

The Local Offer

Name of Setting:

Address:

Telephone:

Email:

Website:

Name of Person to contact:

Named SENCO for the setting:

My child has SEND. I would like to look around. What do I need to do?

In this section the following could be included. Explain to parent and carers:

- *Who they need to contact prior to the visit*
- *What times are best for families to make a visit*
- *Where could they find out more information about your provision such as your Welcome booklet, prospectus, website, Facebook page, local school*

How will my child and I be made to feel welcome and how will you get ready for my child coming?

In this section the following could be included. Explain to parent and carers:

- What do you do for all children to make them feel safe and secure

You may want to include:

- Home visits
- How you encourage children to use comforters in your provision
- Settling in plans
- Key person
- All About Me information

How accessible are your premises?

In this section the following could be included. Describe to parent and carers:

- What the indoors and outdoors looks like
- What resource and areas are available to the children
- Have you got a separate changing area/ disabled toilet?

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- Are there ramps to the building or wider doors for the wheel chair?

How will you keep my child safe?

In this section the following could be included. Explain to parent and carers:

- What policies and procedures are in place
- Risk assessments that are used
- Administering medication
- Training of health specific needs staff may have had
- DBS
- Safeguarding
- Positive behaviour management
- Diets and allergies being taken into account and recorded
- Accident and incident recorded

How will you communicate with me what my child has done, enjoyed and learnt?

In this section the following could be included. Explain to parent and carers:

- How you will communicate with them regularly on a daily, weekly termly basis through:-
- Display boards
- Learning journeys
- Daily diaries
- Informal chats
- Progress summaries
- Progress Checks at Two
- Parent Evenings
- Text messages
- Facebook
- Shared experiences (if the child attends more than one provider)

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How do you work with other professionals?

In this section the following could be included. Explain to parent and carers:

- What knowledge you have of other professionals and how you will work with them to benefit their child's learning. For example Using a Speech and Language therapy programme within the setting
- If your provision is for Out of School time, how do you work with the child's school?

What training have you /your staff had in SEND?

In this section the following could be included. Explain to parent and carers:

- The relevant SEND experience you and your staff have and how you keep up to date with SEN knowledge to support children in your care.
- You may list the courses and training staff have attended such as Makaton, epic pen, paediatric first aid training, and Area SENco training.

How will you adapt play opportunities for my child?

In this section the following could be included. Explain to parent and carers:

- The importance of observation and time to share and review their child's progress
- Discuss the resources you may use
- How you adapt learning, individual learning or small groups
- How you use indoors
- and outdoors to support learning
- How you respond to children's interests
- Presentation of resources, (for example consider those children who are in standers, or for children who are visually impaired)
- Seeking and implementing advice of professionals

How will you get ready for my child going to his/her new room/ school/ upper school?

In this section the following could be included. Explain to parent and carers how you will support stages of transition, when meeting the receiving practitioner:

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- What key information will be shared
- Key person to support visits to new environment
- Photos of new room/ people
- Learning journey shared with receiving teacher
- Transition summary shared
- Friendship groups identified
- Key medical information shared with parental permission
- Refer to top tips from Mind the Gap for further advice

How will you and I know how my child is doing and how will you help me to support my child's learning?

In this section the following could be included. Explain to parent and carers:

- How you make initial observations of the child's starting points
- Use All About Me to find out about the child's interests
- Complete Progress Check at Two
- Progress Summaries
- Support Plans
- Children's progress towards professional therapy plans
- Parents' meetings
- Newsletters
- Informal meetings