

1. What is the name of your service?
Sprowston Nursery Playgroup
2. What is your service? We are a playgroup which is run by a voluntary committee made up from parent/carers who help to run the group which is a registered charity. Our aim is to provide a welcoming and appropriate learning environment for all the children where every child is fully supported and valued as an individual.
3. Where is your service located, what geographic area(s) does it cover? How is it delivered? Clinic, outreach, school, community centre etc)?
Sprowston Nursery Playgroup is run from 3 community ground-floor rooms in Sprowston Methodist Church. The group has direct access to a large secure outdoor garden area; this is available for children to access freely most of the session. Entrances to the garden and building are ramped for ease of access for the disabled and there is a disabled toilet in the building which can be used although the area used by playgroup has its own Kitchen & toilet facilities.
4. What needs does your service aim to meet for children and young people with SEND and their families?
We take children between the ages of 2 1/2yrs to school age up to a maximum of 35 children can attend at any one time. The group opens 5 days a week term time only and is open 9.00-12.00am Tuesday-Friday, 12.00-3pm Monday,Wednesday,Thursday and Friday and additionally Tuesday 12.00-3pm during the (Spring/Summer term only) where necessary. We operate a waiting list which is used to offer spaces to children meeting the required criteria as stated in our admissions policy. We are a free flow setting, the aim of our Playgroup is;  1. For children to learn social skills by mixing with children of their own age.  2. For children to enjoy and to learn through play.  We do this by: <ul style="list-style-type: none"> <li>• providing a secure and stimulating indoor and outdoor environment in which all our children can thrive and in which all contributions are valued.</li> <li>• offering a curriculum to the children which encourages them to develop positive attitudes to play.</li> <li>• involving all our staff, children and families in planning the curriculum.</li> <li>• providing a rich and diverse nursery curriculum including: <ul style="list-style-type: none"> <li>• Sand</li> <li>• Water</li> <li>• Books/stories</li> </ul> </li> </ul>

- Painting
- Construction large and small such as Dens/Duplo
- Small world role play
- Real world role play
- Musical instruments
- IT equipment
- Mark making equipment
- Malleable materials
- Small motor skills such as threading
- Large motor skills such as climbing frame/bikes

Playgroup supports children with special educational needs and those with English As an Additional Language.

A child could need help for only a short time or for a longer period, or possibly for the whole of their education. If a child at Sprowston Nursery Playgroup is identified as someone who may need ongoing support at school, we may help by supporting any application to the local authority

5. What outcomes does your service aim to achieve for children and young people with SEND and their families?

Our Playgroup aims to have regard to the Department of Education SEN Code of Practice on the identification and assessment of Special Educational Needs and aim to provide a welcome and appropriate learning opportunity and ensure that each child reaches their full potential.

Our system of observation and record keeping which operates in conjunction with parents enables us to monitor children's needs and progress on an individual basis. Our aim is to provide for the developmental needs of each child within the group.

We organise (if necessary) and attend a 'transition meeting' for those children with identified additional needs, with the support of our Early Years Support Teacher. Parents and carers, staff from feeder school and key persons are invited, alongside any other relevant professionals, in order to ensure the child's needs are met in school.

6. How can children & young people with SEND and their families start to use your service?

Please indicate if access to your service requires a referral and/or assessment of need and who will undertake this. Can families self-refer?

There is no referral process however our nursery is open to all children and we are happy to engage with any professionals who are involved with the child.

We operate a waiting list, parents should be aware that this is not operated on a first come first served basis. All children will be offered two sessions upon entry. As a community based Playgroup we aim to offer children in our local community the opportunity to attend their local playgroup. If we are oversubscribed the criteria for offering a place will be in this order;

1. Children who are entitled to nursery funding whose parents live in our catchment area (same as the local schools).
2. Children whose siblings have gone through the Playgroup or are attending Playgroup whose parents live in our catchment area (same as the local schools).

<p>3. Children whose parents live in our catchment area (same as the local schools).</p> <p>4. Children whose siblings have gone through the Playgroup or are attending Playgroup whose parents do not live in our catchment area.</p> <p>5. Children who are entitled to nursery funding whose parents do not live in our catchment area.</p> <p>6. Children whose parents do not live in our catchment area.</p> <ul style="list-style-type: none"> <li>• In the event of oversubscription in any of the above criteria then those living closest to the playgroup will be given priority. Our catchment area covers the following schools Sprowston Infants, Sparhawk Infants, Cecil Gowing, Lodge Lane, Garrick Green and Heartsease Primary.</li> </ul>
<p>7. How is your service fully accessible to children, young people with SEND and their families eg: facilities, support from staff?</p>
<p>We are an inclusive setting with disabled access. All our staff is suitably qualified to work with children and have a deep understanding of child development. Playgroup benefits from the use of a large car park with a path way with direct access to the building which is accessible by wheelchair.</p>
<p>8. How do you communicate with children, young people with SEND and their families?</p>
<p>Parent Help Rota &amp; Parent Information Sessions give opportunities throughout the year for parents to speak to the child's Key Person or other staff members about their child's progress. Questionnaires are used by playgroup to gain feedback from parents/carers. Visual timetables &amp; newsletter's per half term are used to provide information for parents &amp; carers.</p> <p>Our website is available to access information including newsletters (we can provide literature translated to enable those whose first language is not English, to have access to written information).</p> <p>Many of the staff have attended sign a long training and are willing to attend further training to update their skills.</p> <p>Contact by telephone using our dedicated phone line 01603 441529 OR e mail us on <a href="mailto:info@sprowston-nursery-playgroup.org.uk">info@sprowston-nursery-playgroup.org.uk</a></p> <p>Our website <a href="http://www.sprowston-playgroup-nursery.org.uk">www.sprowston-playgroup-nursery.org.uk</a> contains a downloadable brochure, newsletters also we have a variety of leaflets containing information from other services i.e. Health, Speech &amp; Language and Children Centre for parents/carers to view.</p>
<p>9. Are you a registered service and if so who is your regulatory body?</p>
<p>Ofsted registered</p>
<p>10. What training have your staff and/or volunteers received to support children and young people with SEND and their families?</p>
<p>Some staff has received training in Autism/Attention Deficit Disorder/SENCO training/</p>

<p>Communication &amp; Language/Norfolk Steps/Enhancing the Sensory Environment/Sign a long phase 1 &amp; English As An Additional Language. Staff will seek to undertake further training as required.</p>
<p>11. Who can I contact for further information about your service?</p>
<p>Supervisor Carol Clarke or group SENCO Rachel Barrett by Telephone 01603 441529 or e mail address <a href="mailto:info@sprowston-nursery-playgroup.org.uk">info@sprowston-nursery-playgroup.org.uk</a></p>
<p>12. Who can I contact if I have a compliment, concern or complaint about your service?</p>
<p>The Supervisor Carol Clarke or The Office For Standards In Education (OFSTED)</p>
<p>13. What future plans do you have for developing your service?</p>
<p>We provide regular in-service training for all our staff (whether paid or volunteers) this is provided by the Local Authority or other external agencies. Plans are in place to improve the outdoor environment with a messy kitchen/ play area.</p>
<p>14. Are you able to accept Direct Payments? If so what is the cost of your service? (specify whether hourly, unit rate, day rate etc)</p>
<p>We are able to accept extra payments for additional hours over and above the 15 hours per week provided by the government's Early Years Entitlement scheme for all 3 &amp; 4 year old, if required any extra sessions can be paid for at a cost of £10 per 3 hour session, only if there is enough availability.</p>