

1. How does Willow Nursery know if children need extra help and what should I do if I think my child may have special educational needs?

Parents are encouraged to speak to a child's key person or the Special Education Needs and Disabilities Coordinator (SENDCo) if they have any concerns regarding their child's progress. Parents can speak to staff at the beginning of the session or at pick up time, or by telephoning the nursery and speaking to the SENDCo. Parents will be able to speak to staff about their concerns in a quiet confidential area.

At Willow Nursery we pride ourselves on the wealth of experience, as well as training, the staff have regarding child development. We have robust assessment procedures in place, which allow us to identify children who may need some extra support.

We are also proud of the inclusive setting we provide for all nursery aged children and our skilled staff provide specialist support to those children who have been identified as having additional needs before joining us.

At Willow we use a key person approach, with each child having a key person and co key person. Their roles are to develop a close trusting, relationship with both children and their parents/carers. The key workers will carry out regular observations, assessments and will monitor a child's progress.

The key person uses a host of assessment tools e.g. two-year-old developmental check (where appropriate) and a termly development tracker covering areas of development contained in the early years foundation stage (EYFS). This helps identify areas of a child's development, which may require extra support and further assessment.

If a parent has expressed a concern regarding their child's development or a member of staff has notified the SENDCo, a meeting will be arranged with parents to discuss a child's needs. If necessary, an Individual Plan (IP) will be created and clear targets will be set and reviewed every term.

If the parent/carer, key person or SENDCo is concerned about a child's progress an Early Help Assessment (EHA) is completed by the SENDCo and the family. The EHA creates a holistic picture of the child's progress and their needs and helps determine which services are best suited to help them.

2. How will Willow Nursery support my child?

The senior leadership team, including the SENDCo, will oversee the planning of your child's education. It is their responsibility to liaise closely with parents and outside professionals to create a realistic plan to support the needs of a child. Any assessments and reports made by outside agencies are sent to the SENDCo, who will support the child's key person in using these to set targets in a child's IP.

A child will be set targets relating to their needs, which will be assessed and reviewed by the key person and the SENDCo. If certain targets are achieved, new targets will be set or existing ones will be altered to meet the needs of the child.

The key person and other nursery practitioners will ensure that the activities available to the child provide opportunities to work on these targets to support the child's progression. Specialist small group work will also be planned for a child as appropriate. The SENDCo, key person and parents work closely to review the child's progress.

If a child has additional needs and is not making progress, an education, health and care (EHC) plan is completed. This involves the child being referred for help to appropriate health and education professionals so that the appropriate support can be given to the child and their family.

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

Each key person, along with their co key person and other nursery practitioners, carries out regular observations of children. Activities are planned each week and these are adapted to meet the needs of each individual child.

The SENDCo and other senior staff regularly support planning sessions to ensure that the children's needs and IP targets are met and addressed in an inclusive way, through ensuring that activities and the daily routine are planned in such a way to ensure learning and progress for everyone.

At Willow we also offer a range of specialist activities e.g. the Picture Exchange Communication system (PECS), the use of Makaton signing, Attention Autism, TAC PAC, visual timetables, use of objects of reference and Intensive Interaction. We provide specialist resources and the setting has a sensory room with an interactive floor. Each of the rooms has a black and white/sensory area to help meet the needs of children with a visual impairment.

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

Regular feedback is given to parents and carers and they can speak to their key person at the beginning and end of each session.

IPs are reviewed every term and parents are invited to discuss their child's progress and set their next targets at a meeting with their child's key person and the SENDCo.

Parents can view their child's 'learning journey' at any time. This is sent home regularly and parents and carers are encouraged to make a comment in it. The key person can offer suggestions and guidance to parents about their child's learning at home. Parental involvement is an integral and essential part of this process.

5. What support will there be for my child's overall wellbeing at Willow Nursery?

At Willow Nursery we promote the wellbeing of all children by ensuring that we provide a good model of behaviour for the children by being kind, caring, polite and fair. Each room in the nursery sets and follows 'rules' appropriate to the age and stage of development of each child. Children are encouraged to learn these rules in

a way that they can understand, using signing /visual means as needed. As a setting we know that children learn best through praise.

The 'All About Me' form completed as part of the home visit provides us with information, which helps to create a holistic picture of each child. We use these to gain an insight into a child's interests, likes and dislikes as well as any specific medical needs or existing special education needs.

Each child with SEND will have a one-page profile created by their key person which will be accessible to all staff that work with your child. This will ensure all care provided to your child will be of an excellent and consistent standard and that all your child's needs are met. You will be asked to check this document and the SENDCo will oversee it.

We have policies and procedures in place to ensure that all children's wellbeing is supported. We have conducted a range of risk assessments to ensure your child's safety in a range of situations. Permission forms and administration of medicines is carefully recorded in accordance with our illness and medication policy.

As a setting we promote your child's good health through a variety of means, such as promoting healthy eating, exercise and teaching the importance of tooth brushing.

A number of staff are First Aid trained and these are clearly displayed on the staff board in the reception area.

The community nursing team provides support to the nursery and they train staff to enable them to meet the medical needs of individual children e.g. those that are PEG fed or on seizure medication.

The SENDCo oversees your child and will discuss their findings with all staff and you, to ensure that the wellbeing of your child is supported.

6. What specialist services and expertise are available at or accessed by the nursery?

The SENDCo will have completed a statutory SENDCo course and will have experience of teaching young children with SEND.

The nursery practitioners across the setting have a wealth of experience supporting and teaching children with a wide variety of additional needs. They have attended training and share their knowledge amongst the staff team.

Specialist teachers and professionals e.g. Brent Outreach Autism Team (BOAT), Brent's Visual and Hearing Impairment Service and therapists such as speech and language therapists, occupational therapists and physiotherapists attend the setting regularly. They provide support to all nursery staff to ensure that specialist programmes are carried out effectively, as well as assessing children's needs and working directly with them. These professionals will also provide training to staff as needed. The community nursing team trains staff so that they can support children who are not fed orally.

7. What training have the staff that are supporting children with SEND had or are having?

The SENDCo will have attended a nationally accredited SENDCo course.

The senior leadership team and SENDCo have the opportunity to attend conferences and training to ensure they remain up-to-date with research and SEND policy at a national level.

Nursery staff are involved in regular appraisals where they identify any training needs. As a team we support and learn from each other and access training to further develop our skills.

All staff have the opportunity to attend courses and workshops delivered by Brent Council.

The nursing team provides training to staff as needed to support children with specific health and feeding needs.

8. How will my child be included in activities outside the classroom including school trips?

The setting organises trips into the community e.g. visiting the local library. A risk assessment is carried out to ensure that access is suitable for every child. Additional staff are included where necessary. Parents are also invited to join us.

All staff follow the outings procedure when organising trips, children wear high visibility jackets and wristbands detailing the nursery's phone number. The lead member of staff on the trip brings a mobile phone to ensure that they can contact the nursery.

9. How accessible is the nursery environment?

There is wheelchair and pedestrian access to nursery. Car parking is available, with allocated disabled parking. There is an automatic double door access to the entrance of the setting. We have disabled toilets and changing facilities. There is an overhead hoist available in the 3-4 year-olds room.

10. How will Willow Nursery prepare and support my child to join the setting, transfer to a new setting or move on to the next stage of education and life?

At the nursery we aim to ensure a smooth transition for children joining the nursery, moving between rooms, and moving on from the nursery. Children and parents/carers need to feel secure and confident to face the challenges of these transitions. We implement a range of strategies and activities to ensure a smooth and happy transition.

Before joining the nursery, the SENDCo will organise a home visit to meet you and your child. Any documentation that has been submitted, either via the general admissions procedure or the Under 5's Specialist Nursery Panel, will give us information from other professionals involved with you and your family.

You and your child are encouraged to visit the nursery, see the rooms and meet the

staff prior to starting at Willow.

Your child's allocated key person and SENDCo will visit you at home. This is an informal opportunity to get to know your child and family and gather information. At this meeting we will discuss our transition procedures and devise a transition programme for your child, in conjunction with you.

Your child will follow the transition programme, and it is during this time that your child will build a relationship with their key person. You and your child's key person will decide when is the right time for you to begin to leave your child for short periods to ensure your child feels confident to stay at the nursery without you.

If your child moves between rooms i.e. they are in the 2-3 year-olds room and are moving up to the 3-4 year-olds room, we follow our transition policy. You will be invited to a transition meeting with your child's current, and new key person. Your child's current key person will visit the new room with them and support them in building a relationship with their new key person and settle in their new environment.

When your child moves on from nursery to a new setting, the key person will fill out a transition passport to be shared with the new setting. The SENDCo will invite staff into the nursery from the new setting and hold a transition meeting to share information between your child's key person and their new setting. With your permission we will share your child's current IP and other professional recommendations with your child's new setting.

During the final half term, the children discuss and learn about moving on to their new settings and schools. A leaving celebration is held at the end of the summer term to mark this important transition in their life.

11 How are the setting resources allocated and matched to each child's special educational needs?

Each room is provided with resources that are developmentally appropriate for that age group. We ensure that resources are inclusive for all children, toys are shared between different rooms in order to meet each child's individual needs.

We liaise with parents and outside professionals to ensure resources are appropriate for the needs of the child.

Senior staff and /or the SENDCo support planning sessions to ensure resources are matched to children's individual needs.

Our staff ratio also means that we can allow for people to be covered the rooms and also plan small group and one to one sessions to meet children's individual needs.

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

A decision about the type of support needed will be based on discussions with parents, the child, the SENDCo and the recommendations made by relevant professionals.

The key person, with support from the SENDCo and in partnership with parents, will create an IP designed to provide specific targets and support.

The IP is reviewed every term. The SENDCo will liaise with a child's key person and a meeting then arranged with parents to discuss the next steps.

13. How are parents involved in the setting? How can I be involved?

Parental involvement in a child's development at nursery is essential and we have an open door policy.

We value parents sharing their knowledge about their child's needs, interests and progress.

We encourage you to fill in the comments on our feedback leaves (found in the nursery reception area) and to make comments about your child's progress in their learning journey.

You can arrange regular informal meetings with your child's key person or the SENDCo, in addition to termly parent/key person meetings. We encourage parents to attend these meetings so you can discuss your child's progress and jointly plan their targets with their key person and SENDCo.

Parents are encouraged to share their skills and engage with the children. You are very welcome to come into the nursery to share a story, bake with the children and accompany us on trips etc.

14. Who can I contact for further information?

- Our address is Willow Nursery, Barnhill Road, Wembley, HA9 9YP
- Head of Nursery: Karen Zajdel
- Nursery Manager: Mahboobeh Nazemi
- SENDCo: Jo Smith.
- Our phone number is 020 8937 6573