



Ducklings Pre-School's Local Offer

1. How does the pre-school know if children need extra help and what should I do if I think my child may have special educational needs?

Ducklings Pre-School will carry out the mandatory two year check approximately one term after the child has started in the pre-school at the age of two but definitely by the time they are 3 years of age. A letter will be sent to the parents/carers advising them of the date and time. Persons present at the two year check will be the parents/carers, the child's Key Person and the SENCO, where necessary. This is an opportunity for the parents/carer and Key Person to discuss their child's development and identify any areas of concern. If any areas of the child's development is considered to be delayed/requiring more attention, then the Pre-School will suggest the parents/carers speak to their child's Health Visitor. A copy of the two year check summary form should be shared with the Health Visitor by the parents/carer.

Ducklings Pre-School will hold two parents meetings a year, one in the Autumn Term and the other in the Summer Term. This will give the parents/carers and opportunity to discuss their child's development with the Key Person.

Where it is deemed necessary, a Surrey Support Plan (SSP) will be put in place, once discussed with the parents/carers and any professionals involved with the child. This will be reviewed every half term by the SENCO and Key Person. A copy of the SSP will be given to the parents/carers. Any SSP's that have been reviewed will also be shared with the parents/carers.

Where it is considered necessary, a referral to Speech and Language Therapy, Developmental Paediatrician or Occupational Therapy can be made by the SENCO or via the GP/Health Visitor.

In some cases, it may be necessary for the Early Years SEND Advisor to visit the pre-school and meet with the parents. In order for this to take place a referral form will need to be completed by the SENCO and parents/carers.

2. How will early years settings staff support my child?

The person responsible for overseeing the child's education programme is the Key Person. However, in cases where it has been necessary to include an SSP, it is the responsibility of the Key Person and SENCO to ensure that the developmental

needs of the child are being met. The two members of staff will work together closely to ensure that the targets set are appropriate for the individual child.

3. *How will the curriculum be matched to my child's needs?*

Activities provided by the pre-school are adjusted to meet the child's age and stage of development. Regular reviews of resources by management and staff ensures that toys are safe and appropriate for use.

Targets are set for each child by their Key Person and these are based on 'the next steps' as identified on their Learning Journey.

4. *How will both you and I know how my child is doing and how will you help me support my child's learning?*

Ducklings Pre-School use 'All About Me' forms on Tapestry, which are completed by the parents/carers and Key Person during a home visit. Parents/carers have the ability to update the 'All About Me' forms on Tapestry.

We also ask parents/carers to complete a 'Starting Points' questionnaire prior to their child starting the pre-school.

5. *What support will there be for my child's overall wellbeing?*

Ducklings Pre-School has 5 members of staff who have completed a paediatric first aid course. If a child requires medication during a session then a 'Permission to Administer Medicine' form will need to be completed by the parent/carer. This will be kept on the child's personal records. The storage of medicines will be carried out in accordance with the label and manufacturer's guidelines. Epipens, inhalers and antihistamine medication will be held securely on the premises. All medications will need to have the child's name and prescription dose and be in the original packaging. Ducklings Pre-School will not accept any medicine that does not have the child's name or dose or if it has been amended in anyway.

If a child enters the pre-school where a Care Plan will need to be put in place then this will be carried out in conjunction with the relevant professionals involved in that child's care. Ducklings Pre-School will make reasonable adjustments to the layout of the setting, should this be required.

Should a child enter the pre-school where they may need assistance with intimate care and toileting then this will be carried out in accordance with the Pre-School's Guidance for Intimate Care and Toileting.

6. *What specialist services and expertise are available at or accessed by the pre-school?*

Ducklings Pre-School has the benefit of their Deputy Manager/SENCO having personal experience in Special Needs. The Deputy Manager/SENCO has attended training in Autism and has passed Levels 1, 2, 3 and 4 in Makaton and

completed the Attention Autism training and is able to provide levels 1-4 in the pre-school. The Deputy Manager/SENCO is proficient in using PECS which is often used by children with Social Communication Difficulties. Ducklings Pre-School has access to 'Widget' which enables us to print out picture symbols which are widely used by schools and professionals to support children with language difficulties.

Two staff have also been trained in the Early Talk Boost Programme and run two of these per school year - depending on the needs of the cohort.

The Deputy Manager has completed the EY SENCO training and another member of staff is taking part in the course as at August 2025.

7. *What training have the staff supporting children with SEND had or having?*

The SENCO attended a six week SEN training and also attends the SENCO Network Forums provided by Surrey County Council and any other training courses relevant to Special Educational Needs and Disabilities that are provided by Surrey County Council.

The SENCO has passed CACHE Level 2 in understanding Autism and has a Diploma in SEN levels 1, 2 and 3.

The SENCO has passed Makaton Levels 1, 2, 3 and 4.

The SENCO has completed the Gina Davies Attention Autism training.

The SENCO and one other member of staff have completed the Early Talk Boost training and are able to provide two groups of intervention per school year.

The SENCO has the EYSENCO Level 3 qualification.

Some of the staff have received Makaton training. Makaton is a language programme that uses signs together with speech and symbols, to enable people to communicate. It supports the development of essential communication skills such as attention, listening, comprehension, memory and expressive speech and language.

8. *How will my child be included in activities outside the classroom including school trips?*

We endeavour to ensure that all children will have equal access to outings planned by the Pre-School. It may be necessary for a child with SEND to have 1:1 support on the outing and in some cases it may be essential to request that the

parent/carer accompanies their child. A Risk Assessment will need to be completed on each outing.

9. *How accessible is the pre-school environment?*

Access to the building is by ramp, albeit quite steep, or steps. Entry into the building is flat. There is a disabled toilet with a changing table, however, it may be necessary (due to the weight of the child to be changed) that this is carried out on the floor using a changing mat. The layout of the room can be adjusted, where necessary to allow for any mobility aids.

A visual timetable is accessible for all children and is located on the windowsill where we have group time. The SENCO will, where considered necessary, apply to Surrey County Council for Early Intervention Funding. This is a grant that can be used to support children in small groups or may also be used to provide 1:1 support (where deemed necessary). When a child with EAL starts the pre-school we will try to ascertain their level of understanding and use of English and where necessary, the SENCO will request REMA (Race and Ethnic Minority Achievement) to visit with a translator.

10. *How will the setting prepare and support my child to join the preschool, transfer to a new setting or the next stage of education and life?*

We carry out a home visit for all children. When a child with an additional need is due to start the pre-school we carry out a home visit prior to the child starting with us, where all aspects of the child's needs and a care plan will be discussed. The SENCO will also liaise with any other outside authorities involved with the child. If a home visit is not possible, a zoom meeting will be arranged so that the SENCO can discuss the points above.

When a child with SEND is due to start a new setting we will request that the SENCO, Manager and/or class teacher visits the pre-school so that we can discuss the transition process. If necessary, the SENCO will visit the new setting with the child prior to them starting.

Ducklings Pre-School will pass on the child's learning journey to the new setting along with any other relevant information. If the parent/carer does not wish this to happen, they should put it in writing for the attention of the Manager, stating the reasons why relevant information is not to be shared.

11. *How are the pre-schools resources allocated and matched to children's special educational needs?*

Where Early Intervention Funding has been applied for, Ducklings Pre-School will endeavour to advertise for staff with relevant experience. Usually, advertisements are placed in local newspapers/social media sites and job vacancy websites (such as INDEED).

All staff are required to have an Enhanced DBS prior to them starting. We require references, one of which will be a work related reference and the other a personal reference.

12. *How is the decision made about what type and how much support my child will receive?*

Early Intervention Funding is decided by the Surrey County Council Early Years Department. They have panel meetings monthly and the 'Request for Early Intervention Funding' application form needs to be with their office two weeks prior to panel meetings. The SENCO will complete the above form, with input from the child's Key Person and parents/carers. The Surrey County Council Early Years Department will advise the pre-school by email regarding the amount of money awarded for that child. Once we have received notification of this we will advertise for suitable staff.

13. *How are parents involved in the setting? How can I be involved?*

Ducklings Pre-School recognises that parents/carers know their children the best. Staff will work closely with parents/carers to ensure that the best possible outcomes for the child are achieved. Regular meetings can be arranged with the parents/carers to discuss their child's progress. Parents/carers are able to email Debbie Hickson and Joanne Anderson on ducklings@hotmail.com in case they need to contact us out of pre-school hours.

14. *Who can I contact for further information?*

The first point of contact for parents/carers is the child's Key Person. They will be able to discuss all areas of the child's development with you. If further clarification/advice is required then the pre-school's SENCO, Debbie Hickson, can be contacted. If you are worried about any aspect of your child's development then the ideal opportunity to discuss this would be at your child's 27-month Health Check which is carried out by the Health Visitor.

If you require further information regarding the above, please email Debbie Hickson at ducklings@hotmail.com.

August 2025