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# Lanesend Primary School

## Special Educational Needs and Disabilities Local Offer Policy Statutory Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

Review Date: September 2018 (Yearly)  
Reviewed By: Inclusion Officer and Child Centred Group

# Lanesend Primary Special Educational Needs and Disabilities Local Offer Policy

## Introduction to Lanesend Primary School

Lanesend Primary School currently have 367 pupils on role aged between 4 and 11 years. We currently have 41% (FSM6) on free school meals and 36% AEN across the school.

### 1. Who are the best people to talk to in the early years setting about my child's development needs?

Staff member(s) responsible: Tara Hopkinson (Early Years Foundation Stage Lead)

#### Description of our provision:

- Whole class visuals are used consistently and personalised visuals can be put in place for individual children where appropriate.
- All staff use Makaton and visuals to support communication within the setting.
- Emotional Support groups are run to support emotional development
- Speech and Language intervention is run 1:1 or in small groups
- Intervention groups are run with a ratio of no more than 1:6 to support needs that arise within the cohort. Recent examples include Number Stars, Motor Skills, Write from the Start and Beam Motor skills.
- Personal Plans are completed for children where appropriate and reviewed on a six-weekly basis.

### 2. Who are the best people to talk to at Lanesend Primary School regarding my child's difficulties with Learning, their Additional Educational Needs (AEN) or Disabilities?

#### Staff member(s) responsible:

- If a family is concerned about their child's difficulties or Additional Education Needs (AEN) they should in the first instance speak to their class teacher who will be able to advise and signpost to the following members of staff if the need arises.
- Vicki Thomas Inclusion Officer
- Caroline Sice Head Teacher
- Dave Cooper SENCo – Deputy Head Teacher

#### Description of our provision:

- Please see attached appendix 1 for provision provided in school.

### 3. How can my child receive help at Lanesend Primary School?

- All children at Lanesend Primary school will have access to Quality First Teaching.
- Differentiated curriculum in line with their needs.
- Early identification of additional educational needs.
- Provision groups run by Learning Support assistants (LSAs)
- Class teachers continually assess their pupil's progress both formally and informally.
- Personal Plans are in place for all children on the AEN register, which are reviewed each half term by the AEN Team, Class Teacher and families. Personal Plans detail all provisions, concerns and targets set for your child on a half termly basis.

### 4. What provisions do Lanesend Primary School provide in order to address behaviour, increase attendance and avoid exclusion?

- Lanesend Primary School run a 'Good to be Green' behaviour system for all pupils in school.
- All children are expected to maintain a level of good behaviour throughout the school day, this is supported by etiquette whole school targets.
- If behaviour is an ongoing concern teachers can put a behaviour contract in place to clearly define what is acceptable behaviour, these are completed with the teacher, child and parent. They set out realistic targets for the child to achieve.

### 5. How can I let Lanesend Primary School know that I am concerned with the progress of my child/young person in school?

- If you have concerns you are encouraged to speak to your child's class teacher in the first instance.
- Progress reports are prepared each half term showing your child's progression throughout the year.
- Provision maps are shared with parents at regular parent and teacher meetings. The provision map details your child's progress through their time at Lanesend Primary School.
- If you continue to have concerns you can raise concerns with Caroline Sice Head Teacher or Vicki Thomas Inclusion Officer.

### 6. How will Lanesend Primary School let me know if they have any concerns about my child?

- Lanesend Primary School will ensure that all parents are aware of the schools arrangements for SEN including opportunities for meetings with the AEN Team.

- Lanesend Primary school have regular family, teacher meetings where achievements and concerns can be discussed. Parents will be contacted if a concern is raised.

#### 7. How is extra support allocated to children and how do they move between different levels?

- All children will have access to Quality First teaching, and a differentiated curriculum.
- Children will have access to a number of provisions (please see attached Appendix 1) to support their individual need.
- Lanesend Primary school has access to a SpLD teacher who can assess and support children with specific learning difficulties.
- Children with a 'Personal Plan' will have access to individualised support from the school's LSAs. This will be delivered either on an individual or small group basis.
- If a child has an Education, Health and Care plan, LSA support may be appropriate for their learning needs.
- Support from External Professionals may be sought to support a child's learning and development these includes the services of, Play Therapist, Speech and Language, Paediatricians, Educational Psychologists, IOW Specialist Outreach Service, Drumming Therapy, Physiotherapy, Occupational Therapy, and CAMHS (Community Child and Adolescent Mental Health Services).

#### 8. What specialist services are delivered at, or accessed by Lanesend Primary School?

Lanesend Primary school have a number specialist provisions delivered by the school as well as accessing professional services to support children (please see appendix 2).

#### 9. How are staff supported at Lanesend Primary School to work with children with Additional Educational Needs?

- All staff at Lanesend Primary School has access to an extensive training programme and regular in-house training to ensure all teaching and support staff are adequately trained to support children with Additional Educational Needs.

#### 10. What training have the staff supporting children with Additional Educational Needs received or have available?

- All training is completed by teaching staff and support staff current training completed by all staff includes;

- Attachment Disorder ,Emotional Support, Sensory Processing Disorder Awareness, FASD (Foetal Alcohol Spectrum Disorder) awareness, ADHD, SEN reforms, Mike Fleetham, Positive Handling and Speech and Language, Differentiation Training, ASD Awareness training , Mental Health Awareness and Makaton.

#### 11. How will activities and teaching be adapted for my child's learning needs?

- Quality First teaching and a differentiated curriculum will be in place to support all children of all levels within school.
- If a child's needs are not met within a differentiated curriculum then an individualised programme will be developed. This will be done via provisions, small group work and their 'Personal Plan' targets. If their needs are complex then a LSA will work with the class teacher to develop an individualised programme seeking relevant support from internal and external professionals.

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

- Ongoing teacher assessment will identify any needs your child may have and what approach is most suited to their learning capabilities.
- Our SpLD (Specific Learning Difficulties) teacher can assess your child to identify any areas of concerns.

#### 13. How will both you and I know how my child is doing? How will you help me to support my child's learning?

- Regular meetings with your child's class teacher and progress reports are completed on a half termly basis.
- Lanesend Primary School is an open school and encourages all parents to discuss any concerns or achievements with class teachers or relevant members of school staff on a needs basis.

#### 14. How will Lanesend Primary School measure my child's progress?

- Class teachers conduct assessments every half term to monitor children's progress. Every term they complete summative assessments to inform next steps.
- Each child is expected to make 6 points progress in-line with their own learning curve each academic year – where age appropriate.
- Your child's progress will be shared with you each half term.

#### 15. What is the pastoral, medical and social support available at Lanesend Primary School?

- Lanesend Primary School is an open school and we provide support to our children and families in all of the areas above.
- Pastoral - Children are supported by their teachers, support staff and families are fully supported in school by our Family Support and Safeguarding Lead Hannah Holmes and our Family Liaison Officer, Andrea Flux.
- Medical – Our children’s medical needs are supported by relevant Health and risk assessments and staff awareness. We have continuous outside support from the School Nurses and Paediatric departments.

#### 16. What support will there be for my child’s overall wellbeing?

- Lanesend Primary School has a nurturing ethos throughout the school which provides each child with a positive experience.

#### 17. What support does Lanesend Primary School have for me as a parent with a child who has Additional needs?

- Lanesend Primary School provide AEN Coffee and chat session for families of children with additional needs. The coffee mornings are an opportunity to meet other parents with similar concerns and experiences as yourself; as well as providing an opportunity to discuss common concerns with the AEN Team.
- Training and awareness events are also held for parents these have included, Sensory Processing Disorder, and ASD awareness. Professionals are also invited to attend these events and we have had visits from FIZ (Family Information Zone) and SENDIASS.
- We have an 'open door' policy for parents to discuss their concerns with the Inclusion team.
- Lanesend Primary school also has a Family Liaison Officer, Andrea Flux and a Family Support and Safeguarding Lead, Hannah Holmes to support and sign post families with relevant advice and services available to support.
- The school also supports families with providing support through our Specific learning difficulties teacher (SpLD) Claudia Hodgson. Claudia can assess children for specific learning difficulties as well as supporting parents to provide ongoing support at home.

#### 18. How does Lanesend Primary School manage the administration of medicines?

- If your child requires medication while they are at school, this can be administered by school staff on completion of relevant documentation

that will need to be completed and checked by the school office prior to commencement.

- Please see the relevant policies which can be found on the school website.

#### 19. How accessible is Lanesend Primary School's environment e.g Clubs, trips, etc?

- All children within Lanesend Primary School have access to after school clubs run by the school and external bodies.
- School trips are available for all children to attend whatever their additional need may be.

#### 20. How will Lanesend Primary School support my child when they are moving year group or to a different school?

##### Transition into the Early Years Foundation Stage:

If your child is due to start the Early Years Foundation Stage (EYFS) at Lanesend Primary School, there is a comprehensive transition process in place (see our EYFS Transition Policy for detailed information). We hold informal stay and play sessions throughout the year from October onwards and encourage parents to attend with their child. We carry out home visits, where two members of the team will visit you and your child in their home setting to complete information for their Personalised Learning Plan, visit children in their Pre-School settings and meet with Key Workers in the Summer Term to ensure a personal handover of all information. Children attend four transition sessions in the Summer Term, two half days and two full days, and families are asked to stay with them for the first one. We hold two parents' evenings that bookend the transition sessions and also provide each child with a booklet with photographs of the staff and setting to have at home during the Summer Holidays. If your child has Additional Educational Needs we will discuss these with their Pre-School SENCO and, if appropriate, the EYFS Lead will attend any professionals meetings throughout the year relating to their learning and development.

##### In school transition:

There is a comprehensive transition process in place at Lanesend Primary School. Children will have the opportunity to move up to their new classroom with their current teacher for a number of weeks to settle them into their new environment with a familiar face.

Booklets are made for pupils with additional needs identifying their new class teacher, new support staff and their new environment. These booklets are then taken home for children to share with their families. Lanesend Primary School provide a minimum of two 'move up days' this means children will be taught by their new teacher in their new classroom. This allows children to build a relationship with their new teacher prior to the start of the new academic year.

## Transition to Secondary School

Children with additional needs will have a longer transition to secondary school as we are aware that this is a big step for all children but can be quite daunting for a child with additional needs.

Children will hopefully visit their new school a minimum of twice in the spring term to familiarise themselves with their new surroundings and staff in their new school. We also provide all children in year 6 with workshops to address their concerns over their transitions. Children will also be provided with a number of visual resources to aid in a smooth transition for all children.

## Appendix One – Provision provided in school appropriate to child's needs

### School Delivered Provisions

- Numeracy
- Literacy
- Reading
- Spelling
- Handwriting
- Fine motor skills
- Gross motor skills
- Behaviour
- Emotional Support
- Social Skills
- Debate
- Friendship
- Speech, language and communication
- Science
- Modern Foreign Language
- 1:1 Learning Support Assistant Provision
- 1:1 Emotional Literacy Support
- Remarkable Children Support
- Mentoring
- ASD (Autistic Spectrum Disorder) Specific Provisions
- Multi Skills United
- Nurture Group
- Sensory Circuit
- Anger Gremlin
- Anxiety Gremlin



- HeartMath
- EAL Support
- Self Esteem

All provisions subject to availability

## **Appendix 2 – Specialist External Provisions- appropriate to child’s needs**

- Speech, Language and Communication
- Occupational Therapy
- Physiotherapy
- Community Child Adolescent Mental Health Services (CAMHS)
- Youth Trust
- IOW Specialist Outreach Service
- Play Therapy
- Drumming Therapy
- Swimming
- Sailing
- Sports Provision
- Barnardos
- YMCA
- Bodsters
- Challenge and Adventure
- Young Carers
- PAT Dog
- Hampton Trust
- Branstone Farm
- TALK2