



## **Jack in the Box early years offer**

### **1. How does Jack in the box know if children need extra help and what should I do if I think my child may have special educational needs?**

At Jack in the box you can speak to any member of staff however you may wish to speak to your child's key worker if you have any concerns about your child. Jenny Underwood and Katy Atkins are our dedicated coordinators for special educational needs and disabilities.

If your child has an identified special need before joining our setting, Jenny and Katy will work with you to ensure that everything is in place (eg special equipment, staff training, classroom organisation etc) before your child joins us.

Your child's key worker will work with Jenny and Katy to continually monitor and review your child's development and progress in the setting through the Early Years Foundation Stage (EYFS) framework.

We work very closely with other professionals such as health visitors, speech and language therapists, educational psychologists and other healthcare professionals to ensure that your child is given appropriate support and that we provide the very best care and educational opportunities for your child.

### **2. How will Jack in the Box staff support my child?**

We have two members of staff, Jenny Underwood and Katy Atkins, who are specialist SENCOs, and have a wide range of experience helping children with different needs.

Your child's key person will develop a strong bond with your child, which will start with a home visit if desired; and we will work with you to ensure your child is happy and settled at Jack in the Box.

Your SENCO will work to ensure that you are closely involved at all stages and will also liaise with a wide range of professionals. Information provided will be fed into individual education plans (IEP)/ SEN Support Plan and IAELD to ensure that all staff are working to the same goals in supporting your child.

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

At Jack in the Box we hold an open door policy where you are always welcome to discuss your child's progress informally at the setting, by telephone or email. We will also review progress with you via their learning journals, through open classrooms and parents consultation afternoons on a termly basis to summaries of your child's progress. At Jack in the box we hold regular celebration events where you can see how your child is getting on and what activities they enjoy and friendships they have made.

The regularity of formal meetings between staff and parents will depend on your child's level of need. If your family has been registered with early support then team around the family meetings will take place once a term and, if necessary more often.

There are many formal ways of communicating about your child's progress but nothing is better than an informal chat at the end of a session, so please always speak to us about any concerns.

### **4. How will the learning and development provision be matched to my child's needs?**

Once an initial assessment has been carried out, your child will have an IEP (individual education plan) and an SEN Support Plan tailored to their needs set out by the parents/ carers, the SENCo and key person, based on the child's needs and other professional advice. All staff will be aware of the targets on your child's IEP and will ensure that they adhere to them during the sessions.

Through the EYFS we will observe and assess your child and then plan their learning and development provision around our observations and your child's interests.

We will follow advice from other professionals on how to support your child's particular needs and the SENCo will ensure that training is accessed for staff, where possible, to support your child's learning.

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

We will involve other professionals (e.g. health visitors) to ensure that we support your child in all areas of their development. We will support you and your child with toilet training, and any issues regarding eating, sleeping, personal, social and emotional development ect. The pre-school has an effective intimate care policy and is fully equipped with the necessary facilities to care for your child.

There is a strong emphasis on providing a caring and inclusive environment, with older children scaffolding some of our younger children within the setting.

If your child has any specific medical needs our staff will undergo any training – e.g. epi pen training, replacing breathing tubes etc – and we will administer any medication prescribed by a hospital paediatrician or GP after completing at medicine consent form.

We have a positive behaviour management policy which outlines the procedures used at the pre-school, however, if specialist help is required to manage behaviour we can request the support of the inclusion development officer employed by the local authority.

All staff have a positive approach to all children's individual learning and development and are sensitive to their needs. Unwanted behaviour and the testing of boundaries is often part of growing up, and we will work closely with you to put strategies in place to support and enhance your child's positive behaviours within the setting and at home.

## **6. What specialist services and expertise are available at or accessed by Jack in the box?**

Jenny Underwood and Katy Atkins are both experienced in their role and have worked with children with a wide range of needs. Jenny and Katy sit on the advisory group for exceptional needs funding. They are experienced in delivering speech and language programmes with Jenny being an Early Language Lead Practitioner (ELLP) and run Every Child a Talker training within the setting for practitioners and parents. We have completed a wealth of training specific to many SEND needs.

We have very good links with our local children's centre and we work with a wide range of agencies such as advisory teachers, autism advisory teachers, occupational therapists, physiotherapists, educational psychologists, speech and language therapists, health visitors, GPs etc.

We also have a good relationship with all the local feeder schools, and this will make the transition to a new setting much easier for your child.

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

All staff have a lot of experience with working with children with special needs.

We are all trained in simple signing with some members trained in Makaton sign language which is used with all children within the setting. We have the database of Makaton signs and symbols held at the pre-school so we can look up words to support individual children.

Our SENCo's has experience supporting children with a wide range of needs and disabilities, attending Senco training courses run by HCC and regular cluster meetings.

### **8. How will my child be included in activities outside the setting?**

Your child will benefit from all activities outside the setting and full risk assessments will be carried out.

We will discuss your child's needs with you to ensure they can be included. You will not be required to accompany children on any outside activities. However, if you are unhappy about your child joining in a trip, visit or event without your presence you would be welcome to act as a parent helper on the outing.

### **9. How accessible is the building / environment?**

The Jack in the Box environment is very accessible and meets the current disability regulations.

There are no stairs in our building and we have ramp access.

We have purpose built toys and equipment at your child's level.

Our garden is all on one level and we have grassed and tarmac areas with arrange of sensory equipment.

We have a accessible toilet with wheelchair access.

### **10. How will Jack in the Box prepare and support my child with transitions between home, settings and school?**

Before starting Jack in the Box we will carry out a home visit requested so our staff can meet your child in their home environment. If necessary a health care plan is completed and signed off at this meeting. Parents/ carers and their child are welcomed to our toddler sessions held weekly to enable your child to experience the setting, meet members of staff and have a settling in period prior to their start date.

If you child receives care from any other setting (e.g. another nursery or a

childminder) we will work with them by sharing learning journals on a termly basis.

When it is time for your child to leave us to start nursery school or school we will contact the new setting and invite them to visit your child at pre-school. During this visit the teacher or key person from the school will meet and play with your child and discuss their development and progress with their key person.

### **11. How will Jack in the Box resources be used to support children's special educational needs?**

All equipment and toys are moveable and can be made accessible, they are age and stage appropriate. We will seek to borrow specific equipment needed for specific needs.

The pre-school has a high staff/child ratio, so your child will receive plenty of adult support. We are also a very inclusive setting and have a range of resources/strategies in place to support children with a range of needs e.g. we use visual timetables (using photographs and symbols) this may be used with speech and language delay or if English is a second language as well as Now and Next boards allowing your child to see what is coming next.

We have a number of sensory resources and ensure that all children have complete access to both the indoor and outdoor environment whatever the child's need.

### **12. How will I be involved in discussions about and planning for my child's learning and development?**

Your child's keyworker will be available to discuss your child's needs however it may be necessary to arrange a mutually convenient time for a meeting.

Team Around the Family meetings are carried out regularly. If outside professionals come in to see your child we try to organise a meeting at the end of that visit for a brief discussion. If this is not possible any reports are always copied and given to you.

Parental consent is always obtained before we refer to any outside agencies

### **13. Who can I contact for further information about the early years offer in Jack in the Box?**

Name of contact: Jenny Underwood  
Email: jackintheboxatyewtree@hotmail.co.uk  
Telephone: 01442 242846/ 07958746531

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](http://www.hertsdirect.org/localoffer)