors) is checked regularly throughout the day to ensure it is safe and secure. For babies, initial care plan meetings take place to review your child's individual needs, care routines and are an opportunity for you to share relevant information with us in order for us to support them fully whilst in our care. We respect parent's wishes regarding sleep routines, feed routines and toileting and aim to fit in with these in our nursery day. All policies and procedures are displayed in the entrance hall and are available on the Easebourne Nursery website. Detailed daily Tapestry observations are provided for the Caterpillar Room (6 months-2 years). As well as meeting the needs of children's physical health, staff support children's mental health, promote independence, self-help skills & self-esteem in order to fulfil each child's individual potential.

What specialist services and expertise are available at or accessed by the early years setting?

All Nursery Childcare Practitioners are qualified in Early Years to a minimum Level 3. We have a Level 6 Early Years Teacher and all staff attend regular, ongoing training to support our children as well as their Continuous Professional Development. All staff are trained in First Aid and, when necessary, attend specific training to administer medication. The primary school SENDCo is able to support the nursery as well as the West Sussex Early Childhood Service and other outside agencies.

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

The nursery SENCo/INCo attends training to keep up to date with legislation and working practices in the locality. Staff have attended training in Makaton, Managing Children's Behaviour, Autism Awareness, and have worked with outside agencies such as Speech and Language therapists and Children's Services.

How will my child be included in activities outside the early years setting including trips?

All areas of the nursery are accessible to all children, both indoors and outdoors. If specialised equipment is required for your child, we would seek to ensure that it is available for use to ensure complete inclusion. Should it be identified that your child needs additional adult support this would be implemented in liaison with yourselves. If external trips take place, we would discuss your child's individual needs prior to confirming arrangements. Qualified staff and staff that are First Aid trained would always be with the children on trips outside of the nursery and staff ratios would be determined depending on the nature of the visit.

How accessible is the early years setting environment (indoors and outdoors)?

The nursery and school environment (indoors and outdoors) is fully accessible to wheelchair users and there is an accessible toilet facility in the Early Years unit. For children with English as an Additional Language (EAL), we can seek support and, if necessary, are able to access interpreters to assist in our communication process with you. We encourage families to help us to produce visual cues and words in children's home language to ensure inclusion of all children. Our nursery promotes independent learning for all children, resources are labelled with pictures and words and storage is low level to allow children to select themselves.

How are the early years setting's resources allocated and matched to children's special educational needs?

Each classroom has age/stage appropriate resources, with specific links to the Early Years Foundation Stage curriculum. Additional resources may be purchased, borrowed or sourced to enhance the learning of each individual child.

How is the decision made about what type and how much support my child will receive?
Following discussion with parents/carers, if an agreed need for additional support is identified we would make a referral for Inclusion Support and for an initial observation and assessment to take place. You will be involved in the process throughout by attending meetings and being involved in discussions with the nursery and other professionals may be involved. By agreeing and monitoring next steps and strategies to support the child, we are able to monitor its impact and assess progress in learning and development. If necessary, we can include the school's SENDCo, particularly if we are nearing a transition into primary education.

How are parents involved in the early years setting? How can I be involved?
The nursery is governed by a school sub-committee. Parents/carers have the opportunity to feedback to the Manager through questionnaires, informal discussions and Stay and Play sessions. Parents are welcomed into the setting to help during sessions, perhaps with a key skill which they can share. Activities such as cooking or gardening often need an extra pair of hands so help is always well received. Parents/carers are encouraged to contribute to their child's planning and to consider their next steps in supporting learning at home.

Who can I contact for further information?
Please speak to Annie Beadle (Nursery Manager) in the first instance or if you have any questions about our nursery (e-mail: ect@easebourne.school) or to arrange a visit.

Policies and Procedures are available on our Easebourne Nursery website.

All children over 3 years are eligible for the Universal Funded Entitlement (up to 15 hours/week) from the term following their 3rd birthday. There is a criteria to be met for West Sussex Local Authority 2 Year Funded Entitlement (up to 15 hours/week), Working Families 9 Month+, 2 Year, 3/4 Year Extended Funded Entitlement (up to 30 hours/week).