

- Making limited progress.

2. What should a parent/carer do if they think their child has special educational needs (SEND)?

The class teacher is the initial point of contact for responding to parental concerns and will meet with the parents in the first instance. Information will be shared with the Inclusion Manager (Mrs Lock) and a follow up meeting will be arranged.

If parents have any concerns then they can also contact Mrs Lock who is the school Inclusion Manager.

If you are considering Oldbrook First School for your child then please contact the Headteacher to arrange a time to view the school and talk in more detail about your child's needs and requirements.

3. How will Oldbrook First School support 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 general 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, numeracy & literacy skills etc. then the pupil will 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 be for a term. The interventions will be regularly reviewed 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 Inclusion Manager.

Pupil Progress Meetings are held each term. This is a meeting where the class teacher meets with the Headteacher to discuss the progress of the pupils in their class. This shared discussion may highlight any potential problems in order for further support to be planned.

Occasionally a pupil may need more expert support from an outside agency such as the Paediatrician, Specialist Teachers, Educational Psychologist, Speech and Language Therapist, etc. A referral will be made, with your consent and forwarded to the most appropriate agency. After a series of assessments, a programme of support is usually provided to the school and parents/carers.

The Governors are responsible for entrusting a named person, Mr K Hopkins, to monitor Safeguarding and Child protection procedures. She is 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 children and staff in an equitable way. They monitor and review the 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 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.

Teaching Assistants (TAs) may be allocated to work with the pupil in a 1-1 or small focus group to target more specific needs.

If a child has been identified as having a special need, we will hold a Child Centred Review Meeting (CCR). This is an opportunity for parents, class teacher and the inclusion manager to share their concerns, suggestions, hopes for the future and future strategies to support the pupil's needs. We will create a one page profile detailing the pupil's strengths, things that help them learn, what they want to achieve and what support will be put in place to facilitate this. Specific next steps will then be set according to their area of need. These will be monitored by the class teacher weekly and by the Inclusion Manager six times per year. Next steps will be discussed with parents at Parents' Evenings and a copy given to them.

If appropriate specialist equipment may be given to the pupil e.g. sensory objects, pen/pencils grips or easy to use scissors.

5. How will I know how well my child is doing and how will you help me to support my child?

Next steps are reviewed throughout the year and are shared alongside new steps with parents. This is an opportunity to discuss your child's progress and any areas of need. Assessment data is collected termly to ensure your child is making progress and to identify their next steps.

You will be able to discuss your child's progress at Parents' Evenings. Your child's class teacher will be available at the end of the school day. Appointments can be made to speak in more detail to the class teacher or Inclusion Manager by visiting the school office to make an appointment.

The class teacher may suggest ways of how you can support your child at home and these will be recorded on your child's one page profile and next step record. Parents and Carers will be notified at certain times if specific training or local events are organised by the Local Authority or other agencies.

Mrs Lock or Mr Hopkins 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 or the Specialist Teachers have been involved meetings will be arranged with parents and carers to talk in more depth to gather further information. Suggestions and programmes of study are normally provided by outside agencies that can be used at home which will be highlighted in reports sent to parents.

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

The school offers a wide variety of pastoral support for pupils who are encountering social, emotional or behavioural difficulties. These can be found on our provision overview. The school adopts a restorative practice approach to behaviour management and to developing children's well-being and sense of belonging. More information about this approach can be found in the school behaviour policy.

Members of staff such as the Headteacher, Class Teacher, Learning Mentor and Inclusion Manager are readily available for pupils and parents who wish to discuss any concerns or identified needs.

Pupils with medical needs

If a pupil has a medical need then a detailed Care Plan is produced with support from the school nurse in consultation with parents/carers and the pupil. Plans are shared and discussed with all staff who are involved with the pupil.

Staff receive epi-pen training delivered by the school nurse.

Where necessary and in agreement with parents/carers medicines are administered in school but only where a signed Medicine consent form is in place to ensure the safety of both child and staff member. All medicines are kept in the medical room.

All staff have basic first aid training with some member of staff being trained in paediatric first aid.

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

Please see attached provision overview.

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

Different members of staff have received training related to SEND. These have included sessions on:

Supporting pupils on the autistic spectrum.

Support pupils with social and emotional needs.

Support pupils with speech and language difficulties.

Support pupils with physical and co-ordination needs.

Supporting pupils with learning difficulties.

Mrs Fischer has completed the 'National Award for Special Educational Needs Co-ordination'.

9. 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 after discussion with parents 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.

10. How accessible is the school environment?

As a school we are happy to discuss individual needs and access requirements. Current facilities:

- Wheelchair accessible building
- 3 Toilets adapted for disabled users
- A wet room with shower
- Language support for parents and carers whose first language is not English.

The school is an open plan environment.

- Children with a hearing impairment may find the background noise levels challenging.
- Children with ASD may find the openness challenging

11. How will the school prepare and support my child who needs extra help or SEND to join Oldbrook First School or transfer to a new school?

Many strategies are in place to enable your child's transition to be as smooth as possible. These include:

- Discussions between the previous or receiving schools prior to your child joining/leaving.
- Attending a transition session where they will spend some time with their new class teacher.
- Additional visits for pupils who need extra time in their new school.
- Meetings with Mr Hopkins and Mrs Lock to discuss your child prior to them joining the school.
- Visiting your child in their current setting/school if possible.
- Mrs Fischer will liaise with the Inclusion Manager from the previous/transferring school/setting to pass on information regarding SEN
- A review meeting if your child has more specialised needs.

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

The SEN budget is allocated each financial year. The money is used to provide additional support or resources dependant on an individual's needs. The 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 on individual circumstances.

13. How is the decision made about how much support my child will received?

These decisions are made in consultation with your child's class teacher, yourselves, the Inclusion Manager and the Headteacher. Decisions are based upon termly tracking of pupil progress and as a result of assessments by outside agencies. Child Centred Reviews and progress to date will be shared with parents and next steps identified and levels of support discussed.

During their school life, if further concerns are identified due to limited progress or social and emotional concerns then other interventions will be arranged.

14. Who can a parent/carer contact for further information at school?

If you wish to discuss your child's educational needs please contact the school office to arrange a meeting with your child's class teacher and the Inclusion Manager, Mrs Lock

All parents are encouraged to contribute to their child's education. This may be through:

discussions with the class teacher

during parents evenings

during discussions with Mr Hopkins, Mrs Lock or other professionals

at child centred review meetings parents are encouraged to comment on their child's learning with possible suggestions that could be incorporated

If you are considering Oldbrook First School for your child then please contact the Headteacher to arrange a time to view the school and talk in more detail about your child's needs and requirements.

Ratified by the Governing Body – Autumn Term 2017