



# Ellingham VC and Woodton Primary School Federation



## Our SEND Information Report (What we Offer)

At Ellingham and Woodton Primary Schools every child matters. We maintain every child's right to education and recognise the diverse educational needs within our community. We believe it is our duty to offer that provision where we can, to foster inclusion and provide full educational access.

We try to ensure that all barriers to equal access in our schools are removed or overcome. We monitor and track progress of all children so that the support provided is as effective as possible. We welcome the full engagement of parents and carers and where necessary seek support and advice from specialists outside school to ensure we develop and maintain a range of flexible resources to meet the needs of all our children.

The local authority and other services must set out a Local Offer of all services available to support children who are disabled or who have special educational needs and their families. The local offer will enable families to understand what services they can access and what support they can expect from a range of local agencies, including from the local authority, health services, schools, leisure services and the voluntary sector. The offer includes provision from birth to 25, across education, health and social care. Norfolk's Local Offer can be found at;

[www.norfolk.gov.uk/Childrens\\_services/Special\\_educational\\_needs\\_and\\_disabilities/index.htm](http://www.norfolk.gov.uk/Childrens_services/Special_educational_needs_and_disabilities/index.htm)

As we also geographically serve children and families living in Suffolk their Local Offer can be found with the link below;

<http://infolink.suffolk.gov.uk/kb5/suffolk/infolink/localoffer.page?localofferchannelnew=0>

This statement forms Ellingham and Woodton's SEND Information Report, or local offer, in terms of what we can offer children with SEND in or via the school. This includes how we can provide access to other organisations, but more specifically what support the schools will offer directly to pupils and parents.

## Who are the best people to talk to at Ellingham and Woodton Primary Schools about my child's difficulties with learning, Special Educational Needs or Disabilities?

**Special Educational Needs & Disabilities Coordinator (SENDCO)– Mrs Sarah Querelle**  
Responsible for:

- Overseeing the day-to-day operation of the school's SEND policy.
- Populating and maintaining the SEND Register.
- Co-ordinating provision for children with SEND.
- Advising on providing SEND support.
- Advising on the deployment of the schools' delegated budget and other resources to meet pupils' needs effectively.
- Liaising with teachers and parents of pupils with SEND.
- Liaising with other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Being a key point of contact with external agencies, especially the local authority and its support services.

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- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Working with the Headteacher and the schools governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Ensuring that the school keeps the records of all pupils with SEND up to date.

## **Class Teachers**

Responsible for:

- Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support) and informing the SENCO as necessary.
- Writing Individual Education Plans (IEPs) based upon each child's specific needs and development, and sharing and reviewing these with parents at least once each term and planning for the next term.
- Ensuring that all staff working with your child in school are helped to deliver the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.
- Involving their pupils in the development of their education through child friendly and child centred discussions.

## **The Headteacher – Miss Dawn Read**

Responsible for:

- The day to day management of all aspects of the school, this includes the support for children with SEND.
- She will give responsibility to the SENDCO and class teachers but is still responsible for ensuring that your child's needs are met.
- She must make sure that the Education Advisory Body is kept up to date about any issues in the school relating to SEND.

## **SEND Governor – Mrs Jane Paul**

Responsible for:

- Making sure that the necessary support is made for any child who attends the school who has SEND.

## **What are the different types of support available for children with SEND at Ellingham and Woodton?**

We recognise that Special Educational Needs can impact on children in varying ways and have numerous forms. We currently provide additional and/or different provision for a range of needs, including:

- Communication and interaction, for example, autistic spectrum disorder, speech and language difficulties
- Cognition and learning, for example, dyslexia, dyspraxia, dyscalculia
- Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD),
- Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy

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- Moderate/severe and multiple learning difficulties

## **We support children in a variety of ways including:**

- **Class teacher input via excellent targeted classroom teaching also known as Quality First Teaching.**

For your child this would mean:

- That the teacher has the highest possible expectations for your child and all pupils in their class.
- That all teaching is based on building on what your child already knows, can do and can understand.
- Different ways of teaching are in place so that your child is fully involved in learning in class. This may involve making their learning more accessible through practical activities.
- Specific strategies (which may be suggested by the SENCO or outside staff) are in place to support your child to learn.
- Your child's teacher will have carefully checked on your child's progress and will have decided that your child has gaps in their understanding/learning and needs some extra support to help them make the best possible progress.

All children in school access this as a part of excellent classroom practice.

## **If your child is identified by their class teacher or the SENDCO (or you may have raised concerns) as needing some extra support they may suggest that your child receive some additional support in school. This type of support is available for children with specific barriers to learning or knowledge gaps that cannot be overcome through Quality First Teaching.**

This could be in the form of Specific group work within a smaller group of children. These Intervention groups, may be:

- Run in the classroom or in an alternate, more suitable room.
- Run by a teacher or a Teaching Assistant who has had training to run these groups.
- Group support in the classroom run by a trained Teaching Assistant.
- Individual adult support in the classroom to help your child to access the curriculum alongside their peers.
- A targeted programme delivered to your child in a 1:1 or small group situation outside the classroom by a Teaching Assistant if required.

## **If your child is identified by the SENDCO as needing some extra specialist support from an external professional they could receive specialist group or 1:1 support from the following:**

- Speech and Language Therapy Service,
- Dyslexia Outreach Service,
- Children and Young People's Health Services,
- Occupational Therapy,
- Outreach from A Specialist Resources Base Support Teacher,
- An individual programme of support lead by an Educational Psychologist or Specialist Learning Support Teacher.
- Support through Point 1 or Child and Adolescent Mental Health Services.

This would mean you will be asked to give your permission for the school to refer your child to a specialist professional. This will help the school and yourself better understand your child's particular needs and be able to support them more effectively in school and at home.

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The specialist professional will work with your child to understand their needs and make recommendations, which may include:

- Making changes to the way your child is supported in class e.g. some individual support or changing some aspects of teaching to support them better.
- Support to set different targets which will include their specific expertise.
- A group run by school staff under the guidance of the outside professional e.g. a social skills group.
- Making recommendations to help you support your child at home.

## **Specified Individual support**

This is usually provided via an Education, Health and Care Plan (EHCP). This means that despite the school taking relevant and purposeful action to identify, assess and meet the Special Educational Needs of your child they have not made expected progress and need a particularly high level of individual support which cannot be provided from the budget available to the school.

- The school (or yourself) can request that the Local Authority carry out a statutory assessment of your child's needs. This is a legal process which sets out the amount of support that will be provided for your child.
- After the school have sent in the request to the Local Authority (with a lot of information about your child, including some from you), they will decide whether they think your child's needs seem complex enough to require a statutory assessment.
- If this is the case they will ask you and all professionals involved with your child to write a report outlining your child's needs. If they do not think your child needs this, they will ask the school to continue with the support currently being provided.

After the reports have all been sent in, the Local Authority will decide if your child's needs are severe, complex or lifelong and that they may require specialist help or more support in school to make good progress. If this is the case they will write an Education, Health and Care Plan (EHCP). The EHCP will outline your child's needs, the provision they require and the outcomes sought for your child.

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

- At Ellingham and Woodton children are continually assessed, teachers observe the children in their class in different situations, they talk and listen to them and assess their written work.
- If a class teacher has a concern about a child's lack of progress or low attainment then they will speak to the SENDCO and inform parents at the first opportunity to alert them to concerns and enlist their active help and participation.
- A parent might have shared their own concerns with their child's class teacher or the SENCO.
- Initial identification may also be made as a result of information or expressions of concern from other professionals e.g. a social worker, school nurse, PSA.
- For particular children, more in depth assessments may be required. Some of these can be carried out by our SENDCO and sometimes we ask external agencies to carry these out. Whatever the difficulty, more can be done for children if help is sought earlier rather than later in their school careers.

## **What should you do if you think your child has Special Educational Needs?**

Talk to your child's teacher in the first instance and then seek the support of the SENCO. Your concerns will always be taken seriously, as your views are very important to us.

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## How will we support your child to access the curriculum?

- Class teachers and Teaching Assistants know the profile of their class and the requirements of individuals so learning activities are planned to match children's learning needs.
- The environment is stimulating and supportive. Learning Walls and interactive displays provide prompts and reminders to encourage children to learn and achieve independently.
- Each class has a teacher and a teaching assistant.
- Classes are well resourced and for children with additional needs, we will do our utmost to organise specialised equipment.
- All staff have access to training, advice and resources to enable them to contribute to developing fully inclusive practice.

## How will we measure the progress of your child in school?

- Your child's progress is continually monitored by their class teacher.
- Their progress is reviewed termly and discussed formally with Senior Leaders in Pupil Progress Meetings every term.
- Children on the SEND Register have Individual Targets which are reviewed in partnership with the children and their parents, every term and the plan for the next term made.
- The progress of children with an Education Health and Care Plan (EHCP) is formally reviewed at an Annual Review with all adults involved with the child's education and a Local Authority representative.
- The SENCO monitors the progress of all children with SEND and checks that the support and interventions they are receiving are proving effective.

## How do Ellingham and Woodton Primary Schools work in partnership with parents?

- We firmly believe that children's learning is helped through parents, carers and the school working together to ensure that each child receives the encouragement and support needed to develop his/her potential.
- Our open door policy encourages partnership working with parents and carers.
- We listen to what parents and carers tell us about their children and use that information to make sure everyone who works with a child understands their needs.
- If your child is identified as not making the appropriate progress the school will set up a meeting to discuss this with you in more detail, to listen to any concerns you may have and plan any additional support your child may receive.

The school keeps parents of children with SEND fully informed and involved by:

- Ensuring that parents with children on the SEND Register are aware of this and that they know what this means.
- Ensure that parents are aware of the support that is available for their children.
- Give parents opportunities to discuss with staff, their experiences of their child at home.
- Provide information on SEND procedures and processes.
- Provide opportunities for parents to feed into the target setting process.
- Ensure that the review process seeks and takes account of the parent and pupils views.
- We will seek parental consent for external provision (as required) from outside agencies.
- Ensure that parents are clear on whether their child is making progress.
- Providing information on local and national support services on our Website.

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## **How are Ellingham and Woodton Primary Schools accessible to children with SEND?**

- Our buildings are wheelchair accessible; all of the learning spaces are on one level, each school has ramps and a disabled toilet.
- We ensure that equipment used is accessible to all children regardless of their needs.
- Extra-curricular activities are accessible for children with SEND.
- We will make reasonable adjustments to meet the need of any child with Special Educational Needs and/or disabilities joining our school.
- We are an inclusive school and will to our very best to ensure that all pupils, regardless of ability or disability, have equal access to school, curriculum and learning.

Please also see our Accessible Schools Policy on our website, or ask in the School Office.

## **How are the teachers in the school helped to work with children with SEND and what training do they have?**

- The SENCO's job is to support the class teachers and teaching assistants in planning for children with SEND.
- The school has an ongoing training plan for all staff to improve the teaching and learning of children, including those with SEND.
- Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class.

## **How will your child be supported when they are leaving the school or moving to a new class?**

We recognise that transitions can be difficult for any child but most especially for a child with SEND. We take steps to ensure that any transition is as smooth as possible and additional activities and resources may be used in order to ensure the transition is as reassuring as possible for you child.

If your child is moving to another school:

- We will contact the school's SENCO and/or Pastoral Worker to ensure they know about any special arrangements or support that need to be made for your child.
- We will make sure that all records about your child are passed on as soon as possible.
- Where possible your child will visit their new school on several occasions and staff from the new school will be invited to visit your child in our school.

When moving classes in our schools:

- Information will be passed on to the new class teacher in advance and a planning meeting will take place with the new teacher and all relevant staff.
- Your child will have several visits to their new classroom and meetings with their new teacher and teaching assistant.

## **What should I do if I am concerned about my child progress or I have a complaint?**

If you are unhappy with any aspect of your child's care at Ellingham or Woodton Primary, you should discuss these concerns with the school. This will be with your child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay your concern, you should follow the school's complaints procedure.