



St John's Setting

Abacus Kindergarten is a small sessional preschool offering high quality care for children from their second birthday until they transition to school.

We have a wide variety of experience of working with child with additional needs and disabilities. Emma Gardner is our Special Educational Needs and Disabilities Coordinator (SEND Co) and in addition to her years of experience in early years, is a qualified SEND coordinator.

Below are frequently asked questions that may help you to choose which setting is best suited to care for your child, although at Abacus we encourage all families to contact us by either email senco@abacuskindergarten.co.uk or telephone on 01206 844441 to arrange an informal visit.

- **What is the role of the Special Needs and Disabilities Co-ordinator?** Emma ensures that Abacus offer a fully inclusive approach to early years in line with the SEND Code of Practice 2015. This primarily includes working together with families to ensure Abacus provides high quality inclusive care for children with Special Educational Needs, Disabilities or Additional Needs. She will work in partnership with families, staff and other professionals to co-ordinate services and support.
- **How does Abacus know if a child needs extra help and what should I do if I think my child may have special educational needs?**
Each child is allocated a Key person, who will work with your child, regularly observing, assessing and monitoring their individual needs, progress and development. If your child is identified as needing extra help we will discuss this with you and work together to plan how best to support your child. If you have concerns we will arrange a time to discuss your worries and again, make a plan together to support your child and your family. Emma as SEND co and your child's key person will attend this meeting.
- **How will the staff support my child?**
We will support your child through small groups and high staff/child ratios. We have Key Workers, plus Emma as our Special Educational Needs and Disabilities Coordinator for extra support whenever needed. If your child needs assessment for an Education Health Care Plan through the Statutory Assessment process (previously called Statementing) Emma and her team will work together with you offering support through this process.
- **How will the learning opportunities and provision be matched to my child's needs?**
We follow your child's interests while planning according to these interests. We will use individual learning plans to plan for every child. Each child's has Learning Journey file that is shared between us, your child and your family to document achievements and progress which help us to plan specifically for your child. We offer a graduated approach system of assess, plan, do and review to ensure we are continually evaluating your child's needs and providing appropriate high quality support and care.
- **How will both you and I know how my child is doing and how will you help me to support my child's learning?**
We offer daily opportunities to have informal, ad hoc contact with parents and carers. In addition we plan specific appointments each term to discuss your child's progress at Abacus. We also have a *Show and Share book* which is used as a home/school link scrap book. These are checked regularly and added to frequently. We have an

open communication ethos at Abacus and encourage parents and carers to contact their child's key person regularly.

- **What support will there be for my child's overall well-being?**
Abacus operates within their regularly updated policies and procedures which are available to view at the setting or by request, can be sent on email. These are in place to ensure every child's absolute safety here at the setting. The key person system ensures individual support for children's social/emotional needs and if required there are strong links with outside agencies to provide additional support.
- **What training do we offer our staff?**
All of our staff are supported with ongoing training in all aspects of working with children in early years. In addition, we have staff trained specifically on varying aspects of special needs and are supported by our experienced Area SEND Co and other specialist professionals as required.
- **What specialist services and expertise are available at or accessed by the setting?**
We have strong links with external professionals including speech and language therapists, specialist teachers, occupational and physiotherapists and many other professionals who services may be required to support your child. In addition, we work closely with the local children's centres to offer additional support for children and families.
- **How will my child be included in activities in the outside environment including trips?**
Your child will be included in all activities. We visit the local neighbourhood, soft play areas and the local country park etc. These are accessible to all children. We have a fully accessible garden which we use throughout our sessions every day.
- **How accessible is the setting?**
We have a ground level front entrance into the setting and can access the garden area via a ground level side gate. We have an accessible toilet. Makaton signs are around the setting as visual support. In addition, we have a parking space directly outside our entrance for blue badge holders.
- **How will the setting support my child to transition to primary school?**
We work closely with the local primary schools and offer regular visits to the schools in the term before transition. We invite the teachers into Abacus to meet your child in a familiar environment and work together with the schools to advise and support to ensure that your child will have the best possible experience moving on to their new school.
- **How are the setting's resources allocated and matched to children's special educational needs?**
We carefully assess, monitor and review each individual's needs. Resources are then allocated so that all children can have full access to the equipment and setting's areas of learning.
- **How is the decision made about what type and how much support my child will receive?**
The decision is made through ongoing detailed assessments and by working together with families to ensure each child is supported on an individual basis whatever their need. Individual plans are monitored and regularly reviewed with parents and key worker.
- **How are parents involved in the setting? How can I be involved?**
Parents/carers can email or phone us directly. Parents/carers are also encouraged to have ongoing dialogue with their child's key worker. We hold regular parent/carer consultations. There is also a regular newsletter for parents/carers. We have lots of

information put on to our notice board and update our daily white board on activities offer that day. We welcome parents/carers to come and spend some time with us as a volunteer to offer a firsthand experience of all the fun that is had at Abacus every day! In addition, we offer parents membership to our facebook page that is updated frequently to share all the fun we have during our sessions.

- **Who can I contact for further information?**

Sue Triscott and Elaine Brady are Co-owners of Abacus and are happy to discuss your child's needs and the opportunities we can offer to your family. We always encourage prospective parents/carers and children to visit us. You can observe the children in the setting and discuss your child's interests and needs.

At Abacus we are committed to caring for your child and supporting the whole family in order to provide the optimum care and environment for them to thrive.