



Local Offer

1. How does Lawford's Little Pumpkins Pre-School know if children need extra help and what should I do if I think my child may have special educational needs or disabilities?

Little Pumpkins recognises and celebrates each child as an individual. All families undertake an admission process which helps us appoint the best placed key person for your child. During the induction process we ask you to share information with us that may determine areas of concern. Throughout your child's time at Little Pumpkins Pre-School, we follow the EYFS development plan. This enables us to work with your child to ensure all areas of learning are met and milestones are achieved. Using tools and resources to monitor your child's development, will demonstrate any areas of concern.

We highly recommend any areas of concern that you may have (however insignificant you feel it may be) with your child's keyworker at the induction meeting or at any time during your child's time with Little Pumpkins. Sharing information with us regarding your child, or members of your child's family can prove significant in their future development.

2. How will Early Year's staff support my child?

Little Pumpkins strives to be diverse to meet the needs of the families attending our setting and where achievable we will adapt to meet your child's requirements. Our aim is to build a relationship with all our families of Little Pumpkins. It is key for our staff to build an attachment with your child for them to feel safe and secure; therefore during the admission process information is gained to best place your child with a keyworker. We provide documentation to you as a family to share with your child to build a picture for you both as to what to expect at Little Pumpkins, as well as information on your child's keyworker. During your child's time at Little Pumpkins we work to support your child in all the ways we can. Under guidance from the EYFS we will challenge your child in their early years education and set next steps to ensure your child's development. It is our principle that all children will develop in all areas. Staff will nurture and support children within activities and games with the aim for children to explore, learn and create. However small a step may be, progress is always an achievable goal at Little Pumpkins.

We happily welcome other professionals to our setting that may be working with your child or we may call upon, such as occupational therapist, specialist teachers and speech and language therapist. We can also provide reports for pediatricians to support the family or assist you in preparing an EHC for Primary School years.



Local Offer

Staff can offer advice, support and make referrals in the following areas:

- Autism
- Attachment Disorder
- Breast Feeding
- Child development
- Community links
- Domestic Abuse
- Food bank (referrals)
- Financial concerns
- Looked After Children
- Makaton
- Parenting advice
- Primary School admissions
- Safeguarding
- Social & Emotional Management
- Speech and Language
- Toileting
- Two year old funding

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

Little Pumpkins recognises the uniqueness of every child and celebrates this fact. Your child's development at Little Pumpkins will be at their own pace and carefully nurtured with plans that best suits your child's needs. We follow the guidance of the EYFS and strongly believe and support learning through play. Little Pumpkins believes that children learn a vast amount from peers, and activities carefully lead by a professionals trained in early years who will lead your child to explore, create and learn in their own way. The key person plans individual activities based on observations, assessments and completion of the next steps to suit the individual child to aid development in learning.

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

Access to your child's learning journey, which is a story of their time at Little Pumpkins, is available daily at our setting. We welcome parents to meet with their child's key person (preferably via an appointment) at any time, whether this is face to face or over the phone.



Local Offer

We also welcome you to raise any concerns via email or letter. It is key that information is shared between us to ensure your child is developing to their full potential.

If your child starts our provision under 36 months of age, a two year old check is completed by your child's key person. This is generally completed within the first term of your child's time with Little Pumpkins. The two year old check indicates development in all areas of learning, commencing with the first main three. Next steps are also provided as a part of this process. Of course, as a family, this will be a process you will be very much involved in and copies will be provided for you to share with your Health Visitor or other medical practitioner that you deem appropriate.

An annual parents evening is also arranged, where parents are invited in to discuss with the key person their child's development. Please note; appointments of this nature are available at any time throughout the year.

Throughout your child's time at Little Pumpkins, we monitor your child's development and keep track that develop is running smoothly. We utilise an in-house specifically designed plotting form for this purpose. The form visually provides any areas of concern and easily demonstrates a base-line for analysis of the child's development.

We may raise a concern with yourselves after careful observation of your child and will produce to you supporting documentation or information.

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

Little Pumpkins strive to be stringent with children's wellbeing at our settings. Many policies and procedures are in place ensuring our aim to provide the best possible childcare and early years education.

Our professionals trained in early years ensure the wellbeing of your child, in promoting a healthy lifestyle, positive approaches and caring for others; our motto being 'we are all friends at Little Pumpkins'.

Children and families are asked to respect our policies at Little Pumpkins, which are readily available. Golden rules are discussed with the children providing the boundaries which we expect all children to adhere to. The rules are also displayed at the setting giving the opportunity for families to model these rules in the home environment if so wish.



Local Offer

If further support, (other than what Little Pumpkins provide) is required, Little Pumpkins can make referrals to the Nursery Nurse, Outreach workers and social care.

Little Pumpkins follows the Every Child Matters legislation; ensuring we promote positive relationships, enabling environments, the unique child and learning and development.

6. What specialist services and expertise are available at or accessed by Lawford's Little Pumpkins Pre-School?

Staff can offer advice, support and make referrals in the following areas:

- Autism
- Attachment Disorder
- Breast Feeding
- Child development
- Community links
- Domestic Abuse
- Food bank (referrals)
- Financial concerns
- Looked After Children
- Makaton
- Parenting advice
- Primary School admissions
- Safeguarding
- Social & Emotional Management
- Speech and Language
- Toileting
- Two year old funding

7. What training are the staff supporting children with SEND, had or having?

Training is ongoing and evolving at Little Pumpkins settings. Requirements are identified in many ways, i.e., via staff appraisals or change of circumstances. All staff that work directly with the children are professionals trained in early years, or are currently undertaking the training. Staff trained in the specific areas, are required to pass their knowledge onto and support other staff members. A staff member is currently trained in Makaton, however we aim to provide further training to a group of staff to ensure signing is used with all children of the setting daily. A member of staff will shortly be undertaking training in SEND, once a



Local Offer

new qualification is announced hopefully this coming Autumn. We are also committed to undertake our bronze award in Good Beginnings which is a programme aimed to strengthen our knowledge in Autism.

8. How will my child be included in activities outside Lawford's Little Pumpkins Pre-School including Trips?

As an inclusive setting, all children will receive the same enriched early years education. On the occasions where trips or local activities are provided a risk assessment is undertaken to ensure all needs of those attending are considered and met. Where families have not consented to their child attending local activities, other activities will be provided in the setting for those children. In the case where we wish to close the setting for a trip, families who do not wish to attend the trip will be consulted and other arrangements made.

9. How accessible is Lawford's Little Pumpkins Pre-School?

Our setting is purpose built for children. The main entrance and side entrance to the setting is of ground level and is easily accessible for prams, buggies and wheel chair access. All door widths comply with legislation as do our toilet facilities for children. Access to the rear of the garden has one step down from the main room into the garden with the garden being flat and accessible. Our main room is spacious enabling children to move freely and easily from activity to activity.

Activities are arranged in the room and garden at different accessible levels to cater for all children's needs.

10. How will Lawford's Little Pumpkins Pre-School prepare and support my child to join the pre-school or transfer to a new setting or school?

Little Pumpkins has recently extended our induction programme following a trial for the Autumn term 2013 intake. We recognise the importance of building relationships with families and children, and building an attachment with children. We encourage the child to visit the setting with the family for the initial show around. This is generally undertaken by the Setting Manager or a Manager to introduce the family to Little Pumpkins. If you decide to proceed and take up sessions with us we then generally arrange an induction date, again to which we encourage you to bring your child. The induction is generally carried out by your child's key person which provides a foundation for positive relationships to build with both you as a family and your child. As previously mentioned, documentation will be sent to



Local Offer

you which includes photos of our setting and staff members to familiarise your child (and yourself) with Little Pumpkins.

We would encourage you to share information, if applicable, from the child's previous provision and request your permission to contact that setting so we can ascertain the development age level they have recorded for your child. It is common for two providers to be accessed by families, and on this occasion we ask for you to authorise a sharing of information sheet allowing us to share information with the other provider frequently to maintain continuity. We recommend the sharing of two year old checks and learning summaries with other provides.

On the occasion your child may be leaving Little Pumpkins to attend a different provider, we will provide yourself with your child's learning journey upon leaving and, with your consent, will happily share the information of your child's development age level in all areas, and if applicable provision mapping documents.

Little Pumpkins are proud of our transition programme we run with the local Primary Schools. As we are based on the grounds of Lawford C of E Primary School, children grow use to utilising the facilities the school happily shares with us. All children receive a taste of primary school life by utilising the school grounds and accessing hot school meals. We are also fortunate to hold our Christmas nativity in the school hall. During the Summer term, the children who will be attending primary school the coming Autumn enjoy a term packed of activities including, PE on the school field, visit to the reception class, story time and play time with the current reception class children, visits from the reception class teacher and head teacher plus meeting and building relationships with the year 5 buddies. We may identify that your child requires extra transition work, for whatever reason. Therefore we then work closely with the school to make this happen, ensuring the child's and family's needs are met. Sharing information is very important during this time to ensure of a smooth transition. We also undertake an 'All About Me' document which is passed onto the Primary School, along with developmental sheet and if applicable provision mapping documents (IEP).

If your child is not going to go on to attend the primary school we are based on the grounds of, we still run transition programmes with other schools. We are also happy to welcome teachers and head teachers to our setting and we do on occasion visit the other local primary school, Highfields, for special activities.



Local Offer

11. How are Lawford's Little Pumpkins Pre-School resources allocated and matched to children's special educational needs?

Little Pumpkins Pre-School holds a limited pot of funds reserved for resources associated to SEND. We do also have experience in applying successfully for grants to assist with the purchasing of specialist equipment and resources.

We work very closely with the Essex Area SENCO team and are seasoned with experience surrounding SEND and finances.

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

First and foremost; we are working with the family and child at heart of any decision. We recognise the importance of the families aspirations for your child to be the key in any decisions reached. The decision of what type and how much support your child receives depends on the SEND matter. It could simply be a decision agreed between yourselves and the key person. Or it could be an outcome agreed by a team of outside professionals and yourself.

As Little Pumpkins recognises each child attending our setting as an individual it reflects the uniqueness of every decision made around SEND matters.

13. How are parents involved at Lawford's Little Pumpkins Pre-School? How can I be involved?

Little Pumpkins is a Community Interest Company. It is our ethos to welcome the community to our setting. Where possible we hold community events, such as Mother's Day craft mornings, invite key community members to our setting such as the local reverend and quiz night fund raisers for the community.

We also plan this Autumn term to reestablish our Parent Voice; a chance for families of our setting to feedback to us opinions on our organisation as well as help us organise fund raisers and events for the setting.



Local Offer

14. Who can I contact for further information?

Further information and policies are available on our website: www.littlepumpkins.org.uk

For general enquiries please contact the Setting Manager, Katie Turner, via a service listed below.

For admission and funding enquiries please contact Carrie-anne Matthews via a service listed below.

For SEND & Safeguarding enquiries please contact Tracy Starling via a service listed below.

For general information on early years provisions in Essex please contact:

<http://www.essex.gov.uk/Education-Schools/Early-Years-Childcare/Pages/Early-years-and-childcare.aspx>

Tel: 0845 430 430

Information regarding our Ofsted Inspection go to: www.ofsted.gov.uk our registration number is EY409411

Lawford's Little Pumpkins Pre-school C.I.C.

The Ling Hall

c/o Lawford C of E Primary School

Long Road

Lawford

Essex

CO11 2EF

Tel: 01206 391412

Email: admin@lawfordslittlepumpkins.co.uk