

SEND Information Report

January 2018

Formally known as the Local Offer

This policy should be read in conjunction with the Federation:

- Special Educational Needs Policy
- Accessibility Policy
- Equal Opportunities Policy
- Complaints Policy
- Early Years and Foundation Stage Policy

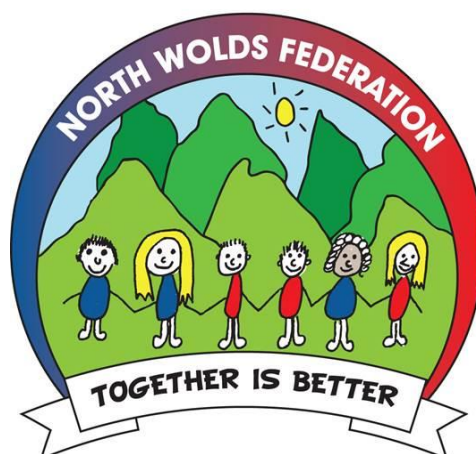
Introduction

SEN (Special Educational Needs) covers four different main areas.

- 1) Communication and Interaction. Children might be struggling to make friends, they could be finding it difficult to get their point across, or be having difficulties contributing to class discussions.
- 2) Cognition and learning. Children may have barriers to learning such as dyslexia, or may find understanding things difficult sometimes.
- 3) Behaviour, emotional and social development. This covers a wide range of things, from ADHD to coping with loss and grievances.
- 4) Sensory and/or physical. This covers things such as partial sightedness, being hard of hearing, or other physical disabilities.

Frequently there will be overlap between these areas – there may be a number of different factors contributing to a child’s need for extra support in school.

It is estimated that between 15% and 17% of children have special education needs at some time in their school life and 3% of those may require extra provision through an Educational Health Care Plan.



What should I do if I think my child has special educational needs?

If you think your child may have special educational needs, your first point of contact will be your child's class teacher. You can contact them by email or by arranging an appointment directly with them or through the school office.

Alternatively, we have a dedicated Special Educational Needs & Disabilities Coordinator (SENDco), who works across both schools in the federation, who you can email at any time (lianne.mcgagh@marketrasen.lincs.sch.uk).

If you prefer, you can arrange to meet with the SENDco by contacting either school office.

How will the school respond to my concern?

Your child's class teacher will listen carefully to your concerns or to the reasons why you feel your child may have special educational needs.

They will then gather any information needed (i.e. any assessments, observations).

If the class teacher then feels it is appropriate, they will pass your concerns and any information on to the SENDco (Special Educational Needs and Disabilities co-ordinator).

You will be contacted by the SENDCO either by phone, email or letter in order to find out more detailed, specific information regarding your child's individual needs.

You may be asked to come to an initial meeting.

The SENDco may also meet with your child to gain your child's views and experiences.

Talk to us!

We pride ourselves on building positive relationships with parents. We are open and honest with parents and hope that they are able to be the same with us.

How will the school decide if my child needs extra support?

There are a few ways we might decide that a child needs extra support.

- A previous school, pre-school, or nursery may give us information about previous support that your child has had.
- You, as a parent, might come to us and say that you think your child needs extra support.
- Teacher observations.
- Monitoring progress.
- Pupils may say themselves that they are finding a particular element of school challenging.

In all cases we will assess the situation, and monitor how things have been going lately, to help us always make the right decision for your child.

If your child does need extra support, in agreement with the parents, your child will be placed the [Special Educational Needs Register](#).

What will the school do to support my child?

Firstly we will make a plan. As part of this planning stage, everyone involved, usually including the pupil will create a [Pupil Profile](#).

A Pupil Profile is a document which will describe your child's needs. It will include advice and suggestions for teachers on how they can support your child in class. It will also include suggested [interventions](#). These are extra sessions in addition to your child's normal timetabled lessons which may support their specific area of need. They can be led by Teachers, Teaching Assistants or specialist staff.

Some interventions may include:

- Extra numeracy support
- Extra reading support
- Handwriting practise
- Developing fine motor skills
- Extra phonics support
- Precision teaching
- Emotional support

The pupil profile will be accessed by your child's class teacher any other adults involved with supporting your child.

Once we have finished planning and putting together the pupil profile the most important stage begins – we will put the plan into action. This is the core of the process, and we will regularly monitor progress throughout this time. The pupil profile is a working document and can be added to or amended at any time.

Your child's progress will be monitored by their class teacher and SENDco and the support they access will be regularly be reviewed, in agreement with you and your child. If outside agencies are involved, we will work closely with them to ensure the best outcome for your child



Further support (EHC)

If a pupil's needs are severe, complex, and lifelong, the federation will liaise with specialist services and draw up an [EHC Plan](#).

EHC stands for Education, Health and Social care. So an EHC Plan is a single action plan that includes all three of these areas. From September 2014, EHC plans will, by law, replace Statements of Special Educational Needs for children with SEND.

Currently, children with SEND have a Statement that details their Education provision and then they may have a Health Care plan as well and maybe even a Social Care action plan. The new EHC plan would combine all of these in to one plan that professionals from all three areas would agree to and follow.

An annual review of an EHC plan must be made by the local authority as a minimum of every twelve months.

Provision Mapping

To keep track of the things we are doing to help children with their learning, each year group has a 'Provision Map'. This is a document which shows all of the different interventions we have put in place. It is continually updated as pupil progress is reviewed.

Our Provision Maps keep records of:

- what the areas of need are
- which children are involved
- who is involved in leading the sessions
- what we need to do to make the intervention effective
- a constantly updated record of what progress has been made.

Who will support my child in school?

Who	How and Why
Class Teacher	Sets targets based on your child's needs Will be ultimately responsible for ensuring the intervention is provided and its effectiveness monitored May provide additional intervention outside of their normal class teaching
SENDco (Lianne McGagh)	Can support with effective target setting Monitors the effectiveness of intervention groups through the use of provision maps for each year group May complete referrals to agency support, including writing letters of your child's need to GPs Will lead review meetings and complete relevant paperwork
Teaching Assistants	Day to day support within the classroom (maybe 1:1 or in a small group) May provide additional intervention, e.g. handwriting, additional reading, scribing in writing, maths practise) Directed by the teacher to support the targets set.
Learning Support Assistants	LSAs support specific children in meeting their targets on a 1:1 basis
Other members of teaching staff	Other members of teaching staff may have been allocated specific time in the timetable to deliver intervention packages to small groups of children or individuals.
Who else? (see below)	Specialist agencies and/or professionals may come and assess your child to see where there area of need is. They may work with small groups of children who have similar targets. Parental permission will always be obtained first before your child works with any outside agency.

If your child requires more specialist support, other people may be asked to help us to support your child in school. This may be:

- Educational Psychologist (EP)
- Speech and Language Therapist (SALT)
- GP for referral to Child and Adult Mental Health Service (CAMHS) or Consultant Paediatrician
- Social Communication (Including Autism) Outreach
- Physiotherapist
- Occupational Therapist (OT)
- Specialist Teaching and applied psychology service (STAPS)
- Health – Community Paediatrician and the School Nursing Team
- Lincolnshire Social Communication (including Autism) Pathfinder Outreach Team
- Sensory Impairment Lincolnshire County Service (SILCS)
- Children's Services
- Family Centre

What support is there for my child's emotional and social well-being?

If your child needs some emotional or social support their class teacher is always available to offer help and advice.

If your child has particular social and emotional needs that are more complex, we are able to make referrals to specialist agencies which will be able to offer advice to parents and schools in how best support your child. (please see agencies list in appendix)

Attendance

We regularly monitor attendance, and fully support pupils who are returning after a period of absence. Where needed we will take the necessary actions to prevent prolonged absence.

Medical Needs

The federation has a policy regarding the administration and managing of medicines on school sites.

As a staff we have regular first aid training and updates of conditions and medication affecting children so that the vast majority of staff are able to manage medical situations.

Termly, a member of staff will check the medicine cabinet to ensure that any medicines that your child may need are available and in-date.

Social Development

We offer a wide range of activities to cater for the different interests of the students, some of which take place after school. Extra-curricular activities are available for your child to join; including Physical Activities, The Arts and Music and Drama. All children are included in all parts of the school curriculum.

Safety

Where there are concerns for safety and access, a personalised risk assessment is written and shared with all parties. This will detail any reasonable adjustments that need to be made to meet your child's needs.

How will the curriculum be matched to my child's needs?

If your child has SEND then they will require support that is 'additional to and different from' the rest of the class. This does not always mean that they need to be taught outside of the classroom, it simply means planning and teaching will be adapted to make the learning more personalised for the specific needs of the child.

Some examples of these strategies are listed below:

Using ICT to record e.g. using an alpha smart, taking photos, voice recording; alternatives to writing	Using ICT to support learning e.g. basic skills apps; phonics; maths; typing skills	Use of pre-learning e.g. sharing key points of the learning prior to the lesson so your child is more prepared	Use of different groupings e.g. grouping by ability and mixed ability grouping dependent on the subject
Using concrete apparatus e.g. practical resources in maths (tens and ones; cubes, 100 squares); magnetic letters for spelling	Using of seating for learning e.g. careful positioning on the carpet/at tables; position near an adult	Using of talking partners e.g. sharing ideas; peer learning and assessment	Use of visual aids e.g. visual timetables; displays; working walls; word mats

How will I know how well my child is progressing?

You will be kept informed of how well your child is progressing in a number of ways:

- Appropriate daily communication
- Parents consultation evenings (twice a year). Longer time slots are available for children with SEND
- Additional meetings as required
- Email and telephone correspondence if appropriate
- Termly reports
- End of year reports

How does the school know how well my child is doing?

Our schools measure the progress of all of our children against the 2014 National Curriculum end of year statements or the Early Year Foundation Stage profile. The progress of your child will be measured on a termly basis. This will be done through a mixture of formal testing and more informal day-to-day teacher assessments. Each child's progress is recorded on our tracking system and on our provision maps.

For pupils whose performance is significantly below these national age related expectations, we can use an assessment system called PIVATS.

PIVATS breaks down the child's learning into smaller achievable steps. The child's progress through these smaller steps is also measured and recorded termly.

From our assessments, termly targets are set based on what the children still need to learn or need to develop.

For the children in our reception classes, their achievements are measured against the early learning goals and a learning journey created to evidence their achievements.

We also keep track of our children's reading and spelling ages through termly assessments.

We also have a strong focus on assessment for learning. This encourages children to assess their own learning. This can be done through a number of ways.

- Using a traffic light system to judge whether they have understood the lesson.
- Using thumbs up/thumbs down to show their understanding
- Using marking ladders to mark their own and others work by ticking off which things they have used.
- Use of talk partners to share their ideas.

How will my child be included in activities outside the classroom including school trips?

We frequently use educational visits and residential trips (in Year 3/4 and Year 6) to enhance the learning in the classroom and make it 'come to life'. We will always include your child on a visit, ensuring any specific needs they have are taken into account with our risk assessment. If you wish to support your child during a visit, please contact your class teacher. Dependent on the needs of your child, you may be asked to support them on an educational visit.

All children have an equal right to attend our extra-curricular clubs.

At both schools we run a breakfast clubs. The breakfast club offers specific children the opportunity to come into school before the start of lessons, to go through the routines and expectations of the school day and to catch up on any homework or do a little extra reading.

How accessible is the school environment?

To support your child in accessing the school, the facilities we have are:

- Portable ramp access to our classroom and via the main entrances.
- Disabled toilets
- Accessible switches and sockets in our refurbished classes.
- Access to state-of-the-art ICT equipment (including i pads).
- Please see our accessibility policy for more details.

How will the school prepare and support my child to join the school?

We have strong links with our feeder nurseries and to ensure a smooth transition we:

- Send our reception teachers to visit the nurseries to meet your child
- Receive and use relevant paperwork from the nursery, e.g. your child's learning journey, any SEN or medical information
- Arrange at least 6 transition visits before your child starts school, including opportunities for your child to meet some of the children currently in Reception
- Meet with children's key workers to discuss your child's individual needs
- Hold an induction evening in the summer term before they start, where you will meet your child's class teacher (and others in the school team), get information about how the school runs, the order of the day and chance to visit your child's classroom
- Meet with Agencies already involved with your child, e.g. Speech and Language therapists to discuss their targets

Transition between year groups also involves:

- Sharing of information between class teachers (including paperwork, successful strategies)
- Class swap afternoons where your child will meet their new teacher
- "Meet the teacher" sessions in the autumn term to meet your child's new teacher

How will school prepare and support my child to transfer to secondary school?

We recognise that moving on to secondary school is a huge change for everyone involved and perhaps even more so for a child who has SEND. We have strong links with our secondary schools and will support your child by:

- Providing additional, enhanced transition days, separate to the rest of the year group, where the children can spend more time looking round and becoming familiar with the timetable and routine.
- Offering parent workshops led by specialist agencies (e.g Working Together Team)
- Completing transition books (where necessary) to support your child in becoming more familiar with their new school (i.e. timetable, routine, staff)
- Providing their new school with all the information about the needs of your child through meetings, emails or telephone conversations and by passing on all relevant paperwork.

How will I be involved in supporting my child?

We highly value the support that you can offer your child in their education. We would like to encourage you to:

- Attend all parents' evening and SEN review meetings
- Support your child with homework if needed.
- Inform us of any changes regarding your child's family or personal circumstances.
- Communicate any concerns you may have to your child's class teacher or SENDco.
- Offer other support relating to your child's targets as part of the review process
- Become involved in the wider life of the school e.g. support school trips, share talents.

We can also help you support your child by offering:

- Games for developing memory, spellings, maths
- Useful websites and apps
- Strategies for reading
- Specific agency advice – could be games, organisational strategies (e.g. visual timetables), behaviour management strategies
- Letters to support referrals to Paediatricians

How can I access support for myself and my family?

See Lincolnshire Local Authority Family Services Directory online

<http://search3.openobjects.com/kb5/lincs/fsd/home.page>

Lincolnshire's Parent Carer Forum www.lincspcf.org.uk

We can direct parents to appropriate support groups and agencies if necessary

Who can I contact for further information?

If you require any further help or support, please contact:

- Your child's class teacher as first point of contact using the email address
(firstname.surname@marketrasen.lincs.sck.uk)
(firstname.surname@nettleton.lincs.sch.uk)

Lianne McGagh (SENDCo)

Email: lianne.mcgagh@marketrasen.lincs.sch.uk

Telephone: 01673 842395

Appendix

Organisation	Telephone	Website/Email
Lincolnshire County Council Support and Aspirations	01522 782030	http://www.lincolnshire.gov.uk/parents/support-and-aspiration/
Lincolnshire Children's Services	01522 554673	
Parent Partnership	01522 553351	www.lincolnshireparentpartnership.org.uk
Parentlineplus	0808 800 2222	www.parentlineplus.org.uk
PAACT (Autism Support)		paactsupport@hotmail.co.uk
Lincolnshire ADHD Support Group	01522 539939	lincoln.adhd@btconnect.com
EMC Services Equality for Minority Communities	01427 787190	emc_lincs@lincolnshire.gov.uk
Family Action	01522 69010	lincoln@family-action.org.uk
Lincolnshire Centre Grief & Loss	01522 546168	
Sunflower Counselling (Becky)	07806 327563	www.sunflower-counselling.co.uk
Market Rasen Children's Centre	01673 844703	Liz.Carr@lincolnshire.gov.uk

