



# **SEND Information Report 2020**

**Policy Written By:** Kate Kirby

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**Policy to be taken to Governors:** Yes

**Policy Category:** School



## **Finlay Community School SEND Information Report 2020**

Please read this report in conjunction with our SEND policy and Local Offer available on our website: <http://www.finlayschool.co.uk>

Also the Local Authorities Local Offer gives details of the provision that they can offer children with additional needs and can be found on the Glos Families directory site: <http://www.glosfamiliesdirectory.org.uk/kb5/gloucs/glosfamilies/home.page>.

Executive Head Teacher: Rachel Lane    Acting Head of School: Heather Williams    SENDCo: Katie Kirby    SEND Governor: Dan Gillingham

### **Special Educational Needs Information Report**

This document provides information about the support Finlay Community School offers to children with Special Educational Needs and Disabilities (SEND). We aim to support all children including those with SEND to reach their full potential.

#### **Currently we support children with the following needs:**

- Moderate Learning Difficulties
- Communication and Interaction Difficulties
- Social, Emotional and Mental Health difficulties
- Autistic Spectrum Disorder and Asperger's Syndrome
- Visual Impairment
- Specific Learning Difficulties
- Physical and Medical needs

#### **How do we identify children with SEND?**

When children have already been identified with SEND before they attend our school, we liaise with the people who already know them, e.g. Pre-School staff or previous school, and use the information already available to identify what their SEND will be in our school and how best to manage it.

Children in school are assessed regularly by the class teacher both formally and informally using level descriptors. Class teachers meet weekly with a member of Senior Management to ensure all children are making good progress. Children whose progress and achievement fall significantly below expected levels will be considered for SEN intervention by the class teacher and Special Educational Needs Coordinator (SENCO). We also have a classroom called 'The Nest' which is where children who may need extra support for a variety of reasons, can attend to ensure they access a bespoke curriculum and their additional needs are met. A teacher and a TA teach in here full time and they run a morning sessions and an afternoon session.

#### **How will I know if staff have concerns?**

If Special Educational Needs are identified, the class teacher will arrange a meeting with the parent to discuss and plan the way forward. This may entail writing a plan of action. At this point, permission



may be sought to engage outside agencies such as Speech and Language Therapists, Occupational Therapists, etc.

Who are the staff involved?

Class Teacher and Teaching Assistant

Senior management – Mrs Lane – Executive Head, Mrs Williams (Maternity), Mrs (Acting Head Teacher) Willis and Miss Palmer - Assistant Head

SENCO- Mrs Katie Kirby

Family Services Manager – Miss Michelle Bryce

### **What should I do if I think my child has SEND? How do I raise my concerns?**

In the first instance, parents should meet with the class teacher, as they know your child best and have primary responsibility for their progress.

If you still have concerns you are welcome to meet with our SENCO, Mrs Kirby, Mrs Lane the Executive Head teacher or Mrs Willis, Acting Head Teacher.

If you are still concerned, you can contact the SEN Governor, Mr Dan Gillingham.

### **How does Finlay teach and support children with SEND?**

We follow the Graduated pathway of support.

**My Plan:** If children are not making expected progress for them, through quality first teaching, a My Plan may be put in place. This will give the child specific targets to work on within a 6 week time frame. It will outline the additional support and resources put in place to support that child in achieving. This could be additional resources in class or extra interventions in a small group. These are reviewed every 6 weeks by the Class Teacher and monitored closely by the SENDCo.

**My Plan +:** If after 2 reviewed My Plans, the child is still not making the desired progress against their targets, it may be necessary to put a My Plan + in place. At this stage, the SENDCo may ask for extra specialist advice from outside agencies such as:

- Educational psychologist Service
- Advisory Teaching Service
- The Occupational Therapist service
- The School Nurse
- Speech and Language Therapist
- Social Services
- Consultant Paediatrician

This will be during a Team Around the Child (TAC) meeting. This is where other outside agencies involved with the child, the parents, the Class Teacher and the SENDCo, get together to discuss the child's progress and what support and intervention will support the child further.



**EHCP:** If the child's additional needs are more complex and require specialist intervention and support, the SENDCo, in consultation with parents and other relevant agencies, will apply for an Education Health Care Plan from the Local Authority. This will ensure that funding and resources will be ring-fenced to support the school in providing appropriate and effective provision for the child to meet the child's needs. This funding and resourcing will be reviewed annually at the Annual Review in consultation with the agencies involved with the child, the parents, the Class Teacher and the SENDCo. Their resources and funding will be reviewed using the Resource Allocation System, which is on the Glos Families direct website.

Before reviewing all three levels of support, the child will complete a My Profile, gathering their thoughts and feelings on school and home and things that help them and things that do not.

### **How will I know how well my child is doing?**

Your child's progress is assessed regularly. You will be invited to meet with the class teacher regularly to help review your child's targets. 'My Plans' are reviewed half termly.

You are always welcome to discuss any concerns with the class teacher or SENDCo, at other times.

### **Who will be working with my child?**

The class teacher has the prime responsibility for daily provision for children with SEND, through their planning and assessment. The class teacher will plan interventions which they or a teaching assistant may undertake with an individual or a small group.

Other people or external agencies that may be involved include:

- Michelle Bryce (Family Services Manager)
- Advisory Teachers
- Educational Psychologists
- School nurse
- Physiotherapist
- Occupational Health
- Speech and Language Therapist
- Child and Adolescent Mental Health Service (CAMHS)
- Play therapists

### **How do we as a school assess and evaluate the provision that has been arranged for your child and the progress that they are making?**

- Intervention evaluations are completed by all staff leading additional support.
- P-levels and progression guidance are used to measure progress for some SEN pupils.
- National curriculum levels are used to measure progress for some pupils with continuous assessment.
- Weekly progress meetings are held with the class teachers and a member of the senior Management Team.



- School pupil tracker is used to record and monitor assessment data for the core subjects.
- My Plan Reviews and Annual Review of EHCP for some SEND pupils.
- Discussion with parent/carer at parent consultation meetings.

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

Staff receive Continuing Professional Development (CPD) to support children with SEND on a regular basis. Our staff have attended whole school training on Attachment Disorder, Behaviour Management, Safeguarding Children and Young People, Diabetes, EPI Pen use, First Aid, Trauma and Emotion Coaching.

Individual teachers and teaching assistants attend training courses run by outside agencies that are relevant to the specific needs of children in their class. The SENDCo will support the class teacher in planning for children with SEND in their class.

### **What extra pastoral support do we offer to children with SEN and what measures are in place to prevent bullying?**

Our school has a policy of zero tolerance towards bullying. Please see our Anti-Bullying Policy for further information.

### **How have we made the school accessible to children with SEND?**

We aim to ensure that all SEND children have equal access to all aspects of school provision, including extra-curricular activities. All school trips including the residential trip in Year 6, are available to all pupils with any extra SEND provision being made where needed.

### **How do we arrange and support children with SEND, transfer to another school?**

If your child is moving to another school we will contact the school SENDCo and ensure they are aware of any special support your child may need. We will pass on all information and records we have about your child. We can arrange extra transition visits, particularly when transferring to secondary school.

We encourage the preschool children to attend several visits in the summer before they begin school. When children move to a new year group within school, all information is passed onto the new teacher and a planning meeting will take place.

If your child has an EHCP (Educational, Health, Care Plan) then you will be invited to a Phase Transfer Meeting when they are in Year 5. We will invite the SENDCo from the secondary school that you have chosen for your child.

### **Where can I find the SEND Policy?**

The SEND Policy can be found on the website and is available from the school.  
<https://www.finlayschool.co.uk/policies>



## **What role do the Governors have? What does the SEND Governor do?**

The Governing Body is responsible for the conduct of the school and must promote high standards of education at the school. They act as a “critical friend” and are a source of support. The Governors have a duty to ensure parents are kept informed through the policy and reports to parents.

The SEND Governor must do their best to ensure that the school makes the necessary provision for every child with SEND. It is their role to help raise awareness of SEND issues at governing body meetings.

## **What can you do if you are not happy?**

If there is something that you are not happy with, we would welcome you to talk to one of the following members of staff to express your concerns:

- Your child’s class teacher
- The SENDCo
- The Head teacher

It would be advisable to contact the school office to arrange an appointment to talk about your concerns.

Our school Complaints Procedure Policy can also be found on our website:  
<https://www.finlayschool.co.uk/policies>

This details the stages of complaint and the appropriate people to talk to.