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| 1. **Ofsted registered business name and number:** |
| **3-2-4 Playgroup Registration Number - 132995** |
| 1. **Who is your named Special Educational Needs and Disability contact?** |
| Nicola Wilson |
| 1. **Provide a short paragraph about your ethos/mission statement for including children and young people with Special Educational Need and Disability (SEND). How do you aim to meet the unique needs of the child?** |
| We are committed to ensuring that our service is fully inclusive in meeting the needs of ALL children following the SEN code of practice and working with parents and outside agencies. |
| 1. **How do you identify that a child is not meeting appropriate age related milestones and what do you do in this case? How do you find out what matters to the child and their family?** |
| All children have a keyworker who records their development according to ‘Development Matters’ and our own instinct - we plan accordingly from our observations. |
| 1. **How do you promote positive relationships and ensure good, ongoing communication with families? How will families know what progress their children are making, how to access additional support and what they can do at home to help?** |
| Continuous communication through face to face, email, Tapestry, newsletters and our open door policy. We provide parents with 3 developmental summaries via Tapestry (1 for each term) and keep parents informed of ‘next steps’. For children with SEN targets are set and shared with the parents with ideas and advice on referral to outside agencies and how to support their child at home. |
| 1. **How will you communicate with other providers who care for a child, or with providers who will be caring for the child? How do you support children to experience a smooth transition to school or a different situation?** |
| With any shared settings we complete a ‘shared setting’ form and liaise with other setting to ensure we are all working together in the best interests of the child. |
| 1. **How do you provide an enabling environment for all the children in your care? Are there quiet areas and fully accessible spaces? What other adjustments can you make? What about the physical environment in and outside your setting?** |
| We provide a range of activities for all abilities and adapt where necessary for children with SEN. We provide routine, clear rules and boundaries, visual timetable and support with personal, social and emotional development and all other learning areas. |
| 1. **What qualities, skills and experience do you (and your staff) have to support a child’s unique needs?** |
| Staff have relevant qualifications, lots of experience and skills to support the child’s unique needs and provide a safe, happy, caring and warm environment. |