



Welcome to our SEND provision at Clophill Preschool

Your first session:

Please come to the setting at your arranged time, our experienced SEND team will be on hand to welcome you and your child, do feel free to chat to them and allow your child to engage in the provision.

Chris or Sarah, our SENDCo and deputy SENDCo, will complete paperwork with you; this will include a discussion about your child and their development. Your child will be assigned a support worker, it is their job to oversee your child's progress and development alongside Chris and Sarah, though your child will be in the care of the whole team daily. If you want to discuss your child please find your support worker, though you can chat to any member of the team.



When paperwork is completed, the staff will usually suggest you leave your child in setting and return just before lunch - if you're happy to. We encourage you to say goodbye to your child so they understand you are leaving, if you disappear it can make your child quite unsettled and make them worry unnecessarily. If your child gets upset when you leave, our staff will be on hand to distract and help them to feel safe and secure.

If your child struggles to settle and gets very upset, we will call you to come back and a settling in program may be put in place.

Expectations

You need to bring these items to this settling in session:

- a form of photo id for you
- your child's birth certificate
- a copy of your Disability Living Allowance letter if you receive it
- any important reports from professionals that would be useful e.g. paediatrician reports
- you and your partner's national insurance numbers if you are claiming Nursery Funding
- if you are in receipt of 2 year funding, please provide the letter or code for it
- a spare set of clothes
- nappy if needed
- filled named water bottle
- a snack in a sealed named pot





Clothing & footwear

Please ensure your child is dressed appropriately for each session: we go outdoors every day in all weathers. We are mindful of the added vulnerability of some of our SEND children and the team have access to the indoors when needed.

Every child should come to each session in the following, however, we are aware that some children may have sensory issues and so we can work together and discuss clothing:

Autumn term (September to December) and **Spring term** (January to March)

- 2 base layers on (one should be a long-sleeved, skin-tight layer on the skin and the other can be looser)
- Sweatshirt or jumper
- Leggings or tracksuit bottoms (you can put tights or skins on underneath either of these if it's very cold)
- Waterproof coat (fleece-lined or down-filled)
- Waterproof trousers or dungarees (dungarees are better and keep children warmer, again you can have fleece-lined)
- A warm hat and waterproof gloves
- Waterproof boots with Velcro fastenings or fleece-lined wellies

Summer term (April to July)

- T-shirt & shorts or light cotton trousers
- Waterproof coat (non-lined)
- Waterproof trousers/dungarees (non-lined)
- Sun hat preferably with a flap to cover the neck
- Sun cream on before they arrive
- Waterproof boots with Velcro fastenings or wellies

Don't use all-in-one puddle/splash suits as they're tricky for children to get in and out of themselves and are usually not waterproof. Please be careful of snow boots, they're often not waterproof.



If you are two-year-funded, receive disability living allowance or your child will receive EYPP ([click here for eligibility criteria](#)) then preschool will provide you with a free waterproof coat and dungarees.





Food

We have breakfast on offer every morning, please let the team know if you would like your child to have some, we usually offer fruit and toast.

We have snack times morning and afternoon and provide fruit and malt loaf or homemade fruit bread. If your child prefers, you are welcome to bring in your own snack for them. If your child needs help with feeding, staff will be on hand to support while encouraging independence where possible. Children are encouraged to choose between two snacks and 'ask' for help to access them if needed.

We're always mindful of children's allergies and cultural requirements.

If your child is attending a full day session, please remember to supply a lunch for them.

Things to remember

- Please put their name on their lunch box
- Don't forget a spoon or fork if they're likely to need it!

NO NUTS

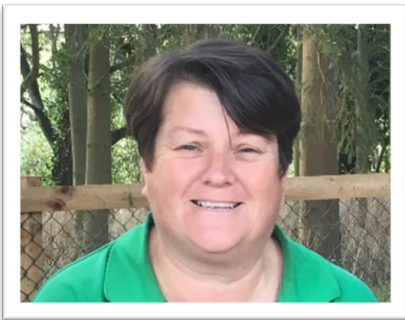




Meet our SEND support team

Our staff work as a team supporting and engaging with all children within the SEND provision. They work at a maximum ratio of 1 adult to 2 children. The team welcomes any training needed in the care of your child, whether from parents or external agencies.

Our team has much experience in working to SEND support plans, EHCPs and a variety of referrals and can assist in form filling and advise to ensure you can access the support you are entitled to.



Chris is our SENDCo, she oversees the whole SEND team.



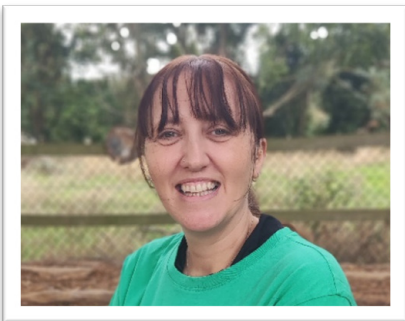
Sarah is our deputy SENDCo.



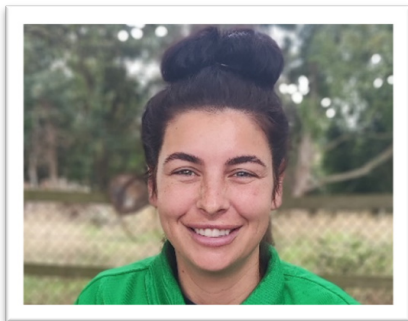
Claire



Emma



Lisa



Sarah



Each support worker will have the responsibility to:

- form a strong safe bond with children and their families
- plan for and assess up to two children
- observe children, making notes and keeping a Learning Journey for them
- monitor children's progress plotting next steps
- work to a SEND support plan (SSP) as directed by the SENDCo
- contribute to the SSP when required
- chat with parents at drop off and collection

In some cases, the support worker will need to be physically close to the child to ensure their and others safety, in other cases they may require a more distanced approach. Ultimately, they are the 'bridge' that allows the child to access preschool as fully as possible.

How the session runs

The staff work out a timetable to suit the group of children in their care. This will include times for snack and lunch, times to go outside into the wider preschool area and times for group and individual work. This gives structure to the sessions while allowing the children the freedom to explore and develop.

Staff are equipped with picture fans and spot timers to assist in the running of the day. All staff use Makaton as a support to language allowing every child the opportunity to 'speak' and be heard.

Activities

Each session is timetabled to meet the needs of the group as a whole. Each child is encouraged to be as independent as possible and to reach their own potential.

- teaching trays
- Box time
- sensory play
- Tap Tap box
- sensory circuits
- sand and water
- music
- cause and effect resources
- soft play
- other messy play
- puzzles
- small world
- construction
- cars
- mark making
- playdough
- the wider outdoor space

Additional resources

- visual aid cards
- spot timers
- visual timetables
- chew toys
- Makaton