**Bolnore Village Pre-School – Local Offer**

**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?**

By using a Key Person approach to working with our families and children (please see Key Person policy in our Policies and Procedures section) we are able to establish strong supportive relationships, which use knowledge gained from parents/carers during Home Visits and the Induction programme, and time spent getting to know and playing with the child, to recognise and identify any concerns about learning and development. We welcome and value communication from home, operating an open doors policy, so we feel that the information sharing process is two-way; parents/carers are able to share any concerns with us in the setting, and likewise we can do the same if we have noticed anything that prompts us to think a child may be in need of additional help.

It is important that we know the child well and will only base our observations on what we have seen and noted and will always discuss, confidentially, as a team, any views we have to see if other members of the staff team have observed similar patterns of behaviour in learning and development.

We use non-statutory guidelines issued by the Government which help staff assess which developmental stage a child is currently operating within and whether this falls within age appropriate bands. If not, we have lots of experience in child development and education which enables the setting, under the guidance of the SEN coordinator, Fay Hart, to work closely with families to produce a plan that is aimed at addressing the extra support a child may need in order to make good progress and fulfil their potential.

We have a well qualified and established staff team who work well together to maintain and develop a supportive and nurturing environment, all committed to providing a high level of care and learning, whilst continuing to develop their own skills and practice within early years education.

We are fortunate to have a highly qualified Deputy Manager who is also the setting’s SEN coordinator, Early Years Teacher and an early years (route 3-7 years) primary teacher. Fay aims to undertake a year of study at University of Chichester in September 2014 to gain a post graduate certificate in professional practice for the National Award in SEN coordination. This means we will have access to the very latest research, guidance and effective practice allowing us at Bolnore to offer a truly inclusive education, whatever specific needs and disabilities a child may have.