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

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| We visit all families at home before the child starts with us, to help us to get to know them, and their needs, prior to their start with us. If particular needs are highlighted at that point then we will put a plan in place to respond to that. During the settling in period an initial assessment is made of all children, through observations, to ascertain their approximate stage of development, and any issues highlighted during this term will also be followed up. |

1. **How will The Pines Pre-school staff support my child?**

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| Our staff are all very caring, most are mums themselves and all see each child as an individual. Whatever the needs of your child we will do all we can to ensure they are met. All of our staff will work with your child, but one staff member will be allocated as their key worker, and their focus will be to monitor and support your child’s development.  |

1. **How will I know how my child is doing?**

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| We will speak with you regularly to feed back on their progress. This is informally at drop off and pick up times, and more formally in regular meetings with your child’s key worker. These can be held more regularly if needed. |

1. **How will the learning and development provision be matched to my child’s needs?**

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| The key worker will consistently be making assessments on your child’s development needs, and what the next step for them should be. This information is fed back into the session planning to ensure appropriate facilities and activities are available to enable that to happen. Many of our activities can be undertaken by children at different stages of development and they will be encouraged to complete them based on what their current ability is. Praise is based around what is a good achievement for that particular child. |

1. **What support will there be for my child’s overall wellbeing?**

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| We work closely with parents to ensure we are providing support for all children, whatever their needs. We have a team of staff who all work very closely together, and are very caring for the children. They all love working with children. |

1. **What specialist services and expertise are available at or accessed by The Pines Pre-school?**

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| We work very closely with the Children’s Centre, and have support from the Area SEN team. We have a qualified SEN co-ordinator, and have good contacts to access support from outside our setting when needed. |

1. **What training and/or experience do the staff, supporting children with SEND, have?**

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| Our pre-school leader has been working with children with SEN over the past 12 years. She has completed training courses, and regularly attends cluster meetings with other SEN experts to keep her knowledge up-to-date. We are in the process of training a second member of staff to become a SEN co-ordinator, and she will also attend regular update meetings and training courses. |

1. **How will my child be included in activities outside The Pines Pre-school?**

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| We sometimes take the children outside the setting, on woodland walks, or on a trip. These would all be risk assessed and any particular needs of your child will be taken into account. We always have a very high level of adult support for these trips – on average one adult to two children, but on some occasions we ensure one-to-one support.We regularly provide information to parents and carers about activities and training available to them organised by outside organisations. |

1. **How will I be involved in discussions about and planning for my child’s learning and development?**

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| We encourage all parents to be involved in their child’s learning and development. That is why we like to meet with you before your child starts with us, and regularly talk with you about how things are going. If we have any concerns about your child’s development we will also discuss that with you, and involve you in any decisions about additional support they may need. |

1. **How accessible is the building / environment?**

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| The building has flat entry and is all on one level. As much as we are able to we will make any adjustments needed to the physical environment to allow better access for your child. |

1. **How will The Pines Pre-school prepare and support my child with transitions between home, settings and school?**

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| We visit at home before the child starts, and encourage you to bring them in for a visit to the setting as well. We have a settling in process where they only stay for one hour on the first occasion. We then build that up, depending on how each individual child reacts, and the settling in process is adapted for each child.We work closely with local schools to aid transition into school. All schools are invited to come and see the child moving on to them in the setting. With the parent’s permission we pass on development information to the new school. We ensure we have school uniform for the relevant schools in our role play area prior to their moving on, and we have discussions with the children about what to expect when they move to their new school.  |

1. **How will The Pines Pre-school’s resources be used to support children’s special educational needs?**

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| We have a large number of resources to support children with SEN, and we are always investing in new resources as appropriate. |

1. **Who can I contact for further information about the early years offer in The Pines Pre-school?**

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| Mel Rogers, pre-school Leader on 07989 434772 (term time only, mornings only – answerphone outside of these hours) or Jacqui Pattison, Pre-school Manager on 07895 454623 or thepinespreschool@virginmedia.com  |

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| For further information on the local authority’s Local Offer of service and provision for children with special educational needs and disability go to www.hertsdirect.org/localoffer |