



The Secret Garden Pre-school  
Wellington Avenue  
Princes Risborough  
Bucks HP 27 9HY  
07759 582307

## Special Needs Policy.

The Special Educational Needs (SEN) policy is written in response to the Code of Practice on the 'identification and assessment of the Special Educational Needs' to provide a welcome and appropriate learning opportunity for all children. The Secret Garden Pre-school regards this code and as such has written this policy outlining out practices and procedure. We welcome children with all abilities and their families/carers. Children have the right to be treated as an individual irrespective of their individual educational needs. Our setting will endeavour to ensure each child reaches his/her full potential at its own pace.

- Our setting recognises that a child has a SEN if they have difficulties that call for special educational provisions to be made for them.
- Within the setting we will have 2 trained members of staff called SENCO (Special Educational Needs Coordinator) with responsibilities for SEN issues
- We have a designated SENCO officer.  
Karen Ryan is the designated SENCO officer. Fran McMullan supports this role.  
The designated SENCO officer is responsible for feeding back to all other staff members on any developments with regard to any special needs.
- All discussions will be dealt with sensitively and in confidence. A room will be set aside at a mutually arranged time before or after a session for parents/carers to talk to the SENCO. Records of all meetings will be kept. We will value the parent's contribution.
- The staff will support the SENCO in her role and maintain confidentiality at all times. It is the responsibility of the manager to ensure the, Deputy Leader, staff and parents read and abide by this SEN policy.
- This SEN policy takes into affect the Common Assessment Framework (CAF) the mandatory universal tool for coordinating children's services
- This SEN policy will be reviewed annually and updated in accordance with new information
- The SENCO in consultation with staff will inform parents/carers as soon as we possibly can, of any concerns regarding their child's progress, development, and/or behaviour.
- We will monitor and gather evidence to support any concerns and share these with the parents/carers.



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- At the Secret Garden Pre-school we will devise a structured programme for children with SEN to meet the children's needs called as IEP (Individual Education Plan).
- With parental permission we welcome contact with outside agencies such as health visitors, speech and language therapists, specialist teaching support, inclusive consultants, portage workers, Area SENCO etc. To ensure continuity and consistency for the child and family. If a professional referral is made it is the responsibility of the SENCO that records of meetings/telephone conversations are kept.
- Children with special needs, like all other children, are admitted to the pre-school after consultation with parents, the manager and the key worker.
- Our key worker system ensures staff have a responsibility for, and are close to, a small group of children so each child receives plenty of adult time and attention.
- Our staff attend in service training on special needs arranged by the pre-school learning alliance and other professional bodies.
- Any complaints should be made in the appropriate way as listed in our complaints policy. Parents however, may wish to contact the parent partnership on 01296 383754. This is an external body that can mediate if necessary.

The pre-school adopted this policy on ...7<sup>th</sup> January 2011.....

By Hayley White

Signed on behalf of the staff..... *HWhite*.....