



The Grove Nursery Special Educational Needs and Disabilities Information Report 2022- 2023

At The Grove Nursery, we strive to provide the most effective and appropriate support to enable all children to achieve and thrive. Many steps may be taken, in partnership with parents, to ensure that this happens.

A high-quality play-based curriculum is the first step in any child's learning journey. However, for some children there are occasions when additional support may be needed to help them achieve and develop and therefore may be identified as having a Special Educational Need or Disability. We provide a warm, supportive environment to help all children be as independent as possible.

There are four broad areas of need for which additional support may be provided:

- a. Communication and Interaction
- b. Cognition and Learning
- c. Social, emotional and mental health difficulties
- d. Sensory and/or physical needs

These are explored in more detail in the Inclusion and SEND Policy.

The Grove Nursery SEND Team

We have a dedicated and experienced team who have worked to support children with a range of needs for many years, such as ASD, Global Delay, Downs Syndrome and physical disabilities.

Meeting the teaching, learning and development needs of all children is a priority for all Nursery staff, though there are staff with particular responsibilities.

The Grove Primary and Nursery Assistant Head and SENCo- Mrs Kathryn Hardy

Mrs Hardy is Assistant Head for Inclusion, SENCo and deputy designated safeguarding lead of The Grove Primary School and Nursery. She is happy to talk to parents about any SEND concerns and can be reached via the school office on 01223 577017. Mrs Hardy has many years of experience as a primary school teacher and has completed the National Award for Special Educational Needs Co-Ordination.

The Grove Nursery Manager- Mrs Sarah Beck

Mrs Beck is the nursery manager who has several years of experience working in early years settings. She holds the Early Years Designated Person for Special Educational Needs accreditation and is designated safeguarding lead. Mrs Beck can be contacted via the school office on 01223 577017 or via email Nursery@grove.cambs.sch.uk.

The Grove Nursery Deputy Manager- Miss Janine Leigh

Miss Leigh is the deputy manager who has vast experience of working with early years children. She holds the Early Years Designated Person for Special Educational Needs accreditation. Miss Leigh can be contacted via the school office on 01223 577017 or via email Nursery@grove.cambs.sch.uk.

All children have an allocated keyworker who will identify strengths and difficulties, interests, needs and will plan appropriate learning experiences.

Our staff have a wide range of strategies and knowledge which they use to support all children.

The following information explains how additional support may be identified and delivered at The Grove.

How does The Grove Primary School know if children need extra help?

We know when a child needs extra help if their development and understanding is not at the expected level for their age, if there is a change in their behaviour, if their behaviour is considerably different to that of their peers, or if concerns are raised by adults who work with the child or by you, the child's parents/carers. Key workers are continually assessing and monitoring the children in their key group to check their understanding and emotional well-being and whether any additional support may be required. A baseline assessment is carried out within 8 weeks of the child starting at Nursery. Internal assessments across the seven areas of learning are carried out termly.

What should I do if I think my child may have special educational needs?

You should approach the Nursery Manager and share your concerns. They will discuss your concerns with you and agree a course of action, which will be monitored over a period of time. If concerns continue, your child's key worker will inform you and discuss your child's needs with Mrs Beck, who in turn will discuss strategies with Mrs Hardy.

How will I know what The Grove Nursery is doing to support my child?

Regular meetings will be held between you and Nursery Manager to discuss your child's provision, targets and next steps.

If a pupil has specific needs relating to one of the four areas stated above, then the process outlined on the Cambridgeshire County Council Early Years Identification of Children with Emerging Needs and SEND Flow Chart will begin. Please refer to this chart.

If your child has significant additional needs or concerns, they will have an Additional Support Plan, containing targets to address their specific needs. This plan will be shared with you by your child's key worker or Nursery Manager, and you will have the chance to be involved in reviewing your child's progress towards their targets.

If your child is following the Early Support pathway, due to a significant level of need Mrs Beck will invite you to regular meetings to discuss their progress through the relevant assessment and support process.

If you have family/social worker support, you will be invited to regular meetings and your child's support and progress will form an important part of the discussion.

If your child has an Education, Health and Care Plan (EHCP), you will be invited to an annual review of the plan, at which support and progress will be discussed.

In addition, appointments can be made with Mrs Beck or Mrs Hardy to discuss your child's support.

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

Key workers will plan individualised activities to enable your child to access the Nursery curriculum more easily. Nursery staff may be allocated to work with your child on a 1:1 basis, if identified on their support plan.

If your child has an Additional Support Plan (ASP), their targets will address their particular area/s of need. Targets will be monitored by the key worker and by the Nursery Manager termly. If appropriate, specialist equipment/resources may be provided for your child to use e.g. specialist seating, pen/pencils grips or easy to use scissors.

How will I know how my child is doing?

You will be able to discuss your child's progress termly. Open afternoons are held termly for your child to share their work with you.

Famly progress reports and ASPs are sent out to parents termly.

If your child has an EHCP, your child's progress towards their outcomes will be discussed at their annual review meeting.

Appointments can be made via the school office to speak to the Nursery Manager or school SENCo in more detail.

How will you help me to support my child's learning?

Your child's key worker may suggest ways for you to support your child at home.

In addition, Mrs Beck is available to speak with you to discuss strategies to use if there are difficulties with your child's behaviour/emotional needs.

If outside agencies, including the Educational Psychologist have been involved, recommended support strategies will be shared with you.

Please refer to the Mental Health and Well-Being Policy for full details.

What if my child has a medical need?

If your child has a medical need then an appropriate care plan will be compiled with support from the school nursing team and in consultation with parents/carers. These will be shared with all staff who are involved with your child.

When necessary, staff will receive specific training, usually from the school nursing team, to meet your child's individual needs e.g. Epipen training.

Where necessary, and with written permission of parents/carers, emergency medicines can be administered in Nursery. This is completed via the Family App and registration form.

All members of Nursery staff receive paediatric full 12-hour first aid training every 3 years, as well as in house medical training updates.

Please refer to the Policy for Supporting Children in Nursery with Medical Conditions.

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

Occasionally Nursery may feel that further assessment/support from an outside agency would be beneficial for your child. If this is the case, Mrs Beck will discuss next steps with Mrs Hardy. Mrs Beck will speak to you about the relevant referral process, to gain your consent and to ask for your input in completing the necessary paperwork. All required documents will then be forwarded by Nursery to the most appropriate agency.

Agencies used by the Nursery include:

- a. SEND Specialist Services including SEND Specialist Teachers and Educational Psychologists
- b. Speech & Language Therapy
- c. Occupational Therapy and Physiotherapy
- d. Community Paediatricians
- e. Sensory Services (e.g. Hearing and Visual impairments)
- f. Red Hen – Family worker
- g. District Family Workers
- h. Children's Social Care
- i. Early Support
- j. Health Visitors

What SEND training have the staff at The Grove Nursery received?

The Nursery Manager and Deputy Manager have completed the Local Authority Early Years Designated Person for SEND accreditation. The SENCO has completed the National Award for SEN Co-ordination.

As part of their induction process, all Nursery staff receive basic Makaton and STEPs training.

Some staff, working with children who have more complex needs, may receive more specialised training as necessary, which has included Attention Autism, Intensive Interaction and Touch and Groove.

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

All activities and trips are available to every child. Risk assessments are carried out and procedures are put in place to enable all children to participate. However, if it is deemed that 1:1 parental support is required to ensure the safety and wellbeing of all children, you may be asked to accompany your child during the activity. This will always be discussed with you in advance.

How accessible is the Nursery environment?

The design of the Nursery ensures that it meets the requirements of the DDA (Disability Discrimination Act 1995). As a Nursery we are happy to discuss individual access requirements and work closely with the Occupational Therapy team to ensure the environment is suitable for all the children who attend. Please refer to the The Grove's Accessibility Policy.

How will the Nursery prepare for and support my child when they are joining or transferring to a new nursery/school?

Many strategies are in place to enable your child's transition to be as smooth as possible.

These include:

- When a child starts at The Grove Nursery, the Nursery Manager will work closely with you to ensure as smooth a start as possible.
 - All children will be offered a stay and play session.
 - Extra sessions can be arranged as needed.
 - If your child has SEND needs which have already been identified, the Nursery Manager will meet with you to gather information and prepare an appropriate support plan.
- Discussions between the previous or receiving schools/nurseries prior to your child joining/leaving.
 - Transition support sessions to The Grove Primary School will be arranged between the Nursery Manager and Reception Lead and communicated to you in the first half of the summer term. A school readiness session for parents will be held at The Grove Nursery in the spring term. Parents will be able to meet Nursery and Reception staff and discuss the transition from Nursery to School.
 - Where a child may have more specialised needs, a separate transition meeting may be arranged.

How are the Nursery's resources allocated and matched to children's special educational needs?

If a child has an Education, Health and Care Plan, this will provide additional funding which has been granted to enable the Nursery to meet that child's specific needs. Funding is reviewed annually by the Local Authority and Nursery has to provide a detailed costed provision map to show how it is being used to support the child's learning and development.

If a child is under Early Support, the Nursery can apply for SENIF (Special Educational Needs Inclusion Funding). This is calculated by the Local Authority as a percentage of the child's funded hours and is reviewed half termly. It can only be used as a contribution towards funding of additional staffing.

If your child receives DLA (Disability Living Allowance), the Nursery can apply for DAF (Disability Access Funding). This is a single payment of £828 per academic year. This can be spent on anything which will support the child's development including resources or staffing. The Nursery Manager must detail to the Local Authority how the funding will be used.

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

Decisions are made in consultation with the Nursery Manager, SENCo, relevant outside agencies and parents. Decisions are based upon ongoing assessments carried out in Nursery and/or by outside agencies.

How will I be involved in discussions about and planning for my child's learning?

All parents are encouraged to contribute fully to their child's learning, including any SEND provision. This may be through:

- a. Discussions with the key worker.
- b. Discussions with Mrs Beck, Miss Leigh, Mrs Hardy and/or other professionals at specific meetings.
- c. Feedback on and contribution to the development of Additional Support Plans.
- d. Feedback on and contribution to development of Education, Health and Care Plans.
- e. Contributions to Family App.

What do I do if I have a concern about my child's SEND provision?

If you have any queries or concerns about the SEND provision that your child is receiving, you should initially speak with The Nursery Manager or Deputy Manager. If you are not satisfied that the matter has been resolved to your satisfaction, you should then arrange to meet with Mrs Hardy to discuss your concerns and potential solutions. If you continue to have concerns you should then speak to the Head teacher, Miss Shaw, who will investigate the matter and then contact you with the outcome. If Miss Shaw has not resolved the matter to your satisfaction, it will be referred to the Chair of Governors, according to the school's agreed complaints procedure. If you require a copy of this procedure, please see the school's website or ask the office staff for a copy.

What do I do if I have a safeguarding concern about my child?

The Governors of The Grove Primary School and Nursery are responsible for Safeguarding and Child Protection. They are also responsible for the monitoring and correct administration of the Disclosure and Barring Service procedures and the school's Single Central Record.

On a day-to-day basis this responsibility is delegated to Mrs Beck (Nursery Manager) who is one of the Designated Child Protection Officers at The Grove. She can be contacted via the school office if you have a safeguarding concern that you wish to discuss.

Who can I contact for further information?

For additional information please refer to:

Cambridgeshire County Council's Local Offer: <http://www.cambridgeshire.gov.uk/localoffer>

The following linked documents are on the The Grove School and Nursery Website:

- Inclusion and SEND Policy
- Accessibility Policy
- Policy for Supporting Children in School with Medical Conditions
- Safeguarding and Child Protection Policy

Please contact Mrs Beck via the school office if you have any further questions.