



**Oak Tree Nursery School
Garstang
SEN and Disability
Local Offer: Early Years Settings**

The Setting

Oak Tree Nursery School is owned by a Qualified Early Years Teacher (Sarah), who is passionate about providing quality childcare. Nurturing children is a priority for this Garstang setting.

The Manager (Julie) ensures the nursery runs highly effectively on a day-to-day basis. Julie is the designated Safeguarding Lead and has the role of Parental Involvement Co-ordinator (PICO), ensuring strong relationships with all our Parents/Carers.

The Deputy Manager (Jill) is Deputy designated Safeguarding Lead and Language Lead.

Our ENCO – Equalities Named Co-ordinators are Julie and Jill.

Our SENCO is Julie and Jill is the Deputy SENCO.

There are 6 other qualified, experienced, caring and motivated practitioners. We also occasionally have Students and Volunteers who help us in certain sessions.

We at Oak Tree have close links to the adjacent school, the Children's Centre, the Library, Health Centre and the local wider community.

Oak Tree Nursery is open from 7.45am – 3.15pm, Monday – Friday. See below

Breakfast session	7.45am-8.45am
Morning session:	8.45am-11.45am
Lunch:	11.45am-12.15pm
Afternoon session:	12.15pm-3.15pm

We are open 38 weeks of the year (Term-time only), in line with the attached Garstang Community Primary (CP) School and their holiday pattern. The setting is registered with Ofsted for the provision of 30 children per session. As you see we provide sessional care to co-inside with the Parent/Carers who have siblings at the school next door.

All activities are led by the individual child's interests. Most of these are in mixed age groups, giving the younger children the ability to follow their peers as positive role models. However, as our numbers of children increase, we will split them into two age groups e.g. 2-3 and 3-4 year olds.

Therefore, we can differentiate the activity, making it appropriate to their age and ability, increasing their knowledge and providing next steps for them to progress through play.

When a child has settled in at Oak Tree Nursery School, they are assigned a Key Person that they have made an attachment with. A Key Person will be introduced to the child's Parent/Carers by name. They will then explain their role as a person that their child can approach, should they require to, throughout the nursery day. The Key Person will also build a relationship with the Parent/Carers, as well as the individual child. Within the first couple of weeks of settling in at nursery we carry out a home visit to see the child in their own environment. These can give us an insight on a child's developmental needs. Due to Covid-19 this has not been possible, but we will be returning to these visits, when safe to do so.

Accessibility and Inclusion

Oak Tree Nursery School is situated adjacent to Garstang CP School. The nursery is accessible for all having wheelchair access at the entrance and being located all on one level. There is also an accessible toilet and changing facilities.

At the entrance there is a parent notice board with information about the setting. A summary of our policies is on the website. Full policies are available on request in the nursery. Other information about local activities and events are available in our parent's file. We encourage Parent/Carers with English as an additional language (EAL), to assist in communication with their child/ren. We use signs and setting pictures to communicate with parents or children with EAL. The Manager (Julie) and Nursery Practitioners are always available and approachable if you need to ask any questions or require some information clarifying. On request, information can be produced in different ways for example large font, in different languages and we can also assist in the completion of forms.

The nursery is set up so that areas of continuous provision are accessible to all children. However, the layout can be changed to be accessed easily by each unique child, especially accommodating of children with additional educational needs. The units are all at child height and clearly labelled appropriately, making it accessible for ALL children within the setting.

Areas have shallow boxes that are easily accessed for all children to choose a resource (toy) to use. The setting is well stocked with resources for children of all ages and abilities.

Messy play includes Sand/Water/Malleable/Painting and Gluing and is situated in our undercover area. The carpeted area is for all other activities such as Small World/Library/Construction and Role Play, which can also be changed to fulfil the Children's individual interests and is led by them. For example, the Home Corner can be turned into a Shop/Doctors/ Café etc.

Continuous provision is offered throughout, including the outdoors of the nursery. The outdoor area is open for all children to access in all weathers. Wellingtons and waterproofs can be provided or brought in from home. We have a flat even tarmacked area, with sand, bark and stones. We have clearly labelled resources that are provided outdoors for all children to use, for their own imagination and play. Planters are filled with flowers and herbs to create a sensory garden. Our mud kitchen is where the children enjoy making mud and vegetable pies – the children love this! There is a den for reading, performing or role play, and a bamboo river for experimenting with water.

Identification and Early Intervention

The highly qualified and experienced owner, manager and practitioners at Oak Tree Nursery School, work closely together with the individual child and their families. Our SEND/Inclusion Policy is shown and explained, if required, to Parent/Carers, prior to a child starting with us. We follow this policy, which enables us to identify the graduated response.

Once the child has settled into nursery, we arrange a planned visit to see the child and their families in their own environment. We complete the 'All about me' booklet at this visit. The Key Person starts carrying out observations, covering all areas of the Early Years Foundation Stage (EYFS, 2021). This can then show if there is an area in which their child is not reaching. It can be improved by planning certain activities to encourage this development and make 'next steps' for them to progress. This adult-led activity would not necessarily be just for an individual child, but may be done in smaller group sessions, with their peers. This might just mean also that a child is interested and enjoys an activity in a certain area, more than others. As experienced practitioners at Oak Tree Nursery School we encourage children to experience all areas of the EYFS.

During their time with us at Oak Tree Nursery, each child has their own Digital Learning Journey, tracked on an online App called 'Tapestry'. This is a great tool to keep Parents updated with 'Wow moments' of their child/ren. These are shown as short observations, with photographs and linked to the area of the EYFS. A tracker can be produced from Tapestry to show us if there is a gap in your child's learning, this then highlights if there are any areas of concern and how we can plan to rectify this. We also carry out a progress check at the age of 2, of each child that attends. Any concerns will be raised here and discussed with the Parent/Carers in confidence.

All Parent/Carers can approach the Manager (Julie) or the Deputy Manager (Jill), with regards to any initial concerns regarding a child needing extra help with their individual needs, whilst at Oak Tree Nursery School. An appointment can be made, but our 'Open door' policy ensures just that, so we are available at any time during the nursery day, for you to raise any issues you may have regarding your child. Although due to Covid-19 this has been limited to letting visitors into nursery.

We work in partnership with Parent/Carers of our setting to ensure the best outcome for each child and their families.

Decisions with regards to any additional needs are made together. This means input from the individual child (depending upon age, although pictures can be used, for a younger child), Key Person, Parent/Carers, The Manager (Julie), SENCO (Julie/Jill) and other outside agencies such as; Specialist Teacher, Doctor (GP), Health Visitor, Social Worker, Speech and Language Therapist.

The SENCO's (Julie) role is to co-ordinate and keep strong communication with all of the outside agencies involved. They arrange all meetings and keep everyone up-to-date, either via email, letter or face-to-face communication. To ensure that all involved with the individual child and their families are kept informed of all events which may occur, involving the development of the individual child.

In the setting we use provision mapping to identify ways in which we can support a child with additional needs.

Teaching and Learning Part 1 – Practitioners and Practice

Our Nursery works within the framework of the Early Years Foundation Stage (EYFS, Updated Version, September 2021).

All practitioners at Oak Tree Nursery use the non-statutory guidance for the EYFS, called 'Birth To 5 Matters', to plan provision and activities to enhance the children's learning.

The focus is on the 3 prime areas:- Personal, Social and Emotional Development (PSED), Physical Development (PD) and Communication and Language (CL). These are followed by the 4 specific areas of Literacy (L), Mathematics (M), Understanding the World (UtW), and Expressive Arts and Design (EAD). The 7 areas are covered by provision of a wealth of resources to enhance a child's development.

Progress meetings are normally held termly, but due to Covid-19 this has not happened. Instead, we have sent out reports and highlighted any areas of concern, that we could both work together on, both in nursery and at home.

Whilst at Nursery, all children, with encouragement from their Key Person, are encouraged to express their views and emotions. This can be done by showing them different expressions on your face or drawing faces to show how they are feeling.

Characteristics of Effective Learning are the ways in which a child engages with other people and their environment. The areas of learning are Playing and Exploring – Engagement, Active Learning – Motivation and Creating and Thinking Critically – Thinking.

Children are encouraged to express their own views to allow them to make decisions throughout play. The rule of law is children setting out their own rules and boundaries (with adult support), to manage their individual behaviour and feelings that might affect their peers. We include all children and families no matter what their faith and beliefs are. All children are unique, and with this we encourage them to have independence and confidence. They have an input, based on their individual interests, which leads us to in the moment or future planning.

Teaching and Learning Part 2 - Provision & Resources

At Oak Tree Nursery School, we carefully select resources and toys ensuring that they are developmentally appropriate for the child's age and ability. We use our setting's provision mapping to identify resources and activities to support children's individual needs. When available, from the Local Authority, Special Educational Needs (SEN) funding can be applied for and is allocated in the use of buying specific resources.

We liaise with all outside agencies and welcome them to visit us in the setting and spend time with the children and their Key Person during a nursery session. The SENCO (Julie) will also be there to fully support, wherever needed, either on the visit or afterwards. Any targets set by the professionals on a Targeted Learning Plan (TLP) will be shared and discussed with Parent/Carers. This gives whoever has parental responsibility the opportunity to assist in their child's development and continue with these targets at home.

All children are included in going on trips and outings, usually in the local community. Parental written permission is gained for each child. Risk Assessments are carried out and adjustments to the outing made, if required, as the safety of all the children is paramount.

Transitions

Upon starting at Oak Tree Nursery School, children and their Parent/Carers are invited to have a stay and play session, if they so wish. This is usually when they are assisted in completing any paperwork required.

Transition meetings are held when the child is moving on to school or a new setting with Parent/Carers, children, Key Person and other outside agencies. The child's transition document will be passed on to a new setting/school.

The children are invited into Garstang CP School for several transition sessions before they start school ensuring that a smooth transition will take place in the September of that academic year. To enable this school is given a transition document which gives them a bigger overall picture of what a child's specific needs are, prior to starting. We invite Reception Teachers into the Nursery to see the children, in the session and to ask any questions or concerns, that they may have.

Staff Training

The Owner (Sarah) is a Qualified Teacher with many years of experience in the Early Years Sector.

The Manager (Julie) is qualified with a BA (Hons) Degree, with responsibility as the SENCO and Safeguarding Lead.

The Deputy Manager (Jill) has a Foundation Degree in Professional Development, in working with children and is the Speech and Language Lead.

All Practitioners are qualified at Level 3 in Childcare, Safeguarding Level 1, Paediatric First Aid, Prevent Duty and Channel.

We sometimes have volunteers and students, which also form part of our team at Oak Tree.

All of the Oak Tree team are continually updating their knowledge of Speech and Language, as we feel this is an area that could benefit some of the children that attend our nursery.

We get regular visits and support, from the local government Specialist Teacher and other outside agencies when deemed necessary.

Further Information

If you would like to discuss something about the welfare of your child, please do not hesitate to speak to Julie – Manager, or Jill – Deputy Manager.

Oak Tree Nursery has an ‘open door’ policy for discussing the children’s well-being and involvement. However, due to Covid-19 this has been restricted to ‘out of hours’ or on ‘Zoom’ calls. We will be introducing face-to-face discussions, as Covid-19 restrictions are lifted.

Parent/Carers can approach their Child’s Key Person on arrival or at the end of the session, or you can make an appointment if necessary.

The Manager or Deputy Manager is on-site full time so is available for any suggestions or comments.

We also welcome contact by e-mail or text messages.

Telephone: 07779 443960 or

Email: www.garstang@oaktreenurseryschooltd.co.uk.