**October 2014**

Parent Consultations: Dates for these are now in place. Parents will be approached by their Key person to arrange convenient time to discuss their child’s progress and next steps for learning and development.

Policy Review:

Drugs and Alcohol: No adjustments needed.

Key Person Policy: We will add the other methods we use of finding out information about a child’s starting points and individual needs, for example, through inductions, visits, the ‘All About Me’, ‘Pen Portrait’, ‘My Experiences’ form. We will also add under the sharing information section that we carry out 6 week reviews after a child starts the setting in order to update information and discuss how well the child has settled. This is an opportunity to adjust the settling in routine if necessary. We also now carry out risk assessments with parents for allergies, dietary requirements and medication. We also need to add to the policy that we have a back up key person system which ensures children have continuity of care throughout all their sessions. We use an information sharing form which is completed by the key person following parent consultations. It provides the back up key person with valuable information regarding the individual needs and development of the child.

Parental Involvement Policy: No adjustments needed.

Training:

SEND Code of Practice – attended by Lisa Banwell, Special Educational Needs Co-ordinator. This provided updates to the new SEND Code of Practice (Special Educational Needs and Disabilities) which replaced the SEN Code of Practice in September 2014.

SEND Code of Practice – attended by Daniela Partridge, Deputy SENC0.

Leaders, Manager and Owners Briefing – attended by Vikki Fitzpatrick, Chair of Management Committee. Provided updates regarding SEND Code of Practice as well as information from North Somerset regarding the North Somerset Alliance. The new North Somerset Alliance provides training for early years practitioners tailored to suit the needs of the wide spectrum of settings in North Somerset.

Think Family Workshop ; Improving the Life Chances of Families – attended by Vikki and Lisa as Safeguarding Lead and Officer. This covered the importance of supporting the family as a whole, by directing/involving outside agencies; to include non family members who also have an impact on the family.

Quality Improvement Cluster Meeting – Attended by Helen, Nisha, Kirsty and Daniela. The focus of this cluster was ‘Understanding the World’.

*Evaluation: Following feedback from the cluster we agree the children would really enjoy exploring a wormery or an anthill. We are looking into the cost of these but in the meantime are working on putting together a box of smells for the children to try and identify!*

*The cluster meeting also discussed physical development - we have some resources such as observation sheets to assess children’s physical development and information about how to support this.*

*Another area covered at the cluster meeting was the use of real food in the home corner. We have been doing this for a while but only with rice and water to pour. We changed our plastic cups and saucers etc to china so they are more realistic. We have now introduced more real food such as potato, carrots, broccoli etc and the children have really been enjoying this. They spend a long time focussed in this area, try the food, explore the texture and smells.*