

## School

- \* Welcoming, safe, happy learning environment where everyone is respected and listened to
- \* An inclusive ethos
- \* Quality Teaching
- \* Nurturing, caring environment
- \* Teaching Assistants to support and encourage independence
- \* Emotional Literacy Support Assistant
- \* Support for the whole family
- \* Friends
- \* Stimulating learning environment
- \* Commitment to teamwork
- \* Varied experiences and wide range of opportunities

## Townley Primary School

### SEND Information Report

### Honesty, Truth, Respect



## Home

- \* Love
- \* Family
- \* Home
- \* Nourishment
- \* Emotional support
- \* Clothes and equipment
- \* Varied experiences
- \* Wide range of opportunities

## Locality



Early Help

Family Support Worker

Support Groups

Advice

Courses

Parenting Support

## The Child



## Home and School

## Professional Services



Emotional Health and Well-Being Service

Statutory Assessment Team

Educational Psychologist

Sensory Services

Social Care

Virtual School

(Looked After Children)

SEND Services

## Leisure



Holiday Clubs

Respite

Breakfast Club

Uniformed Organisations

## Medical



School Nurse

Speech and Language Therapy

Specialist Medical

Occupational Therapy

Community Paediatrician

Physiotherapy

CAMHS

(Child Adolescent Mental Health Services)

School Nurse



Speech and Language Therapy

Counselling

After School Clubs

## Who should I contact if I think my child has Special Educational Needs?

The first person that you should speak to is always your child's teacher. Your child's teacher knows your child really well and will be able to talk through your concerns with you. He or she will know your child's strengths and weaknesses, how they are progressing in school and whether this is in line with your child's classmates. You will find that if there are any concerns in school your child's teacher will usually approach you before you approach them.

You can also contact the school's Special Educational Needs Co-ordinator (SENDCo), Jo Evans. She oversees the provision for children with special educational needs or disabilities in school and will speak to your child's teacher if you have any concerns.

Contact Details- [office@townley.cambs.sch.uk](mailto:office@townley.cambs.sch.uk)

The school SEND Governor can also be contacted for support through contacting the school office on 01354 638229

## How will the school know if my child has Special Educational Needs?

To make sure that each child in our school reaches their full potential, teachers are constantly assessing children and planning for their needs. It is a continuous cycle. There are regular meetings with the Headteacher and the SENDCo to identify children who may need extra help. During the meetings they will look for children who:-

- are making slower progress than other children who started at the same point
- have changed their rate of progress, i.e. if their progress has suddenly slowed down
- do not catch up with their classmates
- are falling further and further behind their classmates



First of all, we will address any weaknesses through High Quality Teaching. For some children targeting these areas will see their learning improve. If your child continues to make less than the expected progress, we will gather further information and hold a meeting with you, your child's teacher and the SENDCo. Of course, we like to make sure your child is involved and so will gather their views before the meeting. If it is decided that your child has special educational needs, with your agreement, SEN Support will begin.

## SEN Support in School

If a child is identified as having SEN, we will provide support that is 'additional to' or 'different from' the differentiated approaches and learning arrangements normally provided as part of high quality personalised teaching intended to overcome the barrier to their learning. Like all teaching, SEN Support takes the form of a cycle.

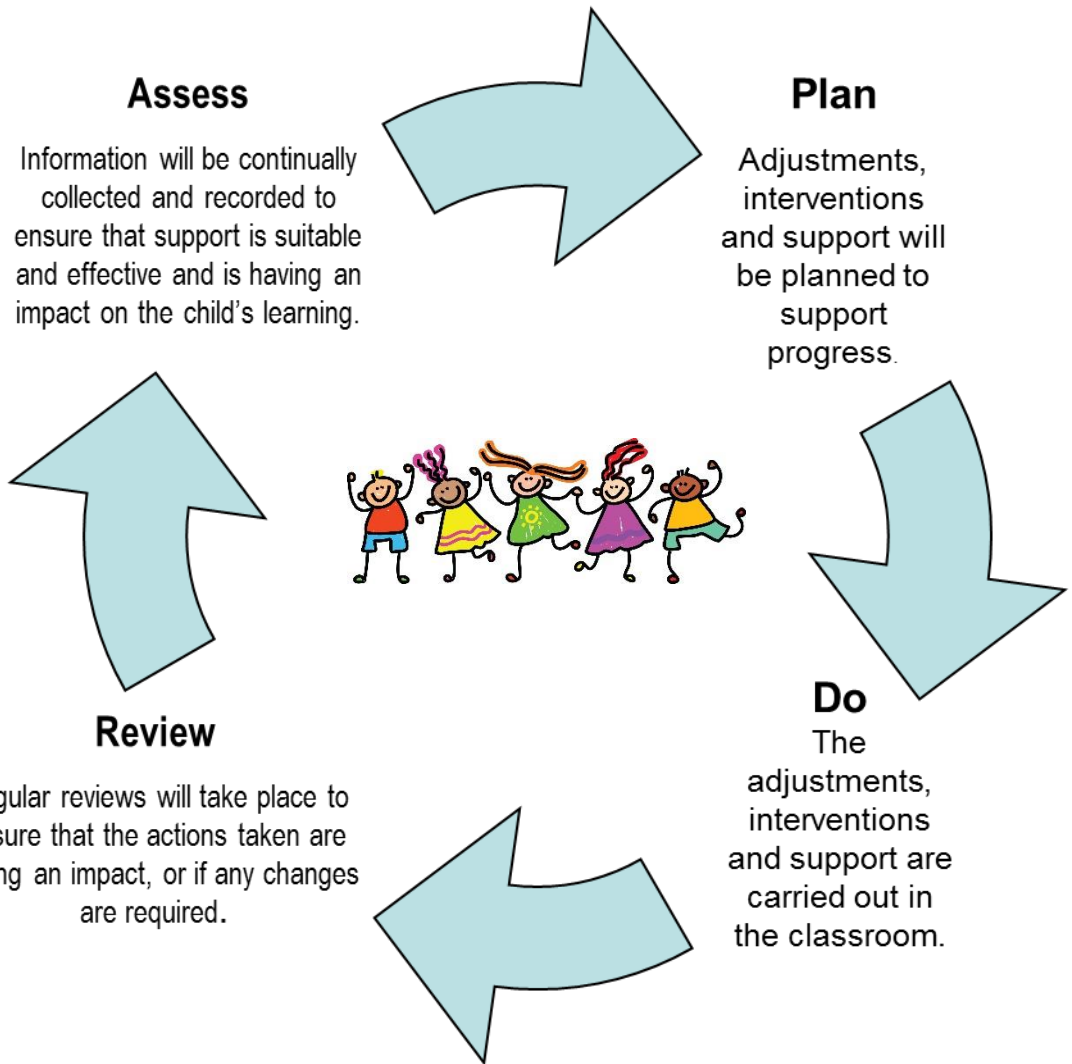
The diagram opposite shows the steps involved in providing SEN Support in school.

You are invited to take part in every review so that you always know how well the support is going and how well your child is doing.

We will also consider your child's views if this is appropriate.

### What kinds of Special Educational Needs can the school help my child with?

Townley School is a fully inclusive school, where every child matters and which makes sure that all children achieve their potential. We aim to address children's needs and support their development in the most appropriate way possible and celebrate effort as much as achievement. Any additional support will be tailored to meet the child's need and will target the area of difficulty.



Additional and/or different provision is currently being made for children with a range of needs, including:

- \* Cognition and learning
- \* Sensory or Physical
- \* Communication and Interaction
- \* Social, Emotional and Mental Health

# Who will be involved with helping my child?



It depends on the needs of child as to how many people will be involved with your child. For some children, just the class teacher, the SENCo and the yourself will be the only people, whilst for other children there might also be outside professionals involved. These are some of the people that may be involved with your child:

## **Class Teacher**

Your child's teacher is responsible for your child's progress in school and will always play a key role .

## **Parents**

You can make a big difference by supporting your child. Your child's teacher will discuss ways you can help at home.

## **SENCo**

The SENCo oversees the provision for children with SEND in school. Jo Evans holds the National Award for SEN Coordination.

## **Teaching Assistant**

Your child may work with a teaching assistant for small group work or individually.

## **Community Paediatrician**

Some children may have a diagnosable condition which is affecting their learning, i.e. Autism, ADHD. The Community Paediatrician may be able to diagnose these conditions.

## **Occupational Therapist**

School may refer your child to an Occupational Therapist if there are concerns about your child's sensory needs, fine motor skills or visual perception. They may carry out an assessment and provide strategies to use with your child.

## **SEND Services**

The SEND Service may work with the teacher and SENCo to provide strategies to use with your child. They can carry out assessments to help identify the difficulties your child is facing. All members of the team come from a teaching background.

## **Educational Psychologist**

The Educational Psychologist may work with the teacher and SENCo to provide strategies or assess your child. Educational Psychologists have both a teaching and psychological background.

## **Sensory Services**

Sensory services may be involved with your child if they have a hearing or visual impairment. This will involve regular visits to school to ensure that any barriers to school life are kept at a minimum. They can also work on a one to one basis with your child.

## **Speech & Language Therapist**

The Speech & Language Therapist may support your child's language development. This can be through direct work in school or they may provide a programme for the school to deliver in order to support your child.

## How does the school teach children with SEND?

### How is the curriculum and learning environment adapted?

Class Teachers have a responsibility for enabling all pupils to learn. Teachers ensure all pupils are equally valued by having equal access to a broad and balanced curriculum

To achieve this they:

- Plan appropriate work/activities for their pupils
- Ensure that support is available for all children (inclusive quality first teaching)
- Differentiate the curriculum to take account of differing learning styles, interests, abilities
- Ensure that all children can be included in tasks/activities
- Monitor individual progress
- Celebrate achievement
- Identify those children who require additional or different support in order to make progress
- Set targets and ensure pupils know the next steps in their learning

Intervention is carried out by the school and is additional to or different from the usual differentiated curriculum.

It may take the form of

- Using different learning materials
- Making reasonable adjustments to routines or to the physical environment
- Support staff in the classroom
- A more focused level of support in a small group withdrawn from the class



## How will we support your child's emotional and social development?

We have an Emotional Literacy Support Assistant who has been trained to plan and deliver programmes of support to pupils who are experiencing temporary or longer term emotional needs.

At Townley we use Cambridgeshire STEPS to understand and manage behaviour. STEPS is a therapeutic, understanding approach to behaviour.

Children may be supported through intervention programmes such as a social skills group/the use of social stories/Lego Club/Talk Partners

School provides clear structure, rules and boundaries throughout the school day

If necessary we can ask for advice from other agencies.

Visual timetables are used so children know what to expect throughout the day.

## What help and training do teachers have in order to support children with SEND?

The SENDCo supports the class teachers in planning for children with SEN.

The school provides training and support to enable all staff to improve the teaching and learning of children inc. those with SEN.

Staff attend training courses run by outside agencies that are relevant to the needs of specific children.

Staff receive training and direct support from specialists



## How will the school let me know my child's needs and the help they are receiving?

Partnership with parents plays a key role in enabling children with SEN to achieve their potential. We recognise that parents hold key information, knowledge and experience to contribute to the shared view of a child's needs. All parents of children with SEN will be treated as partners and supported to play an active and valued role in their child's education.

Your child's teacher will discuss their progress with you regularly. If you or the school have concerns about your child, we will arrange to meet with you.

For some children it may be necessary to arrange for specialised assessments and support from an outside agency. **This will always be discussed with you before we contact any agencies.**

## How will the children themselves be involved?

Children with SEN often have a unique knowledge of their own needs and their views about what sort of help they would like to enable them to reach their full potential. They will be encouraged to talk about their learning and their next steps, as well as the type of support they find helpful. We will always work in the best interest of the child, particularly if they are unaware of their specific needs, as may be the case with children on the Autistic spectrum.

## What happens when my child moves between classes or moves schools?

As your child progresses from class to class, they will continue to receive SEN support in school. Teachers make sure that SEN records are passed from class to class and hold transition meetings to discuss children's needs. All children have opportunities to visit their new classroom and meet the new staff who will be working with them, and if your child needs additional time for this process, this will be arranged.

If your child is leaving our school, we ensure that all records are transferred to the new school. For children moving on to secondary school, additional visits may be offered and we will liaise as closely as we can with the SENDCo at the new school.

If your child joins us part way through their school journey, the information received from their previous school will be used by the teacher to identify how to support your child in school and help plan the next steps of your child's learning.

Your child will continue to receive SEN Support in school and be part of the Assess, Plan, Do, Review process. If your child already has an EHCP, it will transfer with your child and any additional provision will continue along with the continued cycle of reviews.



## **How is Townley School and Pre-school accessible to children with SEND?**

The school is fully compliant with DDA requirements

The school is on one level with easy access or ramps and double doors

Outdoor facilities can be accessed via school entrance/exit doors

Resources are purchased to meet the needs of individuals as appropriate.

A disabled toilet with hoist is available.

Extra-curricular activities are accessible for children for children with SEN. We believe all children are entitled to the same access to extra curricular activities and are committed to making reasonable adjustments to ensure participation for all. This includes the opportunity to take part in one residential trip whilst at Townley.

## **How is extra support allocated to children and how do they progress in their learning?**

- The school budget, received from Cambridgeshire LA, includes money for supporting children with SEN.
- The Headteacher decides on the deployment of resources for children with SEND, in consultation with the school governors on the basis of needs in the school.
- The Headteacher and the Leadership Team discuss all the information they have about SEND in the school, including:
  - 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.

From this information, they decide what resources/training and support is needed.

- The school identifies the needs of SEN pupils on a regular basis. All support given within school is reviewed regularly and changes made as needed, so that the needs of children are met, and resources are deployed as effectively as possible.

Children's progress will be continually monitored by their Class teacher. Progress will also be reviewed through pupil progress meetings, Maths/Reading tests, end of Key stage assessments, lesson observations and book scrutinies. Children with SEN will have an Assess, Plan, Do Review based on their needs and the targets identified will be reviewed regularly. The progress of children with an EHCP will be formally reviewed with all parties involved with the child's education and wider progress at an Annual Review.

## How does the school evaluate how effective the support is for children with SEND?



The way that children are supported will be reviewed continuously to ensure that we are meeting the needs of the children in school.

A number of areas are considered including:

- Staff awareness of procedures for assessment, identification and provision for children with SEND
- Early identification of children with SEND
- Partnership work with parents and children
- Academic progress of children identified with SEND
- How staff are deployed to meet the needs of children with SEND
- The involvement of children in reviewing their progress
- The relationship with outside professionals and the effectiveness of their involvement
- The various intervention programmes used and their effectiveness

Every class teacher produces APDR documents showing any additional support children are receiving, the frequency of this support and detailing the impact this is having.

Pupil Progress Meetings take place regularly where Teachers, the Headteacher and SENDCo look in detail at pupil progress and identify where support is needed.

## What happens if I'm not happy with the support my child is getting?

At Townley we aim to work in partnership with parents to ensure a joint approach to meeting your child's needs. Any complaints regarding SEND provision should initially be discussed with the pupil's Class Teacher or raised with the Headteacher. If a satisfactory outcome cannot be agreed, you should follow the steps outlined in the school's Complaint Procedures and Policy document which is available in the school office and on the website.



# Where can I get extra help and advice?

There are many organisations that will provide support for families with children who have special educational needs or a disability. You might find some of the links below helpful.

## Help and Advice understanding the SEND Code of Practice 0-25 years

The document can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/342440/SEND\\_Code\\_of\\_Practice\\_approved\\_by\\_Parliament\\_29.07.14.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342440/SEND_Code_of_Practice_approved_by_Parliament_29.07.14.pdf)

**Cambridgeshire County Council's Local Offer** which details services available in the Cambridgeshire Area

[http://www4.cambridgeshire.gov.uk/info/20136/cambridgeshire\\_local\\_offer/549/about\\_cambridgeshires\\_local\\_offer](http://www4.cambridgeshire.gov.uk/info/20136/cambridgeshire_local_offer/549/about_cambridgeshires_local_offer)

Norfolk's Local offer can be found- <https://www.norfolk.gov.uk/children-and-families/send-local-offer>



## Pinpoint

A registered Cambridgeshire charity that provides help and support for parents with children who have special needs.

It is run by parents for parents and gives straightforward guidance on the services children are entitled to and how to access them.

<http://www.pinpoint-cambs.org.uk/home>

## SENDIASS - SEND Information, Advice and Support Service

Offer impartial and confidential information, advice and support to parents who have a child with special educational needs or a disability.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-care-and-family-support/send-information-advice-and-support-service-sendiass>

## Education Inclusion Family Advisor EIFA

Our EIFA Worker offers help with challenging behaviour, establishing routines, raising self-esteem, increasing confidence and improving family relationships. For contact details please ask at the office



## Cambridgeshire Early Help Assessment

Sometimes it is difficult to know exactly what help you and your child need. In these cases, the Cambridgeshire Early Help Assessment is an ideal tool to help. It is a way of identifying whether a child needs extra support and working out the best way to provide that support.

School will lead the process for you either through the Family Worker or the SENCo

Find out more from the link below.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family-support/providing-children-and-family-services-how-we-work/think-family>