

Fordcombe C.E. Primary School

Type of school	Mainstream

A. PEOPLE WHO SUPPORT CHILDREN WITH SPECIAL EDUCATIONAL NEEDS/ AND OR DISABILITIES IN THIS SCHOOL:

School based information	People	Summary of responsibilities
<p>Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs/Disability (SEND)? And how can I talk to them about my child if I need to?</p>	<p>Class/subject teacher</p>	<p>He/She is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that all children have access to good/outstanding teaching and that the curriculum is adapted to meet your child's individual needs (also known as differentiation). • Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (e.g. targeted work, additional support, adapting resources etc..) and discussing amendments with the SENDCO as necessary. • Writing Individual Education Plans (IEP) and Provision Maps, and sharing and reviewing these with parents at least once each term and planning for the next term. • Ensuring that all members of staff working with your child in school are aware of your child's individual needs and/or conditions and what specific adjustments need to be made to enable them to be included and make progress. • Ensuring that all staff working with your child in school are supported in delivering the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources. • Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND. <p>Contacted by telephone: or through the school office</p>

	<p>Special Educational Needs & Disabilities Co-Ordinator (SENDCO) Email: cblackburn@fordcombe.kent.sch.uk</p> <p>Learning Support Assistant (LSA) may be allocated to some pupils with SEN and or disabilities)</p> <p>Head teacher</p>	<p>He/ She is responsible for:</p> <ul style="list-style-type: none"> • Coordinating all the support for children with special educational needs and or disabilities (SEND), and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school. • Ensuring that you are: <ul style="list-style-type: none"> • involved in supporting your child's learning • kept informed about the support your child is getting • involved in reviewing how they are doing • included in planning ahead for them. • Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology, Occupational Therapy, Local Authority Outreach services etc. • Liaising with the Local Authority SEND Department where appropriate • Updating the school's SEND record of need, (a system for ensuring all the special educational, physical and sensory needs of pupils in this school are known and understood) and making sure that there are excellent records of your child's progress and needs. • Providing specialist support for teachers and support staff in the school so they can help your child (and other pupils with SEND) to achieve their potential. • Supporting your child's class teacher to write Individual Education Plans (IEP) and Provision Maps that specify the targets set for your child to achieve. • Organising training for staff so they are aware and confident about how to meet the needs of your child and others within our school. <p>A Learning Support Assistant (LSA) may be allocated to a pupil with exceptional special educational needs and/or disabilities and whilst they take a very valuable role in your child's education we would prefer that questions regarding your child's learning and progress are, in the first instance, directed to the Inclusion Manager or Class teacher. Of course, as a school we welcome daily dialogue between parents and LSAs on how a child's day has been and we do actively encourage this continued feedback</p> <p>He/ She is responsible for:</p> <ul style="list-style-type: none"> • The day to day management of all aspects of the school, this includes the support for children with SEN and/or disabilities. He/She will give responsibility to the SENDCO and class/subject teachers but is still responsible for ensuring that your child's needs are met.
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	SEND Governor	<ul style="list-style-type: none">• He/ She must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND. <p>Contacted by telephone: e mail: headteacher@fordcombe.kent.sch.uk or through the school office</p> <p>He/ She is responsible for:</p> <ul style="list-style-type: none">• Making sure that the school has an up to date SEND Policy• Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school• Making sure that the necessary support is made for any child who attends the school who has SEN and/or disabilities.• Making visits to understand and monitor the support given to children with SEND in the school and being part of the process to ensure your child achieves his/her potential in school. <p>Contacted through the school office</p>
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B.HOW COULD MY CHILD GET HELP IN SCHOOL? :

Children in school will get support that is specific to their individual needs. This may be all provided by the class teacher or may involve:

- Other staff in the school
- Staff who will visit the school from the Local Authority central services
- Staff who visit from outside agencies such as the Speech and Language therapy (SALT) Service.

	Types of support provided	What would this mean for your child?	Who can get this kind of support?
What are the different types of support available for children with SEN and /or disabilities in this school?	Class teacher input via good/outstanding classroom teaching.	<ul style="list-style-type: none"> • The teacher will have the highest possible expectations for your child and all pupils in their class. • All teaching is based on building on what your child already knows, can do and can understand. • Putting in place different ways of teaching so that your child is fully involved in learning in class. This may involve things like using more practical learning or providing different resources adapted for your child. • Putting in place specific strategies (which may be suggested by the SENDCO or staff from outside agencies) to enable your child to access the learning task. 	All children in school receive this.
	<p>Specific small group work. This group may be</p> <ul style="list-style-type: none"> • Run in the classroom or outside. • Run by a teacher or (most often) a Teaching assistant who has had training to run these groups. <p>These are often called Intervention groups by schools.</p>	<ul style="list-style-type: none"> • Your child's teacher will have carefully checked on your child's progress and will have decided that your child has a gap in their understanding/learning and needs some extra support to close the gap between your child and their peers. • He/ She will plan group sessions for your child with targets to help your child to make more progress. • A Learning Support Assistant/teacher (or outside 	<p>Any child who has specific gaps in their understanding of a subject/area of learning.</p> <p>Some of the</p>

		<p>professional (like a Speech and Language Therapist)) will run these small group sessions using the teacher's plans, or a recommended programme.</p>	<p>children accessing intervention groups may be at the stage of the SEND Code of Practice called School Action, which means they have been identified by the class teacher as needing some extra support in school.</p>
	<p>Specialist groups run by outside agencies e.g Speech and Language therapy OR Occupational therapy groups</p> <p>AND/OR Individual support for your child in school</p>	<ul style="list-style-type: none"> • If your child has been identified as needing more specialist input instead of or in addition to good and outstanding classroom teaching and intervention groups, referrals will be made to outside agencies to advise and support the school in enabling your child to make progress. • Before referrals are made you will be asked to come to a meeting to discuss your child's progress and help plan possible ways forward. • If it is agreed that the support of an outside agency is a way forward, you will be asked to give your permission for the school to refer your child to a specialist professional e.g. a Speech and Language Therapist or Educational Psychologist. This will help the school and yourself understand your child's particular needs better. • The specialist professional will work with your child to understand their needs and make recommendations, which may include: <ul style="list-style-type: none"> ○ Making changes to the way your child is supported in class e.g some individual support or changing some aspects of teaching to support them better 	<p>Children with specific barriers to learning that cannot be overcome through whole class good/outstanding teaching and intervention groups.</p>

		<ul style="list-style-type: none"> ○ Support to set targets which will include their specific professional expertise ○ Your child's involvement in a group run by school staff under the guidance of the outside professional e.g a social skills group or sensory circuit ○ A group or individual work with outside professional ● The school may suggest that your child needs some agreed individual support or group support in school. They will tell you how the support will be used and what strategies will be put in place. 	
	<p>Specified Individual support for your child.</p> <p><i>This is usually provided via a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP).</i> This means your child will have been identified by the class teacher/SENDCO and the local authority as needing a particularly high level of individual and small group teaching, which cannot be provided from the resources already delegated to the school.</p> <p>Usually, if your child requires this high level of support they may also need specialist support in school from a professional outside the school. This may be from:</p>	<ul style="list-style-type: none"> ● The school (or you) can request that the Local Authority carry out a statutory assessment of your child's needs. This is a legal process and you can find more details about this in the Local Authority (LA) based Local Offer, on the Kent County Council web site: www.kent.gov.uk ● After the school have sent in the request to the Local Authority (with a lot of information about your child, including some from you), they will decide whether they think your child's needs (as described in the paperwork provided), seem complex enough to need a statutory assessment. If this is the case they will ask you and all professionals involved with your child to write a report outlining your child's needs. If they do not think your child needs this, they will ask the school to continue to support your child, and will discuss with you the extent and nature of this support. ● If the Local Authority agrees to carry out a statutory assessment, they will then use the evidence provided, and any other evidence 	<p>Children whose learning needs are:</p> <ul style="list-style-type: none"> ● Severe, complex and lifelong

	<ul style="list-style-type: none"> • Local Authority central services. • Outside agencies such as the Speech and Language therapy (SALT) Service, Occupational therapy service, Physiotherapy and/or CAMHS 	<p>subsequently presented. to decide if your child's needs are severe, complex and lifelong and that they need more than 20 hours of support in school to make good progress. If this is the case they will write an EHC Plan. If this is not the case, they will ask the school to continue to support your child, and will discuss with you the extent and nature of this support.</p> <ul style="list-style-type: none"> • The Local Authority will set up a meeting in school to agree a plan to ensure that your child makes as much progress as possible. • The EHC Plan will outline the number of hours of individual/small group support your child will receive from the LA and how the support should be used and what strategies must be put in place. It will also have long and short term goals for your child. • The additional adult employed to support your child may be used in a number of ways: support with whole class learning, running individual programmes or running small groups including your child. This support will always be aimed at meeting your child's needs, but may also benefit others at the same time. 	
<p>How will we support your child with identified special needs starting at school?</p>	<ul style="list-style-type: none"> • We will first invite you to visit the school with your child to have a look around and speak to staff • If other professionals are involved, a team around the Child (TAC) meeting will be held to discuss your child's needs, share strategies used, and ensure provision is put in place before your child starts • The SENDCO/your child's teacher may make a home visit and also visit your child if they are attending another provision • We may suggest adaptations to the settling in period to help your child to settle more easily • We may create an Individual Education Plan for your child • We may arrange support for your child immediately 		
<p>How can I let the school know I am concerned about my child's progress in school?</p>	<ul style="list-style-type: none"> • If you have concerns about your child's progress you should speak to your child's class teacher/key worker/LSA initially. • If, following initial interventions, you feel that your child is still not making progress you should speak to 		

	<p>the SENDCO</p> <ul style="list-style-type: none"> • Should you have further concerns, you can contact the Head Teacher • If you are still not happy you can speak to the school SEND Governor.
<p>How will the school let me know if they have any concerns about my child's learning in school?</p>	<ul style="list-style-type: none"> • When a teacher or a parent has raised concerns about your child's progress, and targeted teaching has not met the child's needs, the teacher will raise this with the SENDCO. • Schools also have meetings every term between each class teacher and a senior staff member in the school to ensure all children are making good progress. This is another way your child may be identified as not making as much progress as expected. • If your child is then identified as not making progress the school will make a decision about whether to monitor this or set up an intervention group and will inform you. • If your child is still not making expected progress the school will discuss with you <ul style="list-style-type: none"> ○ Any concerns you may have ○ Discuss with you any further interventions or referrals to outside professionals to support your child's learning ○ To discuss how we could work together, to support your child at home/school.
<p>How is extra support allocated to children and how do they move between the different levels?</p>	<ul style="list-style-type: none"> • The school budget, received from Kent County Council, includes money for supporting children with SEND. • The Head Teacher decides on the budget for SEND in consultation with the school governors, on the basis of the needs of the children currently in the school. • The Head Teacher and the SENDCO discuss all the information they have about SEND in the school, including <ul style="list-style-type: none"> ○ the children getting extra support already ○ the children needing extra support ○ the children who have been identified as not making as much progress as would be expected. <p>And decide what resources/training and support is needed.</p> • All resources/training and support are reviewed regularly and changes made as needed.

<p>Who are the other people providing services to children with SEND in this school?</p>	<p>A. Directly funded by the school</p>	<ul style="list-style-type: none"> • Educational Psychologist • Speech and Language Therapist
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	<p>B. Paid for centrally by the Local Authority but delivered in school</p>	<ul style="list-style-type: none"> • Speech and Language Therapist • Specialist Teacher • Educational Psychologist
	<p>C. Provided and paid for by the Health Service but delivered in school</p>	<ul style="list-style-type: none"> • Occupational Therapist • Physiotherapist • Child and Adolescent Mental Health Service • School Nurse
	<p>D. Voluntary agencies</p>	<ul style="list-style-type: none"> • National Autistic Society • MENCAP • Other charities as appropriate
<p>How are the adults in school helped to work with children with an SEND and what training do they have?</p>	<ul style="list-style-type: none"> • The SENDCO's job is to support the class teacher in planning for children with SEND. • The school has a school development plan, including identified training needs for all staff to improve the teaching and learning of children including those with SEND. This may include whole school training on SEND issues or to support identified groups of learners in school, such as ASD, dyslexia etc.. • Whole staff training to disseminate knowledge, strategies and experience, to ensure consistency of the school's approach for children with an SEND. • Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class. • Training takes place on a regular basis. If you would like to hear about the training which is currently taking place or has taken place by the staff members in the school, please speak to the SENDCO/ Head Teacher 	
<p>How will the teaching be adapted for my child with learning needs (SEN/ and or disabilities)</p>	<ul style="list-style-type: none"> • Class Teachers plan lessons according to the specific needs of all groups of children in their class, and will ensure and will ensure that learning tasks are adjusted in order to enable your child to access their learning as independently as possible.. • Specially trained support staff can implement the teachers modified/adapted planning to support the needs of your child where necessary. • Specific resources and strategies will be used to support your child individually and in groups. • Planning and teaching will be adapted on a daily basis if needed to meet your child's learning needs and increase your child's access to what is on offer. 	
<p>How will we measure the progress of your child in school? And how will I</p>	<ul style="list-style-type: none"> • Your child's progress is continually monitored by his/her class teacher. • His/her progress is reviewed formally every half term at Pupil Progress Meetings. 	

know about this?

- If your child is in Year 1 and above, but is not yet at National Curriculum levels, a more sensitive assessment tool is used which shows their level in more detail and will also show smaller but significant steps of progress. The levels are called 'P levels'.
- At the end of each key stage (i.e. at the end of year 2 and year 6) all children are required to be formally assessed using Standard Assessment Tests (SATs). This is something the government requires all schools to do and are the results that are published nationally.
- Some children will have individual Education Plans which will be reviewed with your involvement, every term and the plan for the next term made.
- The effectiveness of interventions will be monitored termly, and provision maps will be updated. Parents will be regularly updated about interventions involving their children.
- The progress of children with a statement of SEN/ EHC Plan is formally reviewed at an Annual Review with all adults involved with the child's education. Parents of these children are encouraged to meet regularly with class teachers and the SENDCO.
- The SENDCO will also check that your child is making good progress within any individual work and in any group that they take part in through regular meetings with the staff delivering the programme and the Class Teacher.
- A range of ways will be used to keep you informed, which may include:
 - Home/school book
 - Letters/certificates sent home
 - Additional meetings as required
 - Reports

<p>What support do we have for you as a parent of child with an SEN/and or disabilities?</p>	<ul style="list-style-type: none"> • We would like you to talk to your child's class teacher regularly so we know what they are doing at home and we can tell you about what we are doing in school. This is to ensure that we are doing similar things to support them both at home and school and can share what is working in both places. • The SENDCO (or Head teacher) is available to meet with you to discuss your child's progress or any concerns/worries you may have. • All information from outside professionals will be discussed with you with the person involved directly, or where this is not possible, in a report. The SENDCO will also arrange to meet with you to discuss any new assessments and ideas suggested by outside agencies for your child. • IEP's and Provision Maps will be reviewed with your involvement each term. • Homework will be adjusted as needed to your child's individual needs • A home/school contact book may be used to support communication with you, when this has been agreed to be useful for you and your child. • SEND Governor <p>In addition:</p> <p>If your child is undergoing statutory assessment you will also be supported by the Children's Services SEND Team. They will ensure that you fully understand the process.</p>
<p>How have we made this school physically accessible to children with SEND?</p>	<p>The school is accessible to children with physical disability via ramps.</p> <ul style="list-style-type: none"> • We ensure that equipment used is accessible to all children regardless of their needs. • Handrails • We will endeavour to meet with disabled parents in accessible areas of the school

<p>How will we support your child when they are leaving this school? OR moving on to another class?</p>	<p>We recognise that 'moving on' can be difficult for a child with SEN/and or disabilities and take steps to ensure that any transition is as smooth as possible.</p> <ul style="list-style-type: none"> • If your child is moving to another school: <ul style="list-style-type: none"> ○ We will contact the new school's SENDCO and ensure he/she knows about any special arrangements or support that need to be made for your child. ○ We will make sure that all records about your child are passed on as soon as possible. • When moving classes in school: <ul style="list-style-type: none"> ○ Information will be passed on to the new class teacher IN ADVANCE and in most cases, a planning meeting will take place with the new teacher. All IEP (PLP's) will be shared with the new teacher. ○ If your child would be helped by a book to support them understand moving on then it will
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be made for them.

- A Transition meeting is held in the Summer term. This is an opportunity for parents to meet their child's new class teacher and find out about the expectations etc. for the new academic year.
- Further home visits may be carried out for pupils leaving Nursery school to attend reception to ensure up to date information is shared between parents and the school
- In Year 6
 - The SENDCO will attend liaise with secondary school SENDCOs as appropriate.
 - Your child will attend a small group in school, to support their understanding of the changes ahead. This may include creating a 'Personal Passport' which includes information about themselves for their new school.
 - Where possible your child will visit their new school on several occasions and in some cases staff from the new school will visit your child in this school.

GLOSSARY OF TERMS

IEP	Individual Education Plan
PLP	Personal Learning Plan
S	Statement stage of the previous SEND Code of Practice
LSA	Learning Support Assistant
SEN	Special Educational Needs
SENDCO	Special Educational Needs & Disabilities Coordinator
SEND Code of Practice	The legal document that sets out the requirements for SEND
EHC plan	Education, Health, Care Plan
SEN	Special Educational Needs
SEND	Special Educational Needs and or Disabilities
SALT	Speech and Language Therapist
CAMHS	Child & Adolescent Mental Health Service
EP	Educational Psychologist
ADHD	Attention Deficit Hyper Activity Disorder
ASD	Autistic Spectrum Disorder

Stages on the SEND Code of Practice

As of September 2014, the "stages" of the code of practice no longer exist. A child with special educational needs and/or disabilities will be supported in school with or without a statement or an Education, Health and Care plan. Support will be tailored to each child's individual needs.