



LANESEND PRIMARY SCHOOL
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Lanesend Primary School

Special Educational Needs and Disabilities Local Offer Policy

Statutory Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Trustees)

Review Date: September 2024 (Yearly)

Reviewed By: Child Centered Group and Board of Trustees

Lanesend Primary Special Educational Needs and Disabilities Local Offer Policy 2023-24

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

Staff member(s) responsible: class teacher or Tabitha Wren (Reception Year Leader).

Description of our provision:

- Whole class Makaton visuals are used consistently as well as personalised visuals which can be put in place for individual children where appropriate
- All staff use Makaton and visuals to support communication within the setting
- Speech and Language intervention is run 1:1 or in small groups
- Intervention groups are run with a ratio of usually no more than 1:6 to support needs that arise within the cohort.
- Personal Plans are completed for children where appropriate and reviewed on a termly basis via Edukey, our online recording system.

2. Who are the best people to talk to at Lanesend Primary School regarding concerns about my child's learning, their Special Educational Needs or Disabilities?

If a family is concerned about their child's learning or Special Educational Needs (SEND) 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.

- Nikki Napier; SENCO and Assistant Head Teacher
- Vickie Sutton; Head Teacher

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

- All children at Lanesend Primary school will have access to Quality First Teaching.
- We have a differentiated curriculum in line with pupil's needs.

- Early identification of Special Educational Needs.
- Provision groups within all areas of SEN run by Key workers.

- Class teachers continually assess their children's progress both formally and informally.
- Personal Plans are in place for all children on the SEND register, which are reviewed each term by the Class Teacher.
- Personal Plans detail provisions, strengths, concerns and targets set for your child on a termly basis.

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

- Lanesend Primary School uses a Positive Behaviour Policy to support all children in school.
- Classroom staff are all trained using MAYBO de-escalation strategies and techniques
- All children are expected to maintain a level of good behaviour throughout the school day.
- If behaviour is an ongoing concern, teachers can put a behaviour plan in place to clearly define what acceptable behaviour is. These are completed with the teacher, child and family. 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 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 term showing your child's progression throughout the year.
- If you continue to have concerns you can raise concerns with your child's Year Leader, Assistant Head Teacher, Nikki Napier, SENCO or Vickie Sutton, Head Teacher

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

- Lanesend Primary School will ensure that all families are aware of the schools' arrangements for SEND including opportunities for meetings with the SEND Team.
- Lanesend Primary School have regular family, teacher meetings where achievements and concerns can be discussed. Families 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 as required.
- Children will have access to an appropriate range of provisions to support their individual need.
- Children with a Personal Plan may have access to 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, a Key Worker will be assigned to them to support the provision in their plan.
- Support from External Professionals may be sought to support a child's learning and development. These includes the services of: Speech and Language, Paediatricians, Educational Psychologists, Physiotherapy, Occupational Therapy, and CAMHS (Community Child and Adolescent Mental Health Services). *Some services are only available for children with EHCPs.*

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

- Lanesend Primary school have a number of specialist provisions delivered by the school as well as accessing professional services to support children.

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

- All staff at Lanesend Primary School have access to regular in-house training to ensure all teaching and support staff are adequately trained to support children with Special Educational Needs.
- We also have in house MAYBO trainers and Makaton tutors.

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

- All training is completed by teaching staff and support staff.
- Examples of training completed by staff includes; Attachment Disorder, Emotional Support, Sensory Processing Disorder Awareness, ADHD support, MAYBO, Speech and Language, ASC Awareness training, Mental Health training 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 via provisions, small group work and their Personal Plan targets.

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.
- We also have access to in-house testing to support. These include: Verbal and Non-Verbal reasoning testing and Dyslexic Profiles.

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.
- Progress reports are completed on a termly basis.
- Lanesend Primary School is an open school and encourages all families to discuss any concerns or achievements with class teachers or relevant members of school staff whenever needed.

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

- Class teachers conduct daily ongoing assessments to check children's understanding of the learning objectives covered.
- Class teachers also undertake assessments every term to monitor children's progress and to inform next steps.
- Your child's progress will be shared with you each 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 TAC team (Team Around the Child).
- Medical – Our children's medical needs are supported by relevant Health and risk assessments and staff awareness. We have 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 Special Educational Needs?

- Lanesend Primary School provide support and guidance for families through training sessions such as MAYBO. We also offer more informal coffee mornings.
- We have an 'open door' policy for families 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.

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. This 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 special needs 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 families 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 to inform Personalised Learning Plans. We also visit children in their Preschool settings and meet with Key Workers in the Summer Term to ensure a personal handover of all information.

We hold family information 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 Special 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.

Booklets are made for children with Special Education 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', where 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 Special Educational Needs will have a longer transition to secondary schools. Children will also be provided with a number of visual resources to aid in a smooth transition for all children.