

The Local Offer



Name of Setting: **Fairfield Prep School Kindergarten**

Address: **Leicester Rd, Loughborough.**

Telephone: **01509 215172**

Email: **Fairfield.admissions@lsf.org**

Website: **<http://www.lsf.org/fairfield>**

Name of Person(s) to contact: **Rita Willingham, Nikki Young**

Named SENCo for the setting: **Nanette Coombes**

My child has SEND. I would like to look around. What do I need to do?

We welcome all families to come and visit our Kindergarten during our opening hours (7.30am – 6pm). To make an enquiry or to arrange a visit please contact our Registrar, Mrs Hannah Wyatt 01509 283808 or email fairfield.admissions@lsf.org

We have an easily accessible website which gives details about our aims and vision for Kindergarten. This also details the admission process to Fairfield Prep School.

How will my child and I be made to feel welcome and how will you get ready for my child coming?

Mrs Willingham will organise an appointment for you and your child to look around the setting. This visit is to meet the staff and find out vital information relevant to your child. We will then work together to arrange further visits around the child's routine.

Children are assigned a 'Key Person' to help them settle, provided with a 'Getting to Know Me' bag, so that special items can come in from home and are asked to bring their own blanket for rest time.

We ask you to complete an 'All About Me' booklet, this will enable the Key Person to understand your child's likes and dislikes. This information is added to their online Learning Journey, which is available for parents to view on demand, via their own password.

How accessible are your premises?

The Kindergarten premises are enclosed by a fence and are on one floor, which is accessible for pushchairs and wheelchairs. We have integral toilets and wash basins that are child friendly. There is easy access to our outside area, which is also enclosed and separate from the rest of the school.

There is an entry point from the entrance on Burton Walks from the car park.

We use visual aids, signs and notices around the Kindergarten to support parents and carers.

How will you keep my child safe?

The Kindergarten is part of the main school site, which is kept secure throughout the school day. The gates are accessible via a buzzer system from where visitors can be seen on a CCTV screen at the main reception. Doors will be open at the beginning and end of the school day. There is a buzzer system for early arrivals for

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Breakfast Club. Parents are requested to notify the Kindergarten of collection arrangements for their child. We will clarify arrangements if an unfamiliar family member or friend is collecting a child.

Kindergarten children visiting other parts of the school are always accompanied by a member of staff who are responsible for them at all times. All staff employed have a DBS check and have undergone regular training including Safeguarding, First Aid training and Food Hygiene. We have a named Safeguarding representative and Paediatric First Aider. All equipment and play areas are checked for any defects and for cleanliness. Equipment used is always age appropriate. Any accident or incident is recorded and reported to parents. We always adhere to staff to child ratios to ensure child safety. Our policies are accessible on the school website.

How will you communicate with me about what my child has done, enjoyed and learnt?

We work hard to provide a caring, stimulating and inclusive learning environment where every child can develop to their full potential. There is always a member of staff to meet and greet parents/carers at the beginning and end of each session. Letters are sent home via the WE Duc electronic mailing system.

Each child has their own online 'Learning Journey.' This is a collection of observations and photographs of the child's experiences and learning opportunities that have been offered. This will also record their development during their time at Kindergarten.

How do you work with other professionals?

We will liaise with outside agencies and other professionals to support individual children when appropriate.

We have an appointed Area SENCO from Leicestershire County Council and they are available to give us any advice and guidance that we may need, contact details are available on the Parent Noticeboard. If we have any concerns about a child's development we can make a referral to the Early Years Specialist Teaching Service with parental consent.

What training have you /your staff had in SEND?

SEND training forms part of the continuing professional development of staff, is organised in accordance with the needs of the pupils and may take place at any time. Staff also attend Early Years Foundation Stage training and training recommended to us by outside agencies. All Kindergarten staff employed have a minimum of NVQ Level 3 and several have Qualified Teacher Status. All staff undertake regular safeguarding training, fire-fighting training, epi-pen training and paediatric first aid training. Our named SENCo undergoes regular SEND training and attends local SENCo network support meetings to cascade up to date practise and procedure across the setting.

How will you adapt play opportunities for my child and help to support my child's learning?

Each child in the setting is treated as an individual and through careful observation we are able to review their progress. Learning is adapted to each child's needs and we will endeavour to adapt play opportunities so that all children are able to participate.

We have Free Flow play and learning to support your child's learning in the indoor and outdoor environment. The kindergarten has an under cover area so that outside activities are available throughout the year.

At 'Circle Time' there is an opportunity for your child to share information that is important to them.

We will ensure that all equipment and resources are age and ability appropriate and ensure that the equipment

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is being used correctly and safely.

We will support your child and assist their development by making them feel secure and comfortable in their surroundings.

We will plan for your child's needs and interests by bonding with them, observing them in every day play, using their Learning Journey and by speaking with parents/carers.

How will Kindergarten and I know how my child is doing?

Each child is observed when they enter the Kindergarten and throughout their time here we complete progress summaries and reports in the summer term. There are two parent consultation evenings each academic year and additional EYFS Pupil Profile evenings. You do not have to wait for a consultation, parents are welcome to discuss their child's development and needs with us at any time.

How will you get my child ready for transition?

We will offer full support with the transition to school or another setting to all parents and children. We will plan the transition process together and discuss any appropriate action that needs to be taken. We will ensure all documents are up to date and forwarded on.

Author: Mrs N. Coombes

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