

What happens at Sacred Heart School if your child needs extra help?

Parents or carers are always welcome to invite an additional adult to accompany them when attending meetings at our school.

1. You may be asked to come in to speak to your child's class teacher regarding their progress.

2. If additional support is needed at this point the class teacher will:

- Give your child work at an appropriate level.
- Monitor their progress
- Keep you informed

At Sacred Heart we call this stage 'Cause for Concern' (CFC).

3. If we are still concerned following a period of time the class teacher will discuss your child's progress with the Special Educational Needs Co-ordinator (SENCo), Miss Smith. Together they will decide the next steps which could include:

- Specific targets for your child to achieve which will be discussed with your child and yourself. This will be monitored by the class teacher.
- This stage is called Special Educational Needs and Disabilities Support (SEND Support). Your child will be on the school Special Educational Needs Register.

4. If we are still concerned about your child's progress we need to seek further advice from an outside agency. These could include:

- Targeted Education Support Services (TESS)
- Educational Psychologist (EP)
- Speech and Language Service
- Occupational Therapy
- Medical services eg GP, Primary Child mental Health
- Ethnic Minority Achievement Service (EMAS)

At this stage the class teacher will produce an Individual Provision Map in discussion with your child, yourself, Miss Smith and any appropriate outside agency. You will receive a copy and it will be reviewed regularly.

Very occasionally pupils need the extra support which would be provided through an Education and Health Care Plan (EHC Plan). At this stage this process would be fully explained to you by the professionals concerned.

This is a fluid process whereby children's progress is reviewed regularly. So your child may be on the special needs register for a short length of time then moved off the list.

If at any point you are unsure of the process you can seek advice from:

- Class teacher
- Miss Smith (SENCo), Mr McDermott (Deputy Head teacher, Assessment Coordinator)
- Mrs Ryding Head teacher
- Parent Partnership
- Outside agencies contactable through school
- Wigan SEND team