

All local maintained schools have a similar approach to meeting the needs of pupils with Special Educational Needs and are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. All schools are supported to be as inclusive as possible, with the needs of pupils with a Special Educational Need/s and or disabilities being met in a mainstream setting wherever possible, where families want this to happen.

People who support children with Special Educational Needs and/or disabilities in this school:

School Based Information	People	Summary of Responsibilities
<p><b>Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs/Disability (SEND)?</b></p> <p><b>How can I talk to them about my child if I need to?</b></p>	<p><b>Class teacher</b></p>	<p><b>is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Ensuring that all children have access to good/outstanding teaching and that the curriculum is adapted to meet your child's individual needs (also known as differentiation).</li> <li>• Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be targeted work, additional support, adapting resources etc.) and discussing amendments with support staff or the SENCO as necessary.</li> <li>• Ensuring that all members of staff working with your child in school are aware of your child's individual needs and/or conditions and what specific adjustments need to be made to enable them to be included and make progress.</li> <li>• Ensuring that all staff working with your child in school are supported in delivering 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.</li> <li>• Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.</li> </ul> <p>Contacted by: Telephoning or visiting the school to arrange an appointment.</p>

	<b>The Headteacher</b>	<p><b>is responsible for:</b></p> <ul style="list-style-type: none"><li>• The day to day management of all aspects of the school, this includes the support for children with SEN and/or disabilities. He will give responsibility to class teachers and TAs but is still responsible for ensuring that your child's needs are met.</li><li>• He must also make sure that the Governing Body is kept up to date about any issues in the school relating to SEND.</li><li>• Ensuring that parents are:<ul style="list-style-type: none"><li>• involved in supporting your child's learning</li><li>• kept informed about the support your child is getting</li><li>• involved in reviewing how they are doing</li><li>• part of planning ahead for them.</li></ul></li><li>• To provide specialist support for teachers and support staff in the school so they can help your child (and other pupils with SEN and/or disabilities in the school) to achieve their potential.</li><li>• Organising training for staff so they are aware and confident about how to meet the needs of your child and others within our school.</li></ul> <p>Contacted by: Telephoning or visiting the school to arrange an appointment.</p>
--	------------------------	---

	<p><b>SENCO</b> <b>(Special Needs Co-ordinator)</b></p>	<p><b>is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Coordinating all the support for children with special educational needs (SEN) and or disabilities, and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.</li> <li>• Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Occupational Therapists, Educational Psychology etc.</li> <li>• Updating the school's SEND record of need, (a system for ensuring all the special educational, physical and sensory needs of pupils in this school are known and understood) and making sure that there are excellent records of your child's progress and needs.</li> <li>• Supporting your child's class teacher to write Individual Education Plans (IEPs) that specify the targets set for your child to achieve.</li> </ul> <p>Contacted by: Telephoning or visiting the school to arrange an appointment.</p>
	<p><b>Specialist Dyslexia teacher</b> Our specialist Dyslexia teacher may be allocated to a pupil with specific educational needs.</p>	<p><b>is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Writing Individual Education Plans (IEPs) and reviewing these at least once each term and planning for the next term. These plans are shared with the parents.</li> <li>• Teaching children with specific learning needs on a 1:1 or small group basis depending on need.</li> </ul> <p>Contacted by: Telephoning or visiting the school to arrange an appointment.</p>

	<p>Teaching Assistant (TA) may be allocated to some pupils with SEN and or disabilities)</p>	<p>is responsible for, in conjunction with the class teacher/specialist dyslexia teacher/SENCO:</p> <ul style="list-style-type: none"> <li>• Writing Individual Education Plans (IEPs) and reviewing these at least once each term and planning for the next term. These plans are shared with the parents</li> </ul> <p>A Teaching Assistant (TA) may be allocated to a pupil with exceptional special educational needs and/or disabilities and whilst they take a very valuable role in your child's education we would prefer that questions regarding your child's learning and progress are directed to the staff members named above.</p> <p>Of course, as a school we welcome daily dialogue between parents and TAs on how a child's day has been and we do actively encourage this continued feedback.</p>
	<p><b>SEND Governor</b></p>	<p><b>is responsible for:</b></p> <ul style="list-style-type: none"> <li>• Making sure that the school has an up to date SEND Policy</li> <li>• Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school</li> <li>• Understanding and monitoring the support given to children with SEND in the school and being part of the process to ensure your child achieves his/her potential in school.</li> </ul> <p>Contacted by: Telephoning or visiting school to arrange an appointment.</p>

<p>1) How does Freshford CE Primary School know if children need extra help?</p>	<p>We know when children need help if:</p> <ul style="list-style-type: none"> <li>• concerns are raised by parents/carers, teachers or the child's previous school or pre-school</li> <li>• the child is not reaching age-related expectations</li> <li>• the child's progress is very slow</li> <li>• there is a change in the child's behaviour</li> <li>• a child asks their parents or teacher for help</li> </ul> <p>If your child is not making expected progress or if there is another indicator of concern the school will discuss with you</p> <ul style="list-style-type: none"> <li>• any concerns you may have</li> </ul>
--	--

<p>What should I do if I think my child may have Special Educational Needs?</p>	<ul style="list-style-type: none"> <li>• any further interventions or referrals to outside professionals to support your child's learning</li> <li>• how we can work together, to support your child at home and at school</li> </ul> <p>Special Educational Needs is defined in the Code of practice as 'having a learning difficulty or disability that calls for special educational provision that is provision different from or additional to that normally available to pupils of the same age. '</p> <p>Talk to your child's classteacher, the Special Educational Needs Co-ordinator (SENCO), SEND Governor or the Headteacher. At Freshford CE Primary School, Tina Joyce is the SENCO and Helen Donovan is the SEND Governor. Your concerns will always be taken seriously – your views on your child's development and progress are always very valuable.</p> <p>Further information can be found from the school's policies for SEND, Behaviour and Teaching &amp; Learning (all available on the school's website).</p>
<p>2) How will Freshford CE Primary School staff support my child?</p>	<p>Children in school with SEND will get support that is specific to their individual needs. This may be provided by the class teacher and may include provision by:</p> <ul style="list-style-type: none"> <li>• Other staff in the school</li> <li>• Staff who will visit the school from the Local Authority central services such Educational Psychology Services or Occupational Health</li> <li>• Staff who visit from external agencies such as the Speech and Language Therapist</li> <li>• An assessment by an Educational Psychologist or other specialists e.g. Dyslexia consultant</li> <li>• Brighter Futures nurture support (e.g. Play therapy)</li> <li>• Working in 1:1 or small groups on a specific programme of work e.g. numeracy skills (usually run by the teacher or a Learning Support Assistant)</li> <li>• Providing special equipment/resources as required to support your child's learning and development</li> </ul> <p>The classteacher (sometimes with the SENCO) will always explain to you what the concerns are and also explain to you what the plans for your child include. If outside agencies are used, we always ask your permission before making a referral. If you have any queries related to the interventions or support that your child receives, please contact the classteacher or the SENCO.</p> <p>Your child's IEP (Individual Education Plan) is monitored on a six weekly basis and the IEP is reviewed and updated with new targets three times a year.</p> <p>If a specialist professional works with your child, there may be recommendations that are made, which may include:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Support to set targets which will include their specific professional expertise</li> <li>• A group or individual work with outside professional</li> </ul>

<p>3) How will the curriculum be matched to my child's needs?</p>	<p>Our curriculum is designed to match your child's needs by offering personalised learning which is differentiated according to their ability and their style of learning. This will develop their skills as learners and help them to become more independent, enabling them to progress. The classroom environment may also be adapted to suit individual needs e.g. providing a workstation or a visual timetable. Where a child has been identified with SEN, their work will often be differentiated by the classteacher to enable them to access the curriculum more easily. This includes home learning.</p> <p>Regular review meetings (every 6 weeks) are designed to match the curriculum to ongoing individual needs</p>
<p>4) How will I know how well my child is doing?</p>	<p>Classteachers are always happy to discuss how well your child is doing with you and, where appropriate, with the child. Some children may also have a home/school communication book so that parents/carers and teachers can monitor progress, record concerns or share achievements.</p> <p>All reports from outside agencies are passed to you with their ideas for support or resources that may be used at home. You will also receive information about your child's progress through twice yearly parent consultations and an annual report from the classteacher for your child.</p>
<p>5) What support will there be for my child's overall well-being?</p>	<p>The school offers a wide range of pastoral support for children who are encountering emotional difficulties. This could be through 'Circle Time', 1:1 discussions with the classteacher or the SENCO, regular 'monitoring' meetings with parents/carers, small group support (e.g. a friendship group) or may include a specific resource to support your child.</p> <p>Sometimes the school will get support from elsewhere e.g the School Nurse. Where necessary, referrals may also be made to CAMHS (Child and Adolescent Mental Health Services). We also have access to Brighter Futures nurture support (this includes therapeutic support such as Play Therapy).</p> <p>The SENCO is a licensed Thrive practitioner and can assess and devise Action Plans for emotional support and wellbeing based on the six developmental strands of social and emotional development.</p> <p>For some children, it may be appropriate for a CAF (Common Assessment Framework) to be used to support the wellbeing of a child and their family. A CAF essentially creates a plan for the child and family and is written by a 'Lead Professional' in consultation with other professionals that are working with the family.</p> <p>For children with medical or sensory needs, the school can access the disability team at the RUH in Bath as well as the Physical and Sensory team. This may lead to the assessment or support of, for example. a disability nurse or an occupational therapist.</p> <p>Where appropriate, homework tasks may be adapted to suit the needs of individual children.</p> <p>See also Question 13 below 'How are parents involved in discussions about and planning for my child?'</p>
<p>6) What specialist services are available at or accessed by our</p>	<p>We have access to a wide range of specialist services as follows:</p>

<p>school?</p>	<p>ASD support at Fosseway School  Brighter Futures  CAMHS  Child Protection Officers  CMEO  Educational Psychologists  GPs  Hearing Support  Occupational Therapists  Paediatric services  Physiotherapy  Play therapist  School Nursing Team  Social Care teams  Vision Support</p> <p>Other services are also available – 1 Big database/ Rainbow (Family Services directory)  Charities e.g. Upside Down, Mencap, National Autistic Society.</p> <p>Our SENCO is a licensed Thrive practitioner  We also have a specialist dyslexia teacher who works one and a half days a week.</p>
<p>7) What training have the staff supporting children with SEND got or are going to get?</p>	<p>The Headteacher’s job is to support classteachers in planning for children with SEN and provide in-house training where possible and necessary. The school has a school development plan, including identified training needs for all staff to improve the teaching and learning of children including those with SEND. This may include whole school training on SEND issues or to support identified groups of learners in school, such as ASD, dyslexia etc..</p> <p>Whole staff training to disseminate knowledge, strategies and experience, to ensure consistency of the school’s approach for children with an SEND.</p> <p>Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class eg : from the Local Health Authority</p> <p>Training takes place on a regular basis. If you would like to hear about the training which is currently taking place or has taken place by the staff members in the school, please speak to the Headteacher. Recent training includes: Attachment Aware, Emotion Coaching, new SEND Code of Practice and SEND reform, Childhood bereavement, Thrive, Speech and Language, Working Memory.</p>
<p>8) How will my child be included in activities outside the classroom including school trips?</p>	<p>Activities and school trips are available to all children. Financial support is available to ensure access for all to all activities where payment is needed. Where a professional makes a recommendation for a child to receive additional support out of school hours, parents will be supported and signposted to the relevant service.</p>

	<p>For activities out of school, risk assessments are carried out, and procedures are put in place to enable all children to participate. If it is decided that 1:1 support is required to support a child, an additional staff member or a parent may be asked to accompany a child during the activity.</p>
9) How accessible is the school environment?	<p>We will always do our best to meet individual needs, and we are always happy to discuss individual access requirements. Our site is wheelchair friendly with access to the upper floor via ramps or a lift. As part of the ongoing reviews of the school premises carried out by the Governing Body, accessibility issues are always considered in light of any individual need.</p>
10) How will the school prepare and support my child to join the school or transfer to the next school	<p>Induction for all Early Years children takes place in Term 6, and usually this includes 'Play and Story' times and an induction meeting for parents. Reception teachers also visit pre-school settings to observe children, carry out home visits and discuss their early years progress with pre-school staff. If your child joins the school in Reception, there may be transition funding available to support your child to settle into school.</p> <p>For children who transfer mid-year, LA procedures are followed (see Admissions and Transport on the B&amp;NES website). The LA's 'Local Offer' is available on the B&amp;NES website.</p> <p>For children transferring at the end of Y6, additional transition visits can be arranged with the secondary school, and additional meetings between parents and SENCOS are arranged as necessary. For children with ASD we can arrange a transition programme in conjunction with Fosseyway School. We will also make sure that all records about your child are passed on as soon as possible.</p> <p>If a child has a current CAF (Common Assessment Framework), we ensure that all professionals are involved in supporting the transition process.</p>
11) How are the school's resources allocated and matched to children's special educational needs?	<p>The school budget, received from the Local Authority, includes money for supporting children with SEN. (This is called 'notional SEN funding') The Headteacher and Senior Management Team, in conjunction with the School Business Manager, decide on the allocation of the total budget for Special Educational Needs in consultation with the school governors, on the basis of the needs of the children currently in the school.</p> <p>The Head Teacher and the Senior Management Team discuss all the information they have about SEN in the school, including</p> <ul style="list-style-type: none"> <li>• the children getting extra support already</li> <li>• the children needing extra support</li> <li>• the children who have been identified as not making as much progress as would be expected</li> </ul> <p>and decide what resources/training and support is needed. SEN funding is usually allocated to employ staff and outside specialists (e.g. speech &amp; language support, educational psychologists) and to buy resources and equipment.</p> <p>All resources/training and support are reviewed regularly and changes made taking into account the budgetary restraints that the school has. Where a child has significant needs that the school feels that it cannot meet, or no longer meet, the school applies for a statutory assessment of the child, which may lead to further support being provided by the LA in the form of an EHCP (Education Health and Care plan). Parents can also request that the LA carry out a statutory assessment of their child's needs. This is a legal process and you can find more details about this either from the school or from the Local Authority.</p>

<p>12) How is the decision made about what type and how much support my child will receive?</p>	<p>Each child is assessed individually and a personalised package of support put into place dependent on need. The first response to any concerns should be high quality teaching targeted at your child's areas of need. At the six weekly review if progress has not been made, children will be given Enhanced Provision targeting a specific area with appropriate support. This may include a six week intervention by a TA, individualised home learning or small group work. Where progress continues to be less than expected, the class teacher, working with the SENCO, will assess whether the child has SEN. This may be done by in-house assessments e.g. by the Specialist Dyslexia teacher or numeracy support staff. Your child may then be given an IEP. After a time of intervention, if progress still continues to be less than expected, external agencies may be brought in to give further advice e.g. Educational Psychologist, Speech and Language Therapist.</p> <p>If these needs change, support is adjusted as necessary. Additional assessments from outside agencies will sometimes necessitate an increase of support and/or resources. Regular review meetings are held between the class teacher and parents to discuss the child's progress and any additional needs which require support.</p> <p>If a child joins from another school, information provided by the feeder school, along with our own assessments, will allocate resources/support for the child.</p>
<p>13) How are parents involved in discussions about and planning for my child?</p>	<p>All parents are encouraged to contribute to their child's education. This happens through:</p> <ul style="list-style-type: none"> <li>• Discussions with the class teacher – either formally at parent/teacher consultations, or informally at the end of the day, for example. These discussions are really important – not least so that we know about your child in the home setting, and we can tell you about what we are doing in school and how your child is doing in school. This helps to make sure a plan can be used consistently at both home and school and enables parents to support their child at home with strategies that are working well at school.</li> <li>• Discussions with other professionals e.g. the SENCO, Speech &amp; Language Therapist, Educational Psychologist. Information from outside professionals is shared with you (either verbally or written reports or both) .</li> </ul> <p>This may also happen through other means e.g. a home/school communication book.</p>
<p>14) Who can I contact for further information?</p>	<p>If you wish to discuss any aspect of your child's education, please contact:</p> <ol style="list-style-type: none"> <li>a) Your child's class teacher</li> <li>b) The SENCO</li> <li>c) The Headteacher</li> <li>d) The SEND Governor</li> </ol> <p>See also Question 6 for a comprehensive list of other support services that may be able to offer you guidance and support.</p> <p>Please contact the school if you have any further questions.</p>

--	--

<b>GLOSSARY OF TERMS</b>	
ASD	Autistic Spectrum Disorder
CAF	Common Assessment Framework
CAMHS	Child & Adolescent Mental Health Service
CMEO	Child missing education officer
CP	Child Protection
EHC plan	Education, Health, Care Plan
EP	Educational Psychologist
IEP	Individual Education Plan
LA	Local Authority
OT	Occupational Therapist
SEN	Special Educational Needs
SEN Code of Practice	The legal document that sets out the requirements for SEN
SEND	Special Educational Needs and or disabilities