**Early Years Education Provider**

*Please answer the following questions about your setting (using the template below) and send your service or setting offer to* ***fyi@cityoflondon.gov.uk****. We may edit the offer to make sure it's easy to understand and consistent. We may also return it to you with comments for you to consider before you publish it. We will publish your Local Offer on the Local Offer website, and we ask that additionally you publish it on your own website (if you have one) for parents, practitioners, schools, education settings and partners to access.*

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| **Local Offer Core Details**

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| Newpark Childcare Centre |

**Your Organisation’s Name**

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| *Newpark Childcare Centre opened in 2004 and it is a small private provision run by the Clutterbuck family. It operates from converted Church Hall in Grade 1 listed Barbican Estate. There are two entrances to the Nursery and the Nursery is fully wheelchair assessable. The setting consist of the main room with separate smaller room for Montessori Pre-School activities. There is a small kitchen and a children’s bathroom with nappy changing facilities, and separate adult bathroom with cloakroon which is also suitable for disabled use. The children are aged between 6 months and 4 year old. There are currently some children who speak second or third language. (Mainly other European: Portuguese, Bulgarian, Italian, German, French and Danish) There are currently no children with Special Educational Needs. Newpark Setting follows the Montessori Method where children are allowed to make good choices within environment prepared to meet their growing needs.*  |

**Local Offer Description**

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| City Of London |

**Local Offer Contact Name**

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| ***0207 3323126*** |

**Local Offer Contact Telephone**

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| ***fyi@cityoflondon.gov.uk****.* |

**Local Offer Contact Email**  |

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|  | **Birth to Preschool****0 - 4** | **Primary School** **4 - 11** | **Secondary School****11 - 16** | **Preparing for Adulthood** **16-18** | **Young Adults****18-25** |
| **Universal** | ☐x | ☐ | ☐ | ☐ | ☐ |
| **Targeted** | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Specialist** | ☐ | ☐ | ☐ | ☐ | ☐ |

**Please tell us the type of service provided for each group below by ticking the relevant boxes.**

**QUESTIONS THAT PARENTS, CARERS AND YOUNG PEOPLE HAVE ASKED…**

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| **Provider:** Newpark Childcare Centre |
| **1. How does the setting know if children need extra help? What should I do if I think my child may have special educational needs?***How do you identify children with special educational needs?**How would a parent/carer be able to raise any concerns they may have about their child?*  |
| Each child has their own developmental tracking, filled in and reviewed by key person when they join the Nursery and then every 6 months, which helps identify the scale of child abilities in each area of learning. We are committed working alongside parents and share information about child development, observe and monitor. Parents can discuss any concerns with SENCO. |
| **2. How will staff at the setting support my child?***Who will oversee and plan the education programme for my child?**Who will explain this to me?* *How is the setting’s management committee or owner involved and what are their responsibilities?* *How does the setting know how effective its arrangements for children with special educational needs are?* |
| If the child has Special Educational Needs we find out as much as possible about those needs, any way that this may affect their learning or care needs and any additional help they might need by: Liaising with child’s parents, liaising with any professional agencies after discussion with the parent, reading any reports that have been prepared, attending any review meetings with Local Authority/professionals.  |
| **3. How will the curriculum be matched to my child’s needs?***What are the setting’s approaches to differentiation?**How will that help my child?* |
| We enable every child to make full use of the Nursery’s facilities, and make reasonable adjustment regarding the child need. We want them to develop to their full potential and treat everyone equal. Each child id included in planned, or spontaneous activities.  |
| **4. How will I know how my child is doing and how will you help me to support my child’s learning?***What opportunities will there be for me to discuss my child’s progress with the staff?* *How will I know what progress my child should be making?**How will you explain to me how my child’s learning is planned and how I can help support this outside of the setting?* *What opportunities will there be for regular contact about things that have happened at the setting eg a home / setting book?* |
| Daily handovers help parents to find out about child’s day. We inform parents of the child’s week and provide observations for the child’s development including next step. The next step is used as a focus for individual planning and activities are planned following child’s interest. We also discuss what can be done at home and share information’s as often as needed.  |
| **5. What support will there be for my child’s overall well being?***What is the pastoral, medical and social support available in the setting for children with SEND?* *How does the setting manage the administration of medicines and providing personal care?* *What support is there for behaviour, avoiding exclusions and increasing attendance?* |
| Each child is supported according to their needs. We administrate medicines only when there are prescribed by doctor and this is recorded with parental contest. The carers act as good role models, having faith and trust in children, responding to their needs through positive interaction and guidance. Our ethos is encourage child to be independent and self confident while developing social skills and respect.  |
| **6. What specialist services and expertise are available at or accessed by the setting?***Are there specialist staff working at the setting and if so what are their qualifications?* *What other services does the setting access including health, therapy and social care services?* |
| Children enjoy Italian Lessons, Gardening Lessons, Drama Classes, Cooking Lessons and Yoga classes every week. These are delivered by professionals.  |
| **7. What training have the staff who support children with SEND had?***This should include recent and future planned training and disability awareness.* |
| Each staff attends relevant SEND training. Extra training can be obtained by staff to further the aid of any child who might need it. Newpark also contact a private consultancy to conduct regular mock inspections to reflect maintain ongoing improvement and reflect on their practice |
| **8. How will my child be included in activities outside the setting including trips?***Will my child be able to access all of the activities of the setting?**How will you assist him or her to do so?* *How do you involve parent carers in planning activities and trips?* |
| Each child is able to access all of the activities of the setting and all material is in child’s level allowing child to choose independently. Activities are first introduced to the child, to develop understanding of how they can use them. Children enjoy outings every day and parents often suggest interesting activity planned in City of London for us to join. Parents are always happy to deliver short lesson to the children about their cultural tradition, or celebration.  |
| **9. How accessible is the setting environment?***Is the building fully wheelchair accessible?* *Have there been improvements in the auditory and visual environment?* *Are there disabled changing and toilet facilities?* *How will equipment and facilities to support children with special educational needs be secured?* *How does the setting communicate with parent carers whose first language is not English?*  |
| Nursery is fully wheelchair accessible, and we also have disabled toilet facilities. We have lots of the families with English as a second Language and work closely together through updating list of new words for the child, in order to understand and support them through the day.  |
| **10. How will the setting prepare and support my child to join the setting, transfer to a new setting / school or the next stage of education and life?***What preparation will there be for my child before he or she joins the setting?* *How will he or she be prepared to move onto the next stage?* *What information will be provided to his or her new setting / school?* *How will you support a new setting / school to prepare for my child?* |
| Socializing with each other helps children develop their confidence. Children are encouraged to be curious and ask questions about the world around them and opportunities to learn more. These allow them to move onto new steps in the school. We work closely with schools that the children attend after leaving the setting, and arrange regular school visits to meet new teachers and make sure that the child is ready and comfortable for their next step.  |
| **11. How are the setting’s resources allocated and matched to children’s special educational needs?***How is the setting’s funding used to support children with special educational needs?* |
| We do regular audits where we look at the resources and how they help the child to develop further. If there is any resources that are needed to support the child’s development Directors, Management and staff work together to ensure each child’s needs are met. Children also have a say on what they would like in the Nursery through Children’s wish list.  |
| **12. How is the decision made about what type and how much support my child will receive?***Describe the decision making process.* *Who will make the decision and on what basis? Who else will be involved?* *How will I be involved?* *How does the setting judge whether the support has had an impact?* |
| The Nursery continually ensures that we offer good quality provision to the children and their families. Key person/ staff can discuss any observation with SENCO and plan next steps to make sure that children are developing and achieving their full potential. This will allow for recognizing any extra help the Nursery might need from outside parties for children with Special Educational Need. Parents are always informed about the child development and next steps first and we do not contact any outside parties without parent consent.  |
| **13. How are parents involved in the setting? How can I be involved?***Describe the setting’s approach to involving parents in decision making and day to day life including for their own child.**What support is available for parents/ carers of a Child with SEND?* |
| Parents evening are held every 6 months where parents have opportunity to meet with carers and chance to discuss their development. A bi-monthly newsletter is sent to each parent including any details about the setting, new activities and upcoming events. Parents also see pictures and news of any activities every 2 weeks through blog, where they can leave comments, or pass on any ideas. We also have parents training where they can develop their knowledge about child development in Montessori setting, or fist aid courses.  |
| **14. Who can I contact for further information?***Who would be my first point of contact if I want to discuss something about my child?* *Who can I talk to if I am worried?* *Who should I contact if I am considering whether my child should join the setting?* *Who is the SEN Coordinator and how can I contact them?*  |
| Good practice of working together with parents, observations and monitoring child’s individual progress will help us identify any child with Special educational needs. Our nursery has identified a member of staff as SENCO who will work alongside parents to assess the child strength and plan for future support. The Senco will ensure that appropriate records are kept according to the Code of Practice.  |

**Now, please publish these answers on your own website so that families looking at your service will know what you can offer. And make sure that the Local Offer directory has the answers too:**

**RETURN TO: Family & Young People’s Information Service (FYi) Manager** **esther.olawande@cityoflondon.gov.uk**