

Clacton Montessori Day Nursery and Pre School: Local Offer.

Our local offer provides families of children with special educational needs and/or disabilities, with information detailing the support accessible at our setting.

Clacton Montessori is committed to inclusive practice and welcomes all children. We have a wealth of knowledge and experience in supporting children and families with special educational needs and disabilities. Our priority is always the needs of your child. Every child is valued as an individual and we will always treat your child on an individual basis.

As an inclusive setting, we ensure all children are provided with a safe and enabling environment which allows each child to thrive at their own pace.

As we are a Montessori, we believe that providing a warm and secure environment enables children to most easily absorb information. We know that children learn best by doing and that happy, self-motivated learners form positive images of themselves. We foster independence and a love of learning from an early age.

Our SENCO – Rebecca James has 16 years' experience in early years and nurseries. She has been working with SEN children for 6 years. She is currently completing a SENCO course and is also our nursery manager.

Our Nursery:

Clacton Montessori is situated in Thoroughgood Road near Clacton town centre. Our site is a 3-story house with large garden. We have a carpark at the front with space for 6 cars and additional parking is available in Thoroughgood Road. We currently have 3 play rooms which are organised by age (0-2, 2-3, 3-5 years) We also have a sensory room and soft play room on site.

Places are available from 12 weeks – 5 years.

We are open Monday – Friday, 8am-6pm. We have a variety of sessions that are available, funded and private, subject to availability.

We are open 51 weeks of the year.

Our Staff:

All our staff have an early year's qualification or are working towards one.

All staff attend regular staff meetings and have supervisions, appraisals and peer observations to support their professional development. Staff are encouraged to voice interests in training. We have recently had staff complete: ELKLAN, Behaviour management and Supporting children's home language. Staff are first aid trained and there is always a first aider on site. We also have a well-being officer and a mental health first aider available for staff and families.

Our staff use Makaton throughout the day and encourage the children to use it and are always at children's level when communicating.

Our SENCO works with staff to maintain and oversee all records, practice and outcomes for SEN children. She liaises with outside agencies and completes referrals where necessary. Our SENCO also works alongside our ENCO to ensure our setting is inclusive.

Our safeguarding officers are Pawan Sangha (Director) and Katherine Smalley (Operational Manager) and our safeguarding lead is Rebecca James (Manager). There is always a member of the safeguarding team available during our opening hours.

Identification and Early Intervention:

Initially we offer families a tour of our setting. This allows families a chance to discuss their child's needs. The SENCO is available at every tour if the parent wishes to speak to them. The family will then be sent an enrolment pack online, this gives families another opportunity to detail their child's needs. We then offer free settling in sessions, every day for one week – these sessions are flexible to be extended if needed. At the settling in sessions the parent will complete an all about me, detailing the child's interests, needs and likes/dislikes.

Once the child starts, we will complete observations and assessments. We complete these for all children in our care. We link our observations and assessments to the current EYFS ([Early years foundation stage \(EYFS\) statutory framework - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/early-years-foundation-stage-eyfs-statutory-framework)) and birth to five matters ([Birth To 5 Matters – Guidance by the sector, for the sector](https://www.gov.uk/government/publications/birth-to-five-matters-guidance)). This helps us to identify the individual needs of each child. Each room team will work together and discuss each child and their needs, any identified needs will be passed on to the SENCO and management team. It will then be decided what the plan of action will be for that child going forward. In addition, your child will also have a 2-year integrated review by the health visitor with the parent present (This is a requirement of the EYFS) and is completed for all children of this age. We recognise that every child is unique and we use a graduated approach to identify SEN.

If you have any concerns about your child's development you can discuss this in private with your child's key person or SENCO. If your child has been identified as having an additional need by staff at our setting, this will be discussed with you and you will be fully involved in the plan to support your child.

Outside agencies are welcomed into the setting to support us with all children such as, Health visitors, Speech and language therapists, inclusion partner (Jo Ford). These professionals can help identify children's needs, write reports and complete referrals and support staff in the setting to ensure they are working towards the best possible outcomes for each child. All reports are shared with parents. Our SENCO can also make referrals if deemed necessary.

How do we support children who may have SEN?

Once staff have recognised that a child needs additional support, needs will be met by best practice by staff, a graduated approach and extensive work with outside professionals. We will gather evidence continuously ensuring this is being used to plan for the child so we can gain the best possible outcomes. Families will be aware of all support in place for their child. If you need further guidance on this please speak to your child's key person or SENCO. We understand that every child is unique and has different needs and we will assess, plan, do and review each child on an individual basis.

Parental involvement:

Parents are involved from the initial visit at our setting. Parents are encouraged to share information about their child with us from the start and continuously through their child's journey. We also welcome families to inform us of any agencies involved so we can liaise. Children's learning journeys

are available daily, when requested by parents and every child's observation and tracking sheet is uploaded onto EYLOG weekly. Proud clouds are displayed in the corridor outside the play rooms. Parents are encouraged to upload photos and messages to staff on EYLOG. A member of management is at the front door on all drop off and collection times to speak to staff. Parents are welcomed to a parent consultation once a term to discuss their child's progress and development. Our nursery delivers a session once a month for parents to come into the nursery to attend such as stay and play, coffee mornings, workshops and weekend open days.

If your child requires any additional support e.g. a one plan, the SENCO will contact you to ensure you have input into it. All outcomes are shared with parents.

Our accessible environment:

Our building is wheelchair accessible from our main entrance at the front and our garden entrance with the use of ramps. All fire exits are accessible for wheelchair users and we have a downstairs disabled toilet. We have 6 car parking spaces on our front driveway.

All children have access to lowered toilets and sinks on all floors.

Children are encouraged to put their own items on their peg, which are at child's height to encourage independence.

All furniture and equipment are age appropriate and at child's level both indoors and outdoors.

We use Makaton and visual aids in everyday practice.

All floors are flat and uncarpeted.

Information is displayed around the setting for parents and staff. This includes our policy and procedures, local information, parent information board, essential building certificates, home learning packs, Book library and key person board. All information can be requested in your family's home language, enlarged print or emailed.

We have recordable buttons which parents with EAL can leave a message on in their home language for their child when they are settling in.

We have many ways to ensure we are monitoring and developing our accessibility such as an access audit, SEN provision audit, early years audit, SEF and nursery development plan.

Please call our setting on 01255 433339 to discuss any specific accessibility requirements.

Further Information:

Please contact our settings management team on 01255 433339 or by email on Manager@clacton-nursery.co.uk if you have any further questions.

Your feedback and input are important to us.

Clacton Montessori Day Nursery and Pre School

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