

# Selly Oak Nursery School

What can I expect of Selly Oak Nursery School if my child has Special Educational Needs?

- *Open and honest communication*
  - *A partnership approach*
- *Appropriate and effective teaching and learning*

# Does the Nursery have a Special Educational Needs co-ordinator? If so who are they and how can they be contacted?

- The Special Educational Needs Co-ordinator (SENCO) at Nursery is Miss Laura Foster.
- You can make an appointment to speak with Miss Foster by contacting the school office on 0121 472 1700.

# How does the Nursery identify and assess Special Educational Needs?

- In Nursery we use a variety of different ways to assess whether a child has Special Educational Needs. Some of these ways include:
  - Observations
  - Nursery based assessments
  - Information from parents
  - Specialised assessments carried out by external agencies
  - Information from previous settings
  - Discussions with the key worker and other members of Nursery staff

# If my child needs extra support, will I always be spoken to about it?

- Your child's key worker will be in regular contact with you about your child's progress through daily informal discussions.
- You can make an appointment at any time to discuss your child's progress if you have concerns.
- If the key worker feels that extra support and / or assessments would be helpful to enable your child to make progress, then they will contact you to discuss this and inform you of the type of intervention your child may need.
- Formal parent's evenings will be held once every term.

# How will my child's progress be reviewed and when will I be invited into school to discuss this?

- Your child's progress is reviewed termly through discussions with the key worker, support staff and SENCO.
- Termly assessment results will be reviewed by the key worker and SENCO.
- Your child's half termly individual targets will relate to their specific area of need. Their next steps of learning will be clearly identified. The focus of these targets will ensure your child is making good progress.
- Termly meetings will take place to discuss your child's progress towards their targets.

# How will the SENCO ensure the necessary people know about my child's needs?

- Selly Oak Nursery School works in partnership with a wide range of specialist support services which are available to support your child if needed.
- These services include Paediatricians, Educational Psychologists (EP), Speech and Language Therapists (SALT), Child Development Centre (CDC) and the Communication and Autism Team (CAT).
- Please read our leaflet about the different services and their role.
- Please feel free to speak with Miss Foster about any of the services.

# Will the information that needs to be shared with me be clear and easy to understand?

- All the information about your child's Special Educational Needs will be written in a way that is clear and easy to understand.
- We will speak to you about any reports written by ourselves or outside agencies to make sure that you understand all the information presented in it.
- You will be given the opportunity to ask questions about the report.
- You will get a copy of any reports written by outside agencies.

# Will my child be able to give their views?

- Your child's views about their education are important to us.
- Your child's key worker will maximise every opportunity to talk with your child about what they are learning and what their next steps are.
- Your child will be involved in making decisions about what they will be learning about.



# How will the school provide good teaching for my child and extra support when needed?

- The Nursery believes that high quality teaching is essential for all children, including those who have Special Educational Needs. The Nursery has robust systems in place to monitor standards of teaching across the Nursery.
- All children work towards specific targets during each term which are always shared with parents. Children with additional needs will work towards targets to achieve set outcomes and parents will be involved in regular review meetings.
- Children are taught in whole class sessions, small group work and 1 to 1 with their key worker. Activities are differentiated to suit the children's needs and level of development.
- The Nursery follows the Early Years Foundation Stage Curriculum. Where children need a personalised curriculum, this is planned by key workers in liaison with the SENCO and, where needed, with relevant outside agencies.
- Depending on a child's specific needs, the curriculum may need adapting, or specialist resources and / or equipment may be needed in order to access this. The school will endeavour to make sure that these adaptation's are made and communicated to parents.

# How are staff trained to support the needs of my child?

- All staff receive training on different areas of SEN and in identifying and supporting these additional needs in class.
- The SENCO and Nursery Teacher provide support and advice for all staff on the individual needs of the children in their class.
- Where needed, the school can access outside agencies to deliver training on a specific area of need. This may include, the Communication and Autism Team, Educational Psychology Service, Child Development Centres, etc.
- The SENCO regularly attends city wide training and network meetings.

# How will the school ensure that parents and children with additional needs are fully included in all school activities?

- The Nursery ensures that all children, including those with Special Educational Needs and / or disabilities, receive a broad and balanced curriculum.
- As part of the Nursery's open door policy, parents can talk to staff at any time about any activities that happen in Nursery.
- All parents are encouraged to complete termly evaluations about the provision available and how to improve things further.
- All parents are encouraged to join us regularly in Nursery to take part in activities with their child.

# Which types of learning resources are available for my child?

- The Nursery uses a wide variety of resources to support children with their additional needs.
- These include visual timetables, sensory equipment, visual aids, social stories.
- We work closely with outside agencies to ensure that resources support the activities and the children's needs.

# Which resources does the school offer if my child has significant social and/or communication needs?

- Nursery employs a Speech and Language Therapist (SALT) to help support communication needs.
- The SALT will support staff in assessing children, meeting with parents, working with children and setting targets.
- Key workers will plan activities and provide resources to help the children work towards their targets.
- Weekly support groups are run by staff to support PSE skills and language development.
- The Nursery liaises with outside agencies such as paediatricians if further assessments are needed.

# What support is available if my child needs support with managing behaviour or dealing with social situations?

- Our behaviour co-ordinator Mrs Jackie Hindley is available for parents to talk to about any concerns regarding managing behaviour.
- Miss Foster will support children and parents should any concerns about behaviour or PSE skills arise.
- The Nursery can use the services of an Educational Psychologist to give advice and support where needed.
- Nursery staff use circle time sessions and floor books to discuss different issues with all children in the class.
- Social stories and puppets are used to support children with behaviour and social situations.

## How does the Governing Body involve other people in meeting the needs of children with Special Educational Needs, including support for their families?

- The Governor who is responsible for SEN is Mrs Linda Pain.
- The SEN Governor's role is to meet with the SENCO regularly to discuss the progress and attainment of children in school and to ensure they are being supported by the right services.
- The SENCO has to verbally report to the Governors every half term about SEN children, how they are progressing and any services accessed.
- The SENCO provides a written report every term about SEN services.
- The SEN Governor reports back to the Local Committee Governing Body meetings every half term about the children in Nursery and the role of the SENCO.

# If a parent of a child with Special Educational Needs has a complaint about the Nursery, how does the Governing Body deal with the complaint?

- The Nursery and the Federation Governing Body take complaints seriously and will act upon these on an individual basis.
- Nursery operates a complaints procedure:

## **Stage 1**

Speak with the key worker or Deputy Head Teacher / SENCO.

## **Stage 2**

If this does not have a satisfactory outcome or the problem recurs please speak with the Head Teacher.

## **Stage 3**

Complete a formal complaints form as per the Nursery Complaints Policy. Please envelope and address the complain to the Chair of Governors.

## **Stage 4**

If a satisfactory outcome is not achieved then an appeal can be made.

Please see the school's complaint procedure for further details.



# Who are the support services that can help parents with pupils who have Special Educational Needs?

Please find below the contact details for a variety of services:

- Special Educational Needs and Disability Information Support Service (SENDIASS) 0121 303 5004  
Email: [SENDIASS@birmingham.gov.uk](mailto:SENDIASS@birmingham.gov.uk)
- Communication Autism Team  
0121 303 1792
- SENAR  
0121 303 1888
- Children's Information and Advice Service:  
0121 303 1888

# How does the Nursery support children with Special Educational Needs through transition?

We aim to make times of transition as easy as possible for the children in Nursery.

*When starting at our Nursery we:*

- Complete a home visit to meet the child and their family
- Hold discussions with staff from previous settings
- Read any relevant reports
- Provide induction afternoons in July

*During the day we:*

- Provide visual timetables
- Talk about changes to the day
- Use a 'now' and 'next' board if necessary

*When moving to a Primary School we:*

- Invite the SENCO and key staff from the school into Nursery
- Talk to the key staff at the new school about things that will help your child to learn and be happy at school
- Arrange extra visits to the new school with a member of staff from our school
- Talk to the child about their new school
- Provide photographs of their new school

# How can parents find the Birmingham Local Authority's offer?

The Birmingham Local Authority's Local Offer can be found at:

- [https://www.birmingham.gov.uk/info/50034/birminghams\\_local\\_offer\\_send](https://www.birmingham.gov.uk/info/50034/birminghams_local_offer_send)