

## **MATLOCK PRE- SCHOOL PLAYGROUP**

### **SPECIAL EDUCATIONAL NEEDS POLICY**

#### **Statement of Intent**

At Matlock Pre-school Playgroup we provide an environment in which all children are supported to reach their full potential.

#### **Aims**

To make Matlock pre-school playgroup inclusive to all children  
To provide an environment in which all children are supported to reach their full potential.

#### **Methods**

- We have a copy of the SEN Code of Practice in the Operational Plan and the SEN toolkit
- We appoint a trained, designated member of staff to be a Special Educational Needs Co-ordinator at each site.
- We ensure that our physical environment is as far as possible suitable for children with disabilities
- We ensure that our admissions practice offers equality of access and opportunity
- We work closely with parents in the diagnosis and assessment of children with Special Educational Needs/Disabilities to create a positive partnership
- We effectively involve parents in the assessing, planning provision and review of their children's education
- We provide parents with information on sources of independent advice and support
- We have effective communications links with the appropriate support agencies
- We provide a broad and balanced curriculum for all children with Special Education Needs/Disabilities so that they have full access to the Foundation stage curriculum.
- We plan learning activities to enable Special Educational Needs to be met i.e. IEP

- Progress children make in relation to their specific needs is monitored, evaluated and reviewed to ensure progress
- We ensure the dignity and privacy of all children with Special Educational Needs/Disabilities when intimate care is required
- We provide a complaints procedure which can be found on the parents notice boards at each site.
- We have procedures for registering concerns – see Operational Plan
- All parents are informed of how to register their concerns
- We have a confidentiality policy to protect all children
- We monitor and review our SEN Policy every year (November).
- We have SEN issues on our staff meeting agenda.
- A copy of the SENCO role can be found in the Operational Plan
- When required we provide a statement showing how we provide for children with Special Educational Needs/Disabilities
- We use the graduated approach system for identifying, assessing and responding to children's special educational needs and have SEN and SEN EYA concerns folders at each site.
- Every year we hold a toolbox workshop to keep all staff up-to-date with SEN issues and procedures.
- If required, we will consider, allocating additional resources, including human, for a child with SEN needs.
- All SEN information can be found at the Smedley street site cupboard 5 second drawer and the large filing cabinet at the Woolley road site.

SEND procedure is in the Operational plan.

Designated Person in charge – Liz Neil

Designated deputy – Helen Hunt and Katy Taylor

**This POLICY WILL BE UPDATED IN LINE WITH THE NEW SEND CODE OF PRACTICE IN SEPTEMBER 2014**