

SACRED HEART CATHOLIC PRIMARY SCHOOL

Hindley Green

Grow in the spirit of love and learning



SEND LOCAL OFFER

Special Educational Needs Information

At Sacred Heart Catholic School we strive to support **all** children to enable them to achieve their potential at our school.

In order to do this many steps are taken to support all pupils through their learning journey. High quality teaching is vital; however, for some children there are occasions when additional support may be needed.

The Special Needs Co-ordinator (SENCo) is: Miss Zoe Smith

Roles & Responsibilities of the special Needs Co-ordinator (SENCO).

Our SENCO is responsible for the operation of the Special Educational Needs Policy and co-ordination of specific provision made to support individual children with Special Educational Needs and Disabilities (SEND). Pupil progress is monitored on a regular basis and further interventions are planned for children where progress is slower than expected. We regularly have contact with a wide range of external agencies that are able to give more specialised advice. If you have any concerns regarding SEND matters do not hesitate to contact us.

Children and Families Act 2014

The new Code of Practice for SEND children and young people aged 0-25 is outlined in this Act and came into force in September 2014. The government has listened to what parents say their experience of services is like and have put in place a number of things to bring about improvements. One of these is the 'Local Offer'.

What is the SEND Local Offer?

- ❖ Local Authorities must publish a 'Local Offer' setting out the provision they expect to be available across education, health and social care for children and young people who have SEN and D. Wigan Council local offer can be found at <https://www.wigan.gov.uk/Resident/Education/Special-Educational-Needs-and-Disability/Special-Educational-Needs-and-Disabilities.aspx>
- ❖ All schools must publish information on their websites about their policies for pupils with SEND.
- ❖ There are 16 questions, devised in consultation with parents/carers and other agencies, which reflect their concerns and interests. These will be answered by agencies, schools and colleges to provide information to parents and carers to enable them to make decisions about how to best support their child's needs.
- ❖ The following are our responses to those questions:

1. How does Sacred Heart Catholic School know if children need extra help?

We know that pupils need extra help when:

- concerns are raised by parents/carers, teachers or the child
- less than expected progress is identified
- there is a change in the pupil's behaviour or progress

2. What should I do if I think my child may have special educational needs?

- The class teacher is the initial point of contact for responding to parental concerns.
- If you are still concerned please make an appointment to see Miss Smith who is the SENCO.
- The document on the school website, may answer some questions 'What happens at Sacred Heart if your child needs extra help?'

3. How will I know how Sacred Heart Catholic School supports my child?

- Each pupil's education programme will be planned by the class teacher. It will be differentiated accordingly to suit the pupil's individual needs. This may include additional support by the teacher or teaching assistant in class.
- If a pupil has needs related to more specific areas of their education, such as spelling, handwriting, phonics or maths then the pupil will be placed in a small focus group. This will be run by the teacher or teaching assistant (TA). The length of time of the intervention will vary according to need but will generally be for a term. The interventions will be reviewed regularly by all involved to ascertain the effectiveness of the provision and to inform future planning. These interventions will be recorded on the class provision map (this is a record of the interventions, timings, cost and impact of the intervention). If you have any queries related to the interventions please do not hesitate to contact the class teacher or SENCo.
- Pupil Progress Meetings are held every term. This is a meeting where the class teacher discusses the progress of all pupils with the Head and Deputy Head Teacher. Furthermore there are termly meetings between class teachers and the SENCo to discuss the progress of all SEND pupils.

This shared discussion will inform future planning to support all pupils appropriately.

- Occasionally a pupil may need additional support from an outside agency such as the Targeted Education Support Service (TESS) or Speech and Language Therapy (SALT) etc. A referral will be made, with your consent, and forwarded to the most appropriate agency. After a series of assessments appropriate recommendations are made and these will be discussed with parents or carers.

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

- When a pupil has been identified with special needs their work will be differentiated by the class teacher to enable them to access the curriculum more easily.
- TAs may be allocated to work with the pupil in a 1-1 or small focus group to target more specific needs.
- An **individual provision map** will be shared with parents/guardians of SEND pupils, this explains how your child will be helped in class. In this document parents can document their response to the support their child is receiving.
- If it is appropriate specialist equipment may be used to support individual pupils e.g. writing slopes, concentration cushions, pen/pencils grips or easy to use scissors.

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

- You will be able to discuss your child's progress at termly review meetings as well as at Parents' Evenings.
- If you wish to speak in more detail to the class teacher or SENCo please contact the school office to make an appointment.

6. How will you help me to support my child's learning?

- The class teacher may suggest ways that you can support your child.
- The SENCo or head teacher may meet with you to discuss how to support your child with strategies to use if there are difficulties with a child's behaviour/emotional needs.
- If outside agencies have been involved suggestions and programmes of study are normally provided that can be used at home.

7. What support will there be for my child's overall well-being?

- 1-1 support with a teaching assistant
- Counselling opportunities are available through Startwell

Pupils with medical needs

- If a pupil has a medical need then a detailed Health Care Plan is compiled with support from the school nurse in consultation with parents/carers. This information is shared with all staff. These will be updated at as and when appropriate. These are discussed with all staff who are involved with the pupil.
- Staff receive appropriate training to support pupils who have specific medical needs. This training is usually delivered by outside agencies.
- Where necessary and in agreement with parents/carers medicines are administered in school but only when a signed 'Medicine Consent Form' is in place to ensure the safety of both child and staff member.
- All staff have received basic first aid training. This is updated regularly.

8. What specialist services and expertise are available at or accessed by the school?

At times it may be necessary to consult with outside agencies to receive their more specialised expertise.

The agencies used by the school include:

- Autism Outreach Team
- Child Protection Advisors
- Educational Psychologist
- Ethnic Minority Achievement Service (EMAS)
- Targeted Education Support Service (TESS)
- Child & Adolescent Mental Health Service (CAMHS)
- Specialist Sensory Education Team
- Social Services
- SALT (Speech & Language Therapy)
- School Nurse
- OT (Occupational Therapy)
- Startwell

9. What training are the staff supporting children and young people with SEND had or are having?

All staff have received training in the following areas during the last two years:

- Autism
- Attachment Disorder
- Bereavement
- Hearing service
- Medical Nurses have addressed staff on individual medical conditions
- Positive Behavioural Strategies (Team Teach)

Individual members of staff have received training to deliver the following interventions during the last two years:

- Sounds Write
- Numicon
- Nurture Group
- Precision Monitoring
- Physiotherapy

Miss Smith has the 'National Award for Special Educational Needs Co-ordination'.

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

Activities and school trips are available to all.

- Risk assessments are carried out and procedures are put in place to enable all children to participate.
- However, if it is deemed that an intensive level of 1:1 support is required a parent or carer may be asked to accompany their child during the activity.

11. How accessible is the school environment?

As a school we are happy to discuss individual access requirements. Facilities we have at present include:

- Ramps into school to make the building accessible to all.
- A toilet is adapted for disabled users.
- Wide doors in some parts of the building.
- Parents can use the staff car park if they need to be closer to the school building

12. How will the school prepare and support my child when joining Sacred Heart Catholic School or transferring to a new school?

Many strategies are in place to support transition between different settings. These include:

- Discussions between the previous or receiving schools prior to the pupil joining/leaving are always arranged. Meetings with the local nurseries take place between the current reception teacher and SENCo (when appropriate). Close liaison occurs with the SENCos at high schools. If appropriate additional visits and/or meetings will take place.
- All pupils attend transition sessions where they spend some time with their new class teacher.
- Reception class teacher takes place with the new intake in the summer term.

- New Intake meetings take place. Mrs Ryding and Miss Smith (SENCo) are always willing to meet parents/carers prior to their child joining the school.
- Transition days are organised with the local Secondary schools for all pupils.
- Open days are arranged at the beginning and end of the year.

13. How are the school's resources allocated and matched to children's special educational needs?

- The SEND budget is allocated each financial year. The money is used to provide additional support or resources dependent upon the needs of each pupil with additional needs.
- Additional provision may be allocated after discussion with the class teacher at pupil progress meetings or if a concern has been raised by them at another time during the year.
- Resources may include deployment of staff depending upon individual circumstances.
- An education, health and care plan (EHC Plan) will replace a Statement of Special Education Needs; this is support for those pupils with the most complex needs. Specific funding will be allocated to these pupils and parents/carers will be involved in any decision making.

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

- These decisions are made in consultation with the class teacher, SENCo, Senior Leadership Team together with any outside agencies. Once a term a multi agency meeting takes place with the Educational Psychologist, TESS teacher, Gateway service and SENCo, in order to review the school's needs. Decisions are based upon termly tracking of pupil progress and the results of any external assessments. Parents/carers will also be involved in this process.

15. *How will I be involved in discussions about and planning for my child's education?*

All parents are encouraged to contribute to their child's education and will be invited to school to do so at appropriate times throughout the school year. Parents and carers are always welcome to bring an additional adult to accompany them when attending such meetings.

16. *Who can I contact for further information?*

If you wish to discuss your child's educational needs or are unhappy about something regarding your child's schooling please contact the school office to arrange a meeting with the SENCO or headteacher.

Additional contacts are:

Miss Sweeney: Chair of Governors (can be contacted via the school office)

Sheila Robinson: Parent Partnership - 01942 486131

I hope these have answered any queries you may have but please do not hesitate to contact the school if you have further questions.