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VI SENCo Newsletter.

CONTENTS:

Page 1: New Staff members

Page 2: The new post of SEND Early Years (0-3) keyworker

Page 3: Updated information: SEN Inclusion Funding/ Disability Access Fund (DAF)

Page 4 & 5: Early years consultation

Page 6: Timetable of support

Page 7: 'easy read' information leaflet / Equality Act/ Greenwich Under 5's Integrated Therapies (

Page 8: Shoe box ideas.

ISSUE SEVEN

Autumn Term 2019

Hello all Private, Voluntary and Independent (PVI) Early Years Nurseries, SENCO's, Managers and Practitioners.

Welcome back everyone following the summer holidays.

Practitioners working all year round hopefully you managed to have some time off to relax or go on a holiday.

Early Years Inclusion Team (EYIT)

New Staff members



We would like to welcome two new members to the EYIT.

Lauren Randell – Taking on an Area SENCO role – She will be the 'Link Area SENCO' for Early Years Settings, mainly within the Central B area. She will, as all Area SENCO's, be supporting an individual caseload of children as needed in any area of the borough.

She will be starting with us in October 2019 and will be contacting her allocated Early Years Settings at some point following her start.

Emma Funnell – She is our new SEND Early Years Keyworker and started working with us on the 2nd September 2019.

This will be a new role for the team and we will be developing it as we go along. However we thought we would let you all know a little bit about what the role. (see details on following page)



Early Years Key Worker

The new post of SEND Early Years (0-3) keyworker is intended to support children with complex needs and families before they attend an early years setting.

The post holder would predominately be working with families to offer a combination of the following:

- Referrals- coordination of services*
- Support in 'building' a Profile*
- Support in completing Disability Living Allowance (DLA) forms*
- Support in accessing early years setting, if child has DLA or meets other criteria for Together for Two's placement (TF2's)*
- Team Around the Child (TAC)/ Transition meetings*
- Signposting to other services/resources and advice (telephone/ email)*

If anybody wants support for a child aged 0-3 who is not yet in a setting, they can get hold of Emma by either emailing the generic email which is Early-Years-Keyworker@royalgreenwich.gov.uk or by calling the SEND Outreach Support Services on 0208 921 3311





Updated information: SEN Inclusion Funding/ Disability Access Fund (DAF)

Thank you for your continued support since the introduction of the new Banding system for the SEN Inclusion Fund in April 2019.

We have recently had a brief review of some of the Administration processes around the submission of paperwork for applications/ reviews for the SEN Inclusion Fund and the Disability Access Fund.

We have identified that over the last term we have regularly received a number of applications and reviews without the mandatory evidence and have often had to chase the referrer a number of times for the outstanding information.

As a result of this from **September 2019** any application/ review for SEN Inclusion Fund or applications for Disability Access Fund submitted without **all** the mandatory evidence will not be processed and will be returned to the referrer in its entirety.

The referrer will then be required to re submit the application/ review **with all the mandatory evidence in one go.**

Please see SEN Inclusion Fund Information Pack and forms for more information on the mandatory evidence required for each stage/ band

Should there be a valid reason why you are unable to submit a piece of evidence then this will need to be clearly outlined in the main body of the email when you submit the application/ review.

Also, just a gentle reminder that all applications/ reviews should be submitted on the new paperwork that was sent out on 27th March 2019 (see attached)

Thank you for your continued understanding

Anita Smith - Early years Inclusion Team Leader
0208 921 3311
early-years-inclusion-fund@royalgreenwich.gov.uk

These forums are due to continue this term. Dates/ times are listed below, or will follow shortly. At the Early Years Consultation Forums we aim to create a supportive, safe and confidential space in which to explore issues and concerns in detail. The Forums are non-judgemental and allow members to acknowledge strengths and difficulties as well as developing knowledge and skills.

Through active listening, suggesting what might be going on and problem clarification; members share thinking and ideas to generate possible solutions.

Forums currently take place in five areas of Royal Greenwich (see below).



**South - 9.30-11.30am all at SEND Outreach Services, King's Park Campus,
Eltham Palace Road, SE9 5LX**

Autumn Term - Wednesday 2nd October 2019 & Wednesday 20th November 2019

Spring Term - Wednesday 29th January 2020 & Wednesday 18th March 2020

Summer Term - Wednesday 20th May 2020

Save THE Date

West- **9.30-11.30am** all at Charlton Family Centre, 42 - 43 Shirley House, Cherry Orchard Estate, Charlton, SE7 7EL

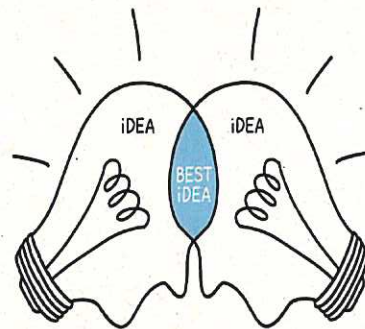
East- **9.30-11.30am** all at Heronsgate School (Whinchat Road site) Thamesmead, London SE28 0EA

Will be sent out separately by link Area SENCO or Educational Psychologist

Autumn Term — Monday 23rd September 2019 & Monday 18th November 2019

Spring Term — Monday 27th January 2020 & Monday 16th March 2020

Summer Term — Monday 4th May 2020 & Wednesday 22nd July 2020



Central A- **9.30-11.30am** all at St Thomas a Becket Primary School (Eynsham Drive site) London SE2 9BT

Will be sent out separately by link Area SENCO or Educational Psychologist

Central B- **10.00- 11.30am** at Plumstead Manor Pre-School all at Old Mill Road, Plumstead, London SE18 1QF

Will be sent out separately by link Area SENCO or Educational Psychologist



You will have noticed that you have to produce a 'timetable of support' for children in receipt of Inclusion Funding but also for when an Education Health and Care Assessment will be submitted to Greenwich Assessment and Review service.

This timetable outlines the specific and general support you are providing for a child in your setting especially when they have additional funding in place.

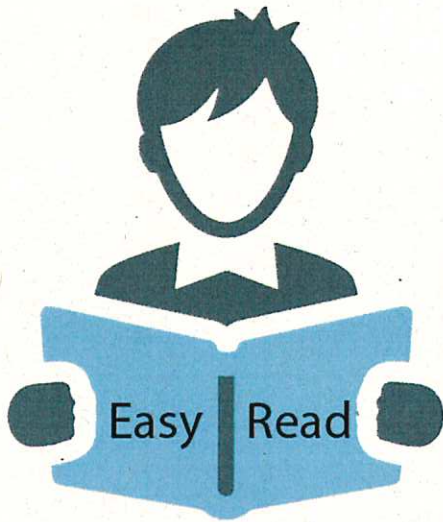


Tips

You don't need to write a timetable every day. Write a timetable based on usual daily practice and daily specific interventions and only update it when something changes e.g. additional hours of funding or new specific interventions e.g. a sensory circuit being put into place.

The timetable should include key strategies / interventions that have been recommended for the child included within it.

Attached are two example timetables, a blank one and a filled in example – You can choose which type of timetable you prefer to use or you could design your own.



Early Years Coordination Team

We have developed an 'easy read' information leaflet for Parents to go with the Early Years Coordination Team referral form. This will support you further in explained to Parents about this team and why you are making the referral.

See attached from



The Equality Act 2010

Equality Act

Disabled Children and the Equality Act 2010:

What Early Years providers need to know and do, including responsibilities to disabled children under the Children and Families Act 2014.

See attached document.

Greenwich Under 5's Integrated Therapies (Physiotherapy, Occupational Therapy and Speech and Language Services)

Please see updated attached timetables. Children have to have a Greenwich GP to access these health services.

Website of the term - Shoe box ideas

<https://www.google.co.uk/search?hl=en&biw=1600&bih=770&tbm=isch&sa=1&ei=SnYwXen-JM6Ua5iFolAP&q=shoe+box+ideas+AS>



A task box (shoe box task) is a box that contains all the materials required for a specific activity. The child can open it, do the activity, and then put the things back into the box. The activities are usually simple and structured and the child has to perform them for a short time. We can use the same task box consecutively for a few days or weeks until the child has mastered the activity. Activities in the task boxes are planned and can link in with targets on a child's PLP.



Early Years Inclusion Team contact details.

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