



Special Educational Needs Information

*At Westcott CE School we strive to support **all** children to enable them to achieve at school.*

In order to do this, many steps are taken to support them through their learning. Quality teaching is vital; however for some children there are occasions when further additional support may be needed to help them achieve their targets.

The Special Needs and Disability Co-ordinator is: Mrs Jacquie Coles
Interim Headteacher

Telephone: 01296 651360

Email: office@westcott.bucks.sch.uk

Roles & Responsibilities of the special Needs and Disability Co-ordinator (SENDCO).

The SENDCO is responsible for the operation of the Special Educational Needs Policy and coordination of specific provision made to support individual children with SEND. They liaise with staff to monitor the pupils' academic and social and emotional needs and plan further interventions where attainment is low and progress is slower than expected.

If you have any concerns regarding SEND matters do not hesitate to contact us.

There are many SEND terms that are abbreviated, which can lead to confusion.

Below is a glossary of the most used SEND terms.

AAP	Attendance Advisory Practitioner
ADD	Attention Deficit Disorder
ADHD	Attention Deficit & Hyperactivity Disorder
ASD	Autistic Spectrum Disorder
BESD	Behavioural Emotional & Social Difficulties
CAMHS	Child & Adolescent Mental Health Service
COP	Code of Practice
CP	Child Protection
DCD	Developmental Co-ordination Disorder
EAL	English as an Additional Language
EHCP	Education and Health Care Plan
EP	Educational Psychologist
FSM	Free School Meals
HI	Hearing Impairment
KS	Key Stage
LAC	Looked After Child
LA	Local Authority
MLD	Moderate Learning Difficulty
NC	National Curriculum
OT	Occupational Therapist
SALT	Speech And Language Therapy
SEN	Special Educational Needs
SEND	Special Educational Needs & Disability
SENDCo	Special Educational Needs & Disability Co-ordinator
SpLD	Specific Learning Difficulty
VI	Visual Impairment

What is the Local Offer?

The Local Offer was first introduced in the Green Paper (March 2011) as *a local offer of all services available to support disabled children and children with SEN and their families. This easy-to-understand information will set out what is normally available in schools to help children with lower-level SEND as well as the options available to support families who need additional help to support their child.*

What does it do?

The Local Offer provides parents/carers with information about how to access services in their area, and what they can expect from those services. With regard to Education, it will let parents/carers and young people know how schools and colleges will support them, and what they can expect across the local settings.

Where can I find the Local Offer for Bucks Council?

Please visit the Bucks Family Information Service website www.bucksfamilyinfo.org to find out what is on offer in Buckinghamshire. The Local Offer can be found by typing BFIS in a search engine.

1. How does Westcott CE School know if children need extra help?

We explore when pupils might need extra help if:

- concerns are raised by parents/carers, staff or the child themselves
- poor progress is being made leading to low attainment
- there is a change in the child's behaviour or progress
- Information or concerns are passed on to us from a previous setting

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 parental concerns
- They will speak to the SENDCo should further advice be needed

3. How will I know how Westcott CE School supports my child?

- Each child's education is planned by the class teacher, accordingly to the children's individual needs.
- As a small school, Westcott CE School takes pride in knowing each child exceptionally well. Because of this, we are able to provide in class strategies and targeted support, which is communicated to and supported by all staff across the school environment.
- If a child has needs related to more specific areas of their education, such as spelling, handwriting, maths and English skills etc. then the child may be placed in a small focus group. This will be run by the teacher or teaching assistant. The length of time of the intervention will vary according to need but will generally run for a term. The interventions will be regularly reviewed by staff to ascertain the effectiveness of the provision and to inform future planning.
- Pupil Progress Meetings are held each term. This is a meeting between the class teacher and the Headteacher to discuss the progress of children within their class. This shared discussion may highlight any concerns in order for further support to be planned.
- Occasionally a child may need more expert support from an outside agency such as the Speech and Language Therapist, Occupational Therapist etc. A referral will be made, with your consent. If the outside agency you're your child meets their threshold for support, they may offer further assessments. From these, a programme of support can be developed.
- The Governors of Westcott CE School are responsible for entrusting a named person – the Headteacher and Designated Safeguarding Lead to be responsible for Safeguarding and Child protection procedures. They are also responsible for the monitoring and correct administration of the Disclosure and Barring service procedures and the school's Single Central record. In a support and challenge role, the Governors ensure that the school is as inclusive as possible and treats all pupils and staff in an equitable way. Governors monitor and review the school's accessibility plan and all other statutory policies as defined by the Department of Education.

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

- When a child has been identified with special educational needs, their work will be planned by the class teacher to enable them to access the curriculum despite their needs.
- Teaching Assistants (TAs) may be asked to work with the child on a one-to-one basis or in a small focus group to target more specific needs.
- If a child has been identified as having a special need, a School Support Plan will be drafted for them. Targets will be set according to their area of need. These will be monitored regularly by the class teacher and reviewed with parents each term to discuss progress towards the targets and the pupil's next steps.
- If appropriate, specialist equipment may be given to a pupil to use e.g. writing slope, fidget cushion, pen/pencil grip 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 Parents/ Carer Evenings.
- If your child has a Support Plan, these will be discussed each term, to assess and review your child's progress. The views of the child will also contribute to these meetings but may be gathered within an informal setting, prior to the meeting.
- If your child has an Education and Health Care Plan, you will also be invited to an Annual Review Meeting with staff and other specialists working with your child. Your child will be given an opportunity to share their views towards their Annual Review.
- Your child's class teacher will be available at the end of each day if you wish to discuss their progress. Appointments can be made, if you wish to speak in more detail to the class teacher or SENDCo, by contacting the school office.

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

- The class teacher will suggest ways you can support your child.
- The SENDCo may meet with you to discuss how to support your child and suggest helpful strategies to use.
- If outside agencies or the Educational Psychologist have been involved, suggestions and programmes of study are normally provided that can be used at home.

7. How will you involve my child?

- The child is at the centre of every decision.
- Staff discuss with parents and carers, the best way to involve a child in contributing to decisions.
- The child's level of involvement is based on their age, maturity and capabilities.
- Staff and parents and carers talk to their child in an appropriate way, which allows the child to express their views, wishes and feelings towards matters concerning them. These will then inform any decisions being made about the child.

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

The school also offers support for children who are encountering emotional and social difficulties. This may involve:

- Members of staff, such as the class teacher, SENDCo, Headteacher who are readily available for pupils who wish to discuss issues or concerns.
- We encourage all pupils to be respectful and considerate of others, enabling a safe and secure environment for all to learn and develop.
- We are an anti-bullying school.
- We have a robust Safeguarding Policy, which follows national guidelines.

9. What arrangements do you have for medical needs?

- If a child has a medical need then a Healthcare Plan is compiled with support from a school nurse or medical specialist and parents/carers. These are discussed with all staff who are involved with the child.
- Staff receive asthma and epipen training.
- Where necessary and in agreement with parents/carers, medicines are administered in school where a signed Medicine consent form is in place, to ensure the safety of both child and staff member.
- Staff have basic first aid training.

10. What specialist services and expertise are available at or accessed by your school?

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

The agencies used by the school may include:

- *Child Protection Officers*
- *Social Services*
- *AAP (Attendance Advisory Practitioner previously known as Educational Welfare Officers)*
- *School Nurse*
- *Inclusion Team*
- *Speech & Language Therapists*
- *CAMHS (Child and Adolescent Mental Health Service)*
- *Occupational Therapists*
- *Specialist Teaching Service*
- *Pupil Referral Unit*
- *Educational Psychologist*

11. What training have staff supporting children with SEND received?

The staff team have received training related to SEND. These have included sessions on:

- Ordinarily Available Provision and how to meet the needs of children with special educational needs within class
- Supporting children on the autistic spectrum.
- Supporting children with speech and language Difficulties.
- Read, Write Inc training (a synthetic phonics approach to reading)
- Raindrops training (to support children with movement, memory, focus and other skills)

12. 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 Teaching Assistant or parent/carer may accompany the child during the activity.

13. How accessible is the school environment?

As a school we are happy to discuss individual access requirements.

Facilities we have at present include:

- A designated toilet adapted for disabled users.
- Wide doorways in some areas.
- Level paving around the perimeter of the school buildings.

14. How will the school prepare and support my child when joining Westcott CE School or transferring to a new school?

Strategies are in place to support the child's transition to be as smooth as possible.

These include:

- Discussions between the previous and receiving schools prior to the child joining/leaving.
- A transition session where children spend some time with their new class teacher.

- Additional visits can also be arranged for children who may need extra support and time in their new school.
- The Headteacher / SENDCo meets parents/carers prior to their child joining the school.
- The SENDCo liaises with the previous or receiving school's SENDCos to share information regarding SEND children.

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

- The SEND budget is set each year by the local authority. This is used to provide support or resources dependent on SEN children's needs.
- Additional provision may be allocated for those pupils with Education and Health Care plans (EHCPs) or for those pupils who are not progressing or attaining as expected, following discussions with staff who work directly with them, or if a concern has been raised by them during the school year.
- Resources may include deployment of staff depending on individual circumstances.

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

- These decisions are made in consultation with the class teacher, SENDCo and Senior Leadership Team. Decisions are based upon termly tracking of child progress and any assessments by outside agencies.
- During their school life, if further concerns are identified due to the child's lack of progress or well-being then other interventions will be explored.

17. 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.

This may be through:

- discussions with the class teacher, SENDCo or other professionals
- during parents' evenings
- Parents are encouraged to contribute towards their child's Support Plan / Education and Health Care Plan, to discuss how well their child is meeting targets, and with possible suggestions that could be incorporated for their child's future development.

18. What can I do if I have concerns about the support my child is receiving?

In the first instance, contact your child's class teacher to discuss your concerns. They may suggest meeting with the SENDCo or Headteacher if concerns still remain. The SEND Governor monitors the provision of SEN in the school.

19. Who can I contact for further information?

If you wish to discuss your child's educational needs or have concerns about your child's learning, please contact the school office to arrange a meeting with your class teacher and/or the SENDCO.

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

School Office Contact Details

Telephone: 01296 651360

Email: office@westcott.bucks.sch.uk

Next Review Date: December 2023