

Toybox Day Nursery
Parent's Information: SEND Local Offer

How does Toybox Day Nursery know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?

At Toybox our children are regularly observed and assessed not just by their Key Worker but by all staff, who monitor their individual needs, progression and development. By doing this it highlights any cause for concern and tells us what developmental stage a child is at.

At Toybox we operate an 'Open Door' policy so that you can raise any concerns about your child with their Key Worker/Senior Member of Staff/Manager. Following this initial conversation a more formal meeting would be arranged with your child's Key Worker, our Special Educational Needs and Disabilities Co-ordinators and yourself to discuss what strategy needs to be put in place. Depending on the outcome of this meeting, further help may be sought from the FIRST Team.

For your information the FIRST Team are our point of contact to support children with additional needs within West Sussex. Your local children's and family centre is located at Blackwell School. We have a SENCO/INCO in both Tiggers Room (4 months – 2 years) and Hundred Acre (2 – 5 years)

How will Toybox staff support my child?

Your child's Key Worker and the designated SENCO/INCO in your child's room will work closely together and keep a watchful eye on your child. Together, with all staff involved in your child's time at nursery and any outside agencies should this be necessary, they will plan and monitor their individual educational programme.

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

An Individual Education Plan would be drawn up which all staff would work together towards and review regularly. A meeting with the relevant staff will be held to plan the best way forward for your child based on observations, assessments and planning processes. Whilst at Toybox each child will have a Record of Achievement which is an observational based assessment on your child's progress. This includes Next Steps in Learning Reviews and Progress Summary Charts. These again will be used to form your child's Individual Education Plan.

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

In addition to Toybox's normal reporting arrangements there will be termly meetings with the FIRST Team and all other relevant professionals to discuss progress and to review your child's Individual Education Plan. We encourage parents to share any relevant information on a daily basis as we do our staff. We would also implement a daily diary to support home/setting learning and information. At the termly FIRST meetings everyone will be involved in contributing to the Individual Education Plan for your child and aims will be discussed to ensure everyone involved is working towards the same goals, in the same ways.

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

All staff at Toybox are highly trained and experienced however, depending on the level of Special Educational Needs and Disabilities staff will receive further training in the specific areas needed to care for your child where possible. A Health Care Plan will be drawn up if deemed necessary and reviewed regularly. All staff are trained in Behaviour Management and risk assessments are carried out to ensure the safety of all children. At our busiest times during the day our ratios are increased to again ensure the safety of the children.

What specialist services and expertise are available at or accessed by Toybox?

Our SENCO/INCO staff are trained in dealing with all kinds of special educational needs and disabilities and have a wide knowledge of dealing with and working with children with SEND and are supported by all our staff. We have access to the FIRST Team, Children and Family Centres, Speech and Language Therapists, Portage, Sensory Toy Library and Physiotherapy services to compliment their work with your child.

What Training have the staff supporting children with SEND had/having?

In addition to our mandatory First Aid, Manual Handling and Child Protection training, all staff attend ongoing training through the Early Years Childhood Service. We practice 'Say and Sign' to encourage all staff and children to be able to communicate in a way other than verbally. Our SENCO/INCO have attended Solihul Training, Including All Children, Let's Get Talking, Speech and Language, Working with Children Who Have English as an Additional Language and attend regular SEND Network Meetings.

How will my child be included in outside play at Toybox?

Children with SEND have access to outside areas at Toybox via the specially built ramps. We plan our activities to suit the individual child and therefore if any activity was not suitable for a child with SEND we would adapt it so they could be included to the very best of our ability.

How accessible is Toybox's environment?

Toybox has wheelchair access and toileting facilities for children with SEND. Any specialist equipment needed for your child will be obtained from outside agencies and staff will be trained in how to use this efficiently and safely.

How will Toybox prepare and support my child to join nursery and transfer to a new school?

Each new parent will receive a Welcome Pack (this is available in additional languages other than English) and settling in sessions will be arranged. During their preliminary visit, time will be spent with their Key Worker and SENCO assessing how best we can accommodate and adapt your child's particular needs.

When the time comes for your child to move on to school the FIRST Team will make arrangements for our SENCO/INCO to visit the new school with yourself. An assessment will be made at that visit about the suitability of the new environment and recommendations will be given to ensure a smooth and safe transition to best suit your child. The new teacher will be invited to visit Toybox and see your child in this environment too.

How are Toybox's resources allocated and matched to your child's special educational needs?

Toybox's resources reflect diversity and individual needs and we also invite the Sensory Bus to visit us. In addition to this we will make termly claims for additional funding to support a child with SEND and to access further resources/additional staff.

How is the decision made about what type and how much support my child will receive?

As the parent you will be involved right from the start. It is the FIRST Team who make the decision as to what level of support your child will receive. The FIRST Team will combine all information about your child from yourself, Toybox and all other professionals included in their care to make their final decision.

How are parents involved in Toybox? How can I be involved?

We encourage a parent whose child has SEND to be involved as much as possible. We encourage parents to come and observe their child in nursery and welcome their feedback.

Who can I contact for further information?

Your first point of contact should you wish to discuss something about your child should be either their Key Worker or with Sarah Jacomb, Nursery Manager or Sarah Blyth, Senior Supervisor. Wendy Woodward (2-5 years) and Carol Abbott (4 months-2 years) are our SENDCO/INCO's and can be contacted at the setting. You can find out about the local authorities Local Offer at www.westsussex.gov.uk
You can find out further information about Toybox and other childcare matters via the Children's Information Service.