



## Special Educational Needs and Disabilities (SEND) Local Offer

Infinity Pre-School  
Slyne with Hest Memorial Hall  
Hanging Green Lane  
Hest Bank  
Lancaster  
Lancashire  
LA2 6JB

Contact our Special Educational Needs Coordinator's (SENCO)

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Manager: Claire Allington

Infinity Pre-school is a semi-rural setting providing quality education and care for children aged two to four years. We have a team of well qualified Teachers and Early Years practitioners: The Manager holds a degree in Working with Children (specialising in Early Years) with Early Years Professional Status, three members of staff hold teacher status and three practitioners hold Level 3 childcare qualifications.

The team fulfil the responsibilities of Safeguarding Officer, Special Educational Needs Co-ordinator's (SENCO), Behaviour Support, Equality and Diversity Officer and Parental Coordinator.

### Accessibility and Inclusion

Infinity Pre-School is based in the village Memorial Hall which consists of two halls on a single storey. Pre-School uses the smaller of the two halls and has access to a separate toilet and nappy changing area which is located on the adjoining corridor which runs alongside the hall.

The room is accessed from our garden via a ramp which leads from our outdoor area through an entrance into the main room. This ramp is the main entrance to Pre-School and is used to access our garden during the day. The ramp is not designed as an accessible entrance with the correct gradient and length for wheelchair access. Secure fencing provides a safe boundary where children are safe to explore and play. The garden is split into sections which include a secret garden with mud kitchen and a large area of safety tarmac where the children have space for additional activities and includes a playhouse.

Pre-School's parent notice board is located in the room and offers extensive information related to our routines, your child's key worker, local events and general information. We actively gain the views of our families to support the development of our practice and the overall quality of our provision. This feedback is received in writing, via e-mail and verbally.

### Identification and Early Intervention

We are a small setting where the children's key person spends time with individual families to develop their knowledge of the setting, discuss children's progress and offer general support and advice. Parents/carers have the option of meeting their child's key person at any time during the session. This strong communication provides opportunity for practitioners to build good relationships with all children and their families. The Role of the Key Person in the Setting Policy will provide further information and is available upon request.

As the children learn through play their key person observes them, assessing their level of development and identifying their individual needs. Assessment tools are incorporated into our practice to help identify individual needs and to develop future plans to support children's progress. These tools include the document What to Expect When, termly progress checks and Wellcomm screening. These assessment tools assess each child's developmental level and within the Early Years Foundation Stage curriculum and will assess their speech and language development. This information informs the settings' Provision Mapping and may require the completion of an Individual Education Plan (IEP) to help a child 'catch up'. Further details related to Provision Mapping are included in the next section - Teaching and Learning.

These observations form part of each child's Learning Journey, influenced by information from families, photographs taken at home and in the setting along with helpful explanations of how we deliver the Early Years Foundation Stage Curriculum within the setting. The children's Learning Journeys are electronic using a program called Tapestry. The children's learning experiences are recorded and sent to parents and carers using Tapestry which can be accessed at any time. Parents play an active part in their children's learning as they receive ideas and activities to extend learning and by adding photographs and experiences from home. Observations may identify a child's special education need and/or disability (SEND) at which point a graduated response may be initiated to support their needs. Details of a graduated response are explained in our Special Education Needs and Disabilities (SEND) policy which are available upon request.

Our Special Educational Needs Coordinator's (SENCO) work closely with Lancashire County Council's Regional Inclusion Teacher to gain additional knowledge, support and advice to ensure the provision we offer is of a high standard and meets the needs of each child. We work with a range of other professionals including Health Visitors, Inclusion Teachers, Early Years Consultants, Social Care, Citizens Advice Workers, Schools Nurses, Speech and Language Specialists, Outreach Workers, Children's Centres, Occupational Therapists, Physiotherapists and Paediatricians. These professionals may attend a Team Around the Family (TAF) meeting to provide additional support.

## Teaching and Learning

### Practitioners and Practice

Each child has a Key Person. This is a specific named practitioner who supports individual children and their families as they settle into Pre-School and become familiar with their surroundings, gaining an understanding of the service and support we provide. An initial assessment is carried out by the Key Person and the child's parents/carers to provide an overview of their current level of development. This assessment may identify special educational needs and/or disabilities (SEND) which may then be supported by the graduated response detailed in our SEND Policy. In addition, Provision Mapping is an effective tool used within the setting to identify equipment and resources required to support children's progress. *Wave 1* of the Provision Mapping contains detailed explanations of the typical provision we provide including how children learn through play and the equipment and resources which support these experiences. *Wave 2 and Wave 3* of our Provision Mapping details how we support children who need to '*Catch Up*' or have identified special education needs, demonstrating how we differentiate and support the needs of each child and we refer to outside professionals for advice.

The Early Years Foundation Stage Curriculum (2017) underpins all learning and development within the Setting. This curriculum can be accessed on the Early Education website or through the following link:

<https://early-education.org.uk/development-matters-early-years-foundation-stage-eyfs-download>

We adhere to the Special Education Needs and Disability (SEND) code of practice (2015) for 0-25 year olds which ensures we support the needs of each child. This document can be access on [www.gov.uk](http://www.gov.uk) or through the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/398815/SEND\\_Code\\_of\\_Practice\\_January\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

Practitioners use Development Matters and the Statutory Guidance for the Early Years Foundation Stage (EYFS) to plan learning experiences for the children in our care. The EYFS identifies three prime areas and four specific areas of learning and development.

The three prime areas include Communication and Language, Physical Development, and Personal, Social Emotional Development. These are significant areas for our 2 years old children and the focus for all learning and development. As children reach the age of 3-4 four additional areas of development are incorporated into their learning to support their progress and develop new skills: Literacy, Mathematics, Understanding the World, Expressive Arts and Design.

The children learn through play as they engage in a variety of child-led and adult-led activities. The Key Person works closely with families to provide support, useful information related to our topics, daily activities and ways to link children's learning at home and pre-school. We have a relaxed, open door policy, which provides time for parents to speak to us about any queries or to gain support and advice. The practitioners differentiate the provision to meet the needs of each child, being sensitive to the needs of each individual.

When a child and/or their family have special educational needs and/or disabilities we aim to work closely with parents and other professional to make reasonable adjustments to increase the accessibility of our setting. This may mean providing documentation in a particular language, large print, audio, sourcing a translator, changing the layout or the content of the environment. Should you have any queries and wish to discuss the suitability of our setting please do not hesitate to contact us.

### Provision and Resources

Regular audits, linked with our Provision Mapping, identify the variety of equipment in the setting and the learning activities these support. Each key person compiles Individual Education Plans (IEP) for children with additional needs. This plan identifies a child's needs and the equipment and resources required to support these needs and future learning and development. Funding is received from Lancashire County Council to purchase additional resources which may include increased staffing levels and purchasing resources or furniture. Practitioners may also provide 1-1 support for a child, offer family support and attend training to enhance their knowledge in a particular area.

Pre-School trips are arranged where children and their families meet at a chosen location. The Manager/SENCO will visit the location and ensure a specific, detailed risk assessments are completed prior to the visit. We work closely with families to choose an accessible venue where all children can participate fully in the day's activities. Photographs and visual aids may support children as they gain an understanding of the outing.

### Assessment

Strong verbal communication forms the foundation of our quality practice, effectively supporting our open-door policy. The key people provide regular opportunities for families to discuss their child's progress and development. These discussions may take place in pre-school, at the beginning or end of a session, via e-mail or telephone.

Children's' learning experiences are recorded in their individual Learning Journeys which include observations, assessments, photographs and creative work. Further details regarding the contents of Learning Journeys are detailed in the Identification and Early Intervention section.

A meeting may be arranged with a child's parents/carers, the setting's SENCO's and other professionals to identify and implement specific support, advice and resources to support special educational needs and/or disabilities. This may lead to the completion of a Individual Education Plan (IEP), an All About me or an Educational Health Care Plan.

Education Health Care Plans (EHCP) are reviewed 6-monthly to ensure the setting is supporting their needs and progress.

## Transitions

Before children start attending our setting, we encourage parents/carers to arrange settling sessions to support their child as they become familiar with their new surroundings. A typical structure of this settling period would include the parent or carer engaging in a stay and play session on the first visit, staying for a short time on the second visit then leaving the room as their child plays with their new friends. If, after the initial two visits, the child is settling well then the third visit may involve them staying to play for a couple of hours then building up to a full session.

This settling procedure provides valuable opportunities for our practitioners to gain an understanding of a child's preferences and individual needs. Our comprehensive Transitions Policy supports effective practice and outlines the different transitions experienced by children. These include moving from another early years provider, attending a setting for the first time or moving from our setting to school. The policy demonstrates our commitment to support children through these transitions, ensuring we consider their additional or special educational needs to make the transition as smooth as possible.

## Staff Training

The staff team consists of four well qualified Teachers and Early Years Practitioners. Details are shown at the beginning of this document.

Staff appraisals, supervisions and professional development are a regular aspect of our practice for the purpose of continuously developing the overall quality of our pre-school.

The practitioners have completed a range of courses to support children which includes gaining new skills, and accessing additional training to meet children's' needs.

The practitioners work together to identify training needs and requirements, regularly highlighting areas of personal interest and request specific training. When a child has special education needs and/or disabilities, staff will aim to access training to extend their knowledge.

We access information and training through a range of external sources including Lancashire County Council, Lancashire Safeguarding Children's Board, Pre-School Learning Alliance and Lancashire Children and Young People's Trust.

Should you have any queries or wish to discuss the provision we provide, please do not hesitate to contact us.