



## Grayrigg CE Primary School Special Educational Needs and Disability (SEND) Policy

### Introduction

Grayrigg C.E. Primary School provides a broad and balanced curriculum for all children. The National Curriculum is our starting point for planning that meets the specific needs of individuals and groups of children. When planning, teachers set suitable learning challenges and respond to children's diverse learning needs. A minority of children have particular learning and assessment requirements that could create barriers to learning.

These requirements are likely to arise as a consequence of a child having special educational needs. Teachers take account of these requirements and make provision, where necessary, to support individuals or groups of children and thus enable them to participate effectively in curriculum and assessment activities.

Children may have special educational needs either throughout, or at any time during, their school career. This policy ensures that curriculum planning and assessment for children with special educational needs takes account of the type and extent of the difficulty experienced by the child.

### Aims and objectives

The aims of this policy are:

- To create an environment that meets the special educational needs of each child;
- To ensure that the special educational needs of children are identified, assessed and provided for;
- To make clear the expectations of all partners in the process;
- To identify the roles and responsibilities of staff in providing for children's special educational needs;
- To enable all children to have full access to all elements of the school curriculum.

### Educational inclusion

Through appropriate curricular provision, we respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- require a range of different teaching approaches and experiences.

Teachers respond to children's needs by:

- providing support for children who need help with communication, language and literacy;
- planning to develop children's understanding through the use of all available senses and experiences;
- planning for children's full participation in learning, and in physical and practical activities;
- helping children to manage their behaviour and to take part in learning effectively and safely;
- helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning.
- Deploying their TAs within their class to ensure that SEND children receive appropriate support alongside high quality teaching time with the class teacher
- liaising with parents.

## Special educational needs

Children with special educational needs have learning difficulties that call for special provision to be made. All children may have special needs at some time in their lives.

In our school the Special Educational Needs Co-ordinator (SENDco) is Emma Littlewood:

- 🕒 monitors the day-to-day operation of the policy;
- 🕒 co-ordinates the provision for and manages the responses to children's special needs;
- 🕒 supports and advises colleagues;
- 🕒 contributes to and manages the records of all children with special educational needs;
- 🕒 manages the school-based assessment and oversees paperwork to be completed by class teachers about specific children.
- 🕒 Network with other SENDcos through KCP and training.
- 🕒 acts as link with external agencies and other support agencies;
- 🕒 monitors and evaluates the special educational needs provision and reports to the governing body;
- 🕒 manages a range of resources, human and material, linked to children with special educational needs;
- 🕒 maintains the school's SEND register.
- 🕒 Attend TAC meetings as a leader to support class teachers and parents in ensuring appropriate provision is offered.
- 🕒 Hold staff accountable for meeting the needs of the pupils as written in the individual support plans, EHA and EHCPs.

The SENDco's role is to lead SEND - phase leaders at Grayrigg are responsible for the children in their class - it is the role of the class teacher to:

- 🕒 Arrange TACs with parents within the time allocated
- 🕒 To complete the EHA and lead the TAC - The SENDco will also attend to offer additional guidance and to ensure provision offered matches the needs of the children.

Under the guidance of the SENDco the school administrator will:

- 🕒 Chase up phone calls to ensure appointments with specialist advisors are kept.
- 🕒 Keep a diary of appointments in the SMS (scholarpack)

## The role of the governing body

The governing body does its best to secure the necessary provision for any pupil identified as having special educational needs or disabilities. The governors ensure that all teachers are aware of the importance of providing for these children. They consult the LA and other schools, when appropriate, and, through the appointed SEND Governor, are available to consult with parents if required. The governing body has decided that children with special educational needs and disabilities will be admitted to the school in line with the school's agreed admissions policy.

## Allocation of resources

The SENDco is responsible for the operational management of the specified and agreed resourcing for special needs and disabilities provision within the school, including the provision for children with an Education, Health and Care Plan (EHCP).

The SENDco informs the governing body of how the funding allocated to support special educational needs has been employed, often through meetings with the SEND Governor who then reports back to the Teaching & Learning Committee.

The SENDco and the teaching staff meet at least annually to agree on how to use funds directly related to any EHCPs.

## Assessment

Early identification is vital. The class teacher informs the parents at the earliest opportunity to alert them to concerns and enlist their active help and participation.

The class teacher and the SENDco assess and monitor the children's progress in line with existing school practices. External assistance from other agencies may be requested to aid this process- this MUST be done through an Early Help Assessment.

With the support of the SENDco, class teachers work closely with parents, other teachers, TAs (and possibly other agencies) to plan an appropriate programme of intervention and support. As far as possible all these key people /organisation's advice is followed and wishes are catered for.

The assessment of children reflects, as far as possible, their participation in the whole curriculum of the school. The class teacher and the SENDco can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators.

The school uses a three stage model to respond to children's special educational needs:

Universal

- 🎯 **1. Universal (All):** All children receive high quality teaching which ensures they can access learning through effective differentiation, high level questioning and on-going timely assessments. This means that the teachers will continually assess and target learning aimed at challenging your child at an appropriate level.
- 🎯 **1a: Target:** if a child is slipping in a specific area or needs a bit of extra help to quickly catch up with their peers then class teachers are expected to differentiate their practice to enable this to happen. Parents will be informed of what is happening and what they can do to help. This will be reviewed after six weeks, if they continue to struggle they will be moved to an Early Help Plan.
- 🎯 **2. Early Help (Some):** Some children may need additional support over a longer period of time. For these children an early Help will be registered and regular half termly TAC (team around the child) meetings will be held. The Early Help will be registered with the agreement of the family on order to ensure help from outside agencies can be sought as promptly as possible. There is no time limit on an Early Help assessment. They can be opened (stepped up) and closed (stepped down) when and if appropriate.
- 🎯 **3 EHCP (A few):** A few children may need specific, long term support. This will involve support from external services. These children will initially remain on Early Help Plans which will be shared with parents but school will apply for an EHCP if this is what is needed to ensure the child is successful.

The LA seeks a range of advice before making a formal EHCP. The needs of the child are considered to be paramount in this.

## Access to the curriculum

All children have an entitlement to a broad and balanced curriculum, which is differentiated to enable children to:

- understand the relevance and purpose of learning activities;
- experience levels of understanding and rates of progress that bring feelings of success and achievement.

Teachers use a range of strategies to meet children's special educational needs. Teachers pride themselves on meeting the needs of all learners. The Ethos is one where all children can feel successful with a shared understanding of learning as hard (the wobble), messy (lots of mistakes) and needing firm foundations.

Support plans, which employ a small-steps approach, feature significantly in the provision that we make in the school. SMART targets are set that should be achievable within 6 weeks. From year 4 children are involved in writing their support plans and attend the TAC meetings.

We support children in a manner that acknowledges their entitlement to share the same learning experiences that their peers enjoy. Wherever possible, we do not withdraw children from the classroom situation. There are times though when, to maximise learning, we ask the children to work in small groups, or in a one-to-one situation outside the classroom.

Our aspiration is that all children with Special Educational Needs and Disabilities will be able to experience the same curriculum as their classmates.

### **Partnership with parents**

At all stages of the special needs process, the school endeavours to keep parents fully informed and involved. We take account of the wishes, feelings and knowledge of parents at all stages. If this is at odds with advice being received by the school, we will work to try to bring the two opinions together. We encourage parents to make an active contribution to their child's education. In addition to the two formal parents' evenings every year, parents of children with SEND will be invited to meet with the class teacher at the beginning of each half term for a 30 minute meeting - a TAC (Team Around the Child). The school also operates an open-door policy; any parent can discuss their child's needs by making an appointment with the class teacher and/or the SENDco. We inform the parents of any outside intervention, and we share the process of decision-making with the parents.

### **Supporting Pupils with Medical Needs.**

The school will make every effort to fully support any children with specific medical needs to access the full curriculum. This help will be designed on a case by case basis.

### **Monitoring and evaluation**

The SENDco monitors the movement of children within the SEND system in school. This is monitored by the SEND Governor.

The class teacher should review support plans and plan next steps before meeting with the SENDco prior to a TAC meeting. This enables the SENDco to offer advice support and to monitor progress against the individual children.

The SENDco and the governor with responsibility for special needs also hold termly meetings.

The Governors review this policy annually, or as required.

**Approved by Teaching & Learning Committee on: 01.05.2018**

**Signed:**

**Next review date:**