




National Teaching School
designated by

National College for
Teaching & Leadership

Ludwick Nursery School
Holwell Road
Welwyn Garden City
Hertfordshire
AL7 3RP
Tel: 01707 323693
Fax: 01707 343091
Email: admin@ludwick.herts.sch.uk



Ludwick Nursery SEND information report

1. How does Ludwick Nursery know if children need extra help and what should I do if I think my child may have special educational needs?

At Ludwick Nursery every child is treated as a unique individual. If you have any concerns regarding your child's development, please do talk to us.

Every child at Ludwick has a keyworker. Before starting at the nursery your child will have a home visit from the key worker and another member of staff. This is to meet you and your child in a setting where they are comfortable and secure. If your child has any additional needs then this would be a good time to let the keyworker know. This means that support would be put in place as soon as possible.

Your child's keyworker will make baseline assessments when your child starts based on their observations of your child within the setting. As well as the baseline assessments we also complete a Ferre Levers wellbeing assessment and where it is felt needed, we can complete a Speech and Language screening tool. If any of these assessments highlight an individual need, then the keyworker will discuss with you the assessments and plan together with you the most appropriate way to support your child.

Your child's keyworker may also involve one of our SENCOs, Sally Laflin or Claire Turner who co-ordinate the needs of all children within the nursery.

If a keyworker has concerns we may also carry out an IAELD (Individual Assessment of Early Learning and Development), which provides a detailed insight into the developmental needs of a child.

If you have particular concerns about your child then please do not hesitate in arranging a meeting with your child's keyworker, or alternately a meeting with Sally or Claire. By working in partnership, we can together identify any need your child has and plan the best way forward.

2. How will Ludwick staff support my child?

You are your child's primary carer and so everything that happens at nursery is a partnership. We work as a team to ensure that every child is given the support that is appropriate for them. Ludwick offers a highly inclusive environment and there are lots of systems in place that support ALL children in our setting, not just those who have additional needs. These include the use of visuals, a visual timetable and signing by ALL staff. For all children where there is an identified need, we complete a Pupil Passport. This is a document created together with you that helps to identify your child's strengths, needs and strategies to be used.

It may be that in discussion with you, the SENCO feels that a Pupil Passport and/or an Individual Support Plan would be helpful. A Plan highlights your child's specific needs, and how those are



going to be specifically targeted. Assessments and observations of your child will help us to together decide suitable targets for the Plan.

We also work closely with multiple outside agencies who also give advice and support, and if this is the case the Plan may also include targets suggested by these agencies.

The Plan is reviewed regularly, at least termly. This is done as a partnership between Nursery, parents/carers and if appropriate, any other agencies involved.

It may be that for a very small number of children, further assessment is needed. In this instance we would look at applying for an Education Health and Care Plan.

We can also apply for Higher Needs Funding for a very small number of children who may require additional individualised support over and above what the Nursery provides.

3. How will I know how my child is doing?

You will have daily contact with your child's key adults who can inform you on an informal basis of how your child is doing that particular day.

There are also parent consultation meetings that give a more formal feedback. These happen in the first term that your child starts the nursery, and in the final term. For children who are with us longer than 3 terms, another consultation is also given. For children with SEND that require an Individual Plan, a consultation will take place once a term. This will be a time to review the your child's Pupil Passport and/or Individual Plan and discuss and agree new targets. This meeting will usually involve all staff that are involved in the care of your child. We promote an open door policy here and are always happy to discuss your child's development.

4. How will the learning and development provision be matched to my child's needs?

Teaching is always planned with the needs of the children in mind. Group work is planned around the interest of the children in the group. During the sessions observations are made on an informal and more formal basis.

Observations are shared with parents via your child's learning journal and parents are also strongly encouraged to share experiences from home. These support assessments made and will influence further planning. Activities are differentiated to match the needs of the children. Support staff are used skilfully to help support the needs of the children. Inclusion staff work with groups of children and individuals to carry out specific activities related to children's personalised targets.

5. What support will there be for my child's overall wellbeing?

Everyone at Ludwick is welcoming, friendly and provide an inclusive and positive approach to learning and development. We provide good role models for positive and consistent behaviour throughout the setting.

When the children first start at the nursery the staff completes a Ferre Levers wellbeing and involvement assessment. This highlights children who made need some extra support with their wellbeing. This may be done using specific nurture plans or by providing support within

the classroom to further promote a child's wellbeing. These are reviewed regularly and adapted as needed. We have a small nurture group that meets three times a week for children supported by two adults. We use an tool called the Boxall Profile to help identify children will benefit from this approach and this profile helps to create highly personalised nurture support.

Where there are still concerns, keyworkers discuss further ideas with parents to work in partnership to support and develop well-being.

If your child has a medical need then personal health care plans can be adopted and staff will be trained in giving the appropriate medication for your child.

6. What specialist services and expertise are available at or accessed by Ludwick Nursery?

Ludwick has a good working relationship with many outside agencies. We share the site with the private day nursery Squirrels and work closely to ensure continuity with the children that attend both settings.

We work closely with Speech and Language Therapists, Health Visitors, SEN Advisory Service, Educational Psychologists, Social Care, Specialist Teachers for Autism and Hearing Impairment. We also work closely with the SEN team to ensure children get the correct support when leaving Ludwick.

7. What training and/or experience does the staff, supporting children with special educational needs and disabilities, have?

At Ludwicj we have two SENCOs, Sally Laflin and Claire Turner.

Sally is an experienced teacher who has been working as a SENCO since 2006. She attends relevant courses and training. She is also chair of the local SEN cluster, who meet termly to discuss funding plus other SEN developments. Sally Laflin also sits on the ENAG panel, a group of SENCOs and professionals from across Hertfordshire to discuss needs and issues across the county. She, alongside another member of staff has taken part in Nurture Group training. Sally has been a designated Specialist Leader of Education since April 2016, and works across the county supporting practitioners and teachers to develop their skills, especially in the area of communication and language

Claire Turner is an experienced teacher and SENCO. Claire has worked in both special schools and mainstream settings within Hertfordshire as a teacher, SENCO and Outreach Teacher. Claire is widely trained in many aspects of special educational needs and holds the National SENCO Award for SEND Co-ordination.

Four other members of staff in the nursery have QTS and 9 have EYP status.

All staff have NVQ level 3

All staff have relevant and up to date training and also attend courses relevant to the needs of the children in their group.

All staff attend regular training and a record of staff training is kept on file.

Our setting has achieved ICan Enhanced Accreditation, this shows that we support speech language and communication in an enhanced way. We have had our second successful review.

8. How will Ludwick help me to support my child's learning and development?

Regular meetings will help you to feel secure in supporting your child at home. Keyworkers keep parents/carers informed about what is going on at Nursery by email. This will help you to work with your child at home.

We provide regular parental workshops which cover all aspects of your child's learning and development, and all parents and carers are encouraged to attend.

For parents of children with SEND within the Nursery and within our Enrichment Group, we hold regular coffee mornings, which allow parents to access relevant staff on an informal basis. We tend to offer a theme for the session as well which covers an aspect of learning and development. We are always happy to listen to feedback and requests for topics to discuss.

9. How will I be involved in discussions about and planning for my child's learning and development?

You are your child's primary carer and know your child better than anyone else. Ludwick staff value your input and actively welcome your thoughts and ideas. It is very important to Ludwick that we work as a partnership.

Your child's learning journey is very much a sharing experience and it is a great opportunity for parents and carers to share successes from home.

We encourage emails from home so that keyworkers can discuss with your child what they have been doing. It helps us to get a clear picture of your child outside of the nursery setting. It also helps us to plan activities based around your child's interests.

Parent consultations offer another opportunity to discuss plans for your child's development. If your child has special educational needs, then you will be invited in termly to discuss their progress and discuss next steps and will be actively involved in every aspect of your child's SEND journey, from sharing initial concerns, to deciding whether to involve external agencies and deciding on your child's next steps. With your input, we will create and regularly review a Pupil Passport and/or Individual Support Plan which will provide a thorough overview of your child's strengths, needs, beneficial strategies and next steps.

10. How will my child be included in activities outside the setting?

We plan offsite visits throughout the year at nursery. During the Summer Term we often have a farm visit at Ludwick. In addition to this there are numerous visits to places of interest in our local area, in both small and family groups. These include the local library, shops, parks and John Lewis. We introduce the idea before the visit and follow up with lots of activities. Parents are invited to join our visits, where possible. Your child's needs will be carefully considered before any visits offsite to ensure any necessary adjustments are made to enable them to participate and we always undertake thorough risk assessments before doing so.

11. How accessible is the building/environment?

Ludwick is completely accessible to all. There are no steps and doors are wide enough to accommodate a wheelchair. There is constant free flow between the two main classrooms. The garden is easily accessed and there is access for all, if needed, into Squirrels.

12. How will Ludwick prepare and support my child with transitions between home, settings and school?

Smooth transitions both when entering and leaving Ludwick are a key priority for us each year. Before a child starts at Ludwick, a home visit will be arranged with your child's keyworker. This helps to begin to build a relationship in a place where your child feels happy and settled. Nursery entry is staggered, with smaller visits at first building up to starting every morning. We have comprehensive arrangements to ensure a smooth move to their next setting.

Keyworkers complete a leaver's passport to pass on to the next setting, which gives an overall picture of your child's strengths and needs.

For children who have SEND keyworkers transitions are enhanced and personalised to meet individual needs. This may include additional visits or a personalised transition book. We ensure that the new setting has a very thorough picture of every area of your child's development and the strategies that are used to effectively meet their needs.

We also arrange a meeting between parents, SENCOs and staff from both settings before your child leaves. This helps to ensure that support is put in place before your child starts at their new school/setting. All paperwork is handed over once your child has started at their new setting/school.

13. How are Ludwick's resources used to support children's special educational needs?

All staff are aware of the needs of both the children in their groups, and the wider nursery setting. They will ensure that planning is differentiated to meet the needs of the children in their groups. Some children may need more support and inclusion staff carry out Individual and nurture group targets. We also have a wide range of resources to support all areas of development. These are regularly checked and updated to make sure they are appropriate and are effectively supporting the needs of the children. We constantly look at ways of enhancing our resources within the setting - this year, for example we have purchased a sensory arch and further sensory resources to effectively support children at Ludwick with sensory processing needs.

14. How is the decision made about what type and how much support my child will receive?

The type and frequency of how much support your child may need will be made during discussions with you, the Headteacher, SENCOs, keyworker and any other relevant professional agencies.

Ludwick Nursery has a designated SEN budget and can also apply for Higher Needs Funding for those children who may need support beyond the usual support given to all. This is done after consultation with the SENCoS and all those involved.
Inclusion staff are used to support both groups and individual children depending on the needs of the children.
For children with an Education, Health and Care Plan, the provision will reflect that set out in their EHCP.

15. Who can I contact for further information about the early years offer in Ludwick?

You can contact either SENCo, Sally Laflin at s.laflin@ludwick.herts.sch.uk or Claire Turner at c.turner@ludwick.herts.sch.uk or alternatively you can contact them both via our main office 01707 323693.

16. How can I find information about the local authority's local offer of services and provision for children with special educational needs and disability?

For further information go to www.hertsdirect.org/localoffer
There is further information about this on our website.