



**BRAYTON
HEADSTART
PLAYGROUP**



Key Fund



Project Part-Financed
by the European Union
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Development Fund

Charity number 1151937

LOCAL OFFER

At Brayton Headstart we have a comprehensive Inclusion Policy which covers all aspects of working with children with additional needs. A copy of this is available on request.

We have a well established key person system, whereby each child is assigned a key person on registration. All staff have relevant Early Years Training and are First Aid trained. The key person will endeavour to quickly build a sensitive and trusting relationship with the child and their family. Through the deeper knowledge which this relationship provides, the key person will be able to quickly identify any additional needs a child may have.

There is a setting Special Educational Needs Co-ordinator (SENCo). By accessing termly SENCo networks with colleagues from North Yorkshire, the SENCo keeps well informed and up to date. Information is cascaded at weekly staff meetings so all staff provide a consistent approach to working with your child and the SENCo is able to access advice and support from North Yorkshire County Council specialists.

We have excellent links with the local Children's Centre and have a named Parents Support Worker who has a wealth of knowledge about services families can access.

Partnership working is key to the success of what we do at playgroup and we always ask for and welcome your input as parents/carers into the learning and development of your child. We will take the time to get to know your child and yourselves as family members, keeping the child at the heart of what we do at all times. We will make the time for short informal chats at the beginning and end of each session and offer more in depth discussions at parents evenings or by request. We will regularly observe your child, linking what we see to the EYFS Development Matters ages and stages of development. You are welcome to view these observations at any time as they form your child's "Learning Journey". In line with statutory requirements we will formally assess all children at around the age of 2 years with your involvement (the two year assessment). Assessments on ages and stages of development will take place x3 times per year thereafter.

When an area of need is identified, the keyperson will liaise with the SENCo, who is trained to offer advice and support to not only the key person but also the child and their family. We will ensure any discussions are held in a confidential and sensitive manner and we will involve parents and carers in the very early stages of any such discussions. It is the SENCo's responsibility to oversee any liaisons with families and/or outside agencies who may be called upon to support your child. We will never share information about your child or make any referrals without your consent. If required, we may request involvement from the Inclusive Education Services within North Yorkshire County Council for additional support. This request for involvement can only be submitted with parental support.

It may be felt that your child would benefit from an Individual Learning Provision Plan (ILPP) and you will be fully involved in the drawing up of such a plan. The plan will contain small achievable targets for your child who will be supported in achieving them by all staff at playgroup, parents and outside agencies. The aim of the plan would be to celebrate all the achievements your child makes with regards to their learning and development. ILPP's are reviewed half termly, where targets will be celebrated and built upon.



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We will work hard to ensure that each child's individual needs are met through our planning and provision. We will think creatively to ensure that all children can benefit from the activities we engage in. We will seek to learn the children's perceptions of activities, be it verbally or via mediums such as puppets or empathy dolls. We are able to access funding that may allow us to employ staff to work more closely with your child or to provide specialist toys or equipment.

If your child already has an identified area of need we will work closely with you, including any agencies already involved with your child, to ensure that your child's transition to playgroup is a smooth one. We will gain as much information as we can about your child and how best we can support them in setting before they start. We will offer a series of visit days for you to visit with your child. Where applicable staff will source and receive any training necessary to be able to care for your child. An Education Health Care Plan (EHC Plan) or Individual Learning and Provision Plan (ILPP) may need to be put in place prior to your child starting with us. We believe that information sharing is key to successful transition.

Likewise when planning transitions from playgroup, to another setting or a school for example, information sharing is key. We will begin the transition planning as soon as we know the receiving setting/school. We will endeavour to include the receiving SENCo in any reviews or discussions we may have, we may be able to accompany your child on visit days and we will ensure all relevant paperwork is received by the new SENCo prior to your child starting with them.

If you have any concerns about your child's learning and development you will be able to speak to either your key person, the SENCo or the Be-Co in a confidential manner. Our manager is always on hand to help. Our complaints policy (available in the cloakroom) provides more detail if there is ever any aspect of our services you are unhappy with.

We firmly believe that this offer is an accurate representation of the service we provide. We look forward to sharing your child's learning journey together at Headstart.