

## Our Information Report for Special Educational Needs and/or Disability

Please click the relevant words on the wheel to be taken to the corresponding section.



Please see the following page for information on this setting's age range and setting type



## Our Information Report for Special Educational Needs and/or Disability

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<b>Name of Setting</b>	Castlechurch Primary School
<b>Type of Setting</b> <i>(tick all that apply)</i>	<input checked="" type="checkbox"/> Mainstream <input type="checkbox"/> Resourced Provision <input type="checkbox"/> Special <input checked="" type="checkbox"/> Early Years <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post-16 <input type="checkbox"/> Post-18 <input type="checkbox"/> Maintained <input checked="" type="checkbox"/> Academy <input type="checkbox"/> Free School <input type="checkbox"/> Independent/Non-Maintained/Private <input type="checkbox"/> Other (Please Specify) <input type="text"/>
<b>Specific Age range</b>	3 - 11
<b>Number of places</b>	45 per year group
<b>Which types of special educational need do you cater for? (IRR)</b>	<input checked="" type="checkbox"/> We are an inclusive mainstream setting catering for children and young people with a wide range of needs who are able to demonstrate capacity for accessing the mainstream curriculum with differentiation and support. <input type="checkbox"/> We are an inclusive setting that offers a specialism/specialisms in <input type="text"/>

Each section provides answers to questions from the Parent/Carer's Point of View. The requirements for the SEN Information Report have been incorporated into this document, based on the latest draft version of *the Special Educational Needs (Information) Regulations* (correct as of May 2014). Questions providing information required as part of the Information Report Regulations are shown using the letters **IRR** (Information Report Regulations).



## Information Report for Special Educational Needs and/or Disability



### Questions from the Parent/Carer's Point of View:

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#### Identification

**How will you know if my child or young person needs extra help? (IRR)**

**Within our school team we have a wealth of experience and we use this to help identify children who may be in need of extra help. We know when pupils need help if:**

Concerns are raised by parents/carers, teachers, or the pupil's previous school

Tracking of attainment outcomes indicate a lack of progress

Pupil observation indicates that they have additional needs in one of the four areas -

1. Communication and interaction
2. Cognition and learning
3. Social, mental and emotional health
4. Sensory/physical

A pupil asks for help

There is a change in behaviour

**What should I do if I think my child or young person needs extra help?**

If you have a concern then please firstly discuss this with your child's teacher. We understand that working together can provide a broader insight into your child's needs. Your child's teacher will work with you and your child to discuss their needs and how we can make adjustments to support your child throughout their school life. After this discussion you may then be contacted by our SEND Co-ordinator.

**Where can I find the setting/school's SEND policy and other related documents? (IRR)**

Please visit <http://castlechurch.staffs.sch.uk> The website provides you with all relevant school policies and documents relating to provision offered to our pupils. (IRR)



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### Teaching, Learning and Support

#### How will you teach and support my child or young person with SEND? *(IRR)*

- All children in our school have quality first teaching where daily planning means learning is scaffolded and takes into account any personalised learning needs. This is arranged in a variety of ways and allows pupils to experience both success and challenges while working in both ability groups and mixed ability groups.
- Adults are used to support groups and individuals with the aim to build independence.
- Progress is measured termly and aspirational targets are set for each child during Pupil Progress meetings. Those struggling to make progress will be given additional support, which will be discussed with a member of the senior leadership team. If required, additional strategies to further support the success of the pupil may be provided by the SENDCO.
- If a review of the action taken indicates that “additional to and different from” support will be required, the views of all involved including the parents and the pupil will be gathered and appropriate evidence-based interventions will be identified in a Personal Learning Plan (PLP). This will be recorded and implemented by the class teacher, with advice from the SENDCO and at the same time, parents will be informed that the school considers their child may require SEND support and their partnership sought in order to improve progress.
- A personal Learning Plan (PLP) or Strategy Plan will identify a clear set of expected outcomes, which will include challenging and relevant academic and developmental targets.
- Progress towards these outcomes will be tracked and reviewed at least termly with the parents and the pupil. If progress rates are still judged to be inadequate despite the delivery of high quality interventions, advice will be sought from external agencies regarding strategies to best meet the specific needs of a pupil. This will only be undertaken after parent permission has been obtained and may include referral to:

1. Children First Learning Partnership SEND Hub
2. Stafford’s SEND Hub
3. Autism Inclusion Team
4. Hearing Impairment team
5. Visual Impairment team
6. Speech and Language Therapy
7. Autism and Sensory Support in Staffordshire (ASSIST) Post 16
8. Educational Psychologist Service
9. VIP Education Welfare



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### Teaching, Learning and Support

10. Physical and disability support service
11. Social Services
12. School Nurse
13. CAMHS (Child & Adolescent Mental Health Service)
14. Mental Health service

For a very small percentage of pupils, the school or parents may consider requesting an Education, Health and Care assessment be carried out, the Local Authority will decide if this is appropriate. This will be for children whose needs are significant and complex and the special educational provision required to meet their needs cannot reasonably be provided from within the school's own resources, or for pupils who despite relevant and purposeful action being taken to meet their special needs, fail to make progress.

### How will the curriculum and learning environment be matched to my child or young person's needs? *(IRR)*

- Teachers plan using information about the level their pupils are currently working at and differentiate work to closely match their interests, ability, learning needs and learning styles. When a pupil has been identified with special needs their work will be further scaffolded by the class teacher to remove barriers to learning and enable them to access the curriculum more easily.
- A teaching assistant may be allocated to work with the pupil in a 1:1 or small focus group to target more specific needs.
- If appropriate, specialist equipment may be given to the pupil e.g. writing slopes, concentration cushions, pen/pencil grips or easy to use scissors.

### How are the setting, school, or college's resources allocated and matched to children or young people's needs?

The SEN budget is allocated each financial year. The money is used to provide additional support or resources dependant on an individual's needs. Provision may include:

- In-class support from teaching assistants
- Small group support from teaching assistants e.g. nurture groups, literacy and numeracy support
- Bought in support from external agencies e.g. access arrangement assessment, speech and language support.
- Provision of specialist resources e.g. assessment software
- CPD relating to SEND for staff



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### Teaching, Learning and Support

- Further support or resources may be allocated to your child following assessments by school staff or outside agencies. (e.g. occupational therapy)
- Funding may be used to buy in specialist support

### How is the decision made about what type and how much support my child or young person will receive? Who will make the decision and on what basis? *(IRR)*

The Head teacher will decide how the budget for Special Educational Needs in consultation with the school governors, on the basis of needs in the school. Decisions regarding support will be decided at joint meetings with the SEND Co-ordinator, class teacher and parents for pupils with SEN but without an Education Health and Care plan. For pupils with a statement of educational needs/Education, Health or Care plan, this decision will be reached when the plan is being produced or during the annual review.

### How will equipment and facilities to support children and young people with SEND be secured? *(IRR)*

- Our facilities and equipment are regularly evaluated in relation to the needs of the students we have in school.
- Should it be necessary to have specialist equipment these are generally met through the use of the school budget e.g., writing slopes, ear defenders etc.
- For more specific equipment there is a number of outside agencies who can be contacted to provide this equipment on a loan basis i.e. a Braille machine, specific chairs.
- Our partnership with other schools also provides an opportunity to share resources for specific SEND needs.

### How will you and I know how my child or young person is doing and how will you help me to support their learning? *(IRR)*

- Your child's progress is continually monitored by his/her class teacher. His/her progress is reviewed formally every term linked to the National Curriculum statements. A termly report is provided detailing effort and attainment grades, a pastoral comment and personalised targets. For children with SEND, their PLP or Strategy Plan will also be updated at least termly and targets reviewed and shared with parents/carers. Currently at the end of each key stage (i.e. at the end of year 2 or year 6) all children are required to be formally assessed, using Standard Assessment Tests (SATs). This is something the government requires all schools to do and the results that are published nationally.



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### Teaching, Learning and Support

- The progress of children with a statement of SEND/ EHC Plan is formally reviewed at an Annual Review with all adults involved with the child's education.

A range of ways will be used to keep you informed, which may include:

- Home/school contact book
- Letters/certificates sent home
- Parents evening
- Additional meetings as required (PLP meetings)
- Annual Reviews
- Termly reports
- End of Year Reports

Staff offer a number of ways where you can discuss your child's progress

- Weekly drop in that parents can attend with class teachers or the SEND Co-ordinator
- Parents are consulted through surveys and questionnaires about SEND provision at our school.
- The school organises a number of parent workshops during the year. These are advertised in the school newsletter and on our website and aim to provide useful opportunities for parents to learn more about the curriculum that is being offered to their child.
- Outside agencies or the Educational Psychologist may suggest advice or programmes of study that can be used at home.

If needed parents can arrange an appointment to discuss their child's progress with the class teacher, the SENDCO, or a member of the senior leadership team. Please contact the school office who will arrange one for you.

### How does the setting, school or college consult with and involve children and young people with SEND in planning and reviewing their education? *(IRR)*

We value and celebrate each child being able to express their views on all aspects of school life. This is usually carried out through the School Council, which discusses issues or viewpoints which are raised. There is an annual child questionnaire where we actively seek the viewpoints of



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### Teaching, Learning and Support

children especially concerning being able to speak to an adult if they have a worry. If your child has an EHC Plan their views will be sought before any review meetings.

### How does the setting/school/college assess and evaluate the effectiveness and sufficiency of its arrangements and provision for children and young people with SEND? *(IRR)*

We gain the views of all stakeholders regularly through on-line surveys and questionnaires, formal and informal discussions. This can be discussed at any of the drop ins held by staff or the SEND Co-ordinator, during the TSP or EHC review meetings, parents' evenings, via the class email or parents can arrange a meeting with the Head teacher, class teacher or the SEND Co-ordinator. Please contact the school office who will arrange this for you.

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### Keeping Students Safe and Supporting Their Wellbeing

#### How do you ensure that my child or young person stays safe outside of the classroom?

- There are a number of ways that we aim to keep your child safe outside of the classroom. We want all children to be able to take part in all areas of the curriculum and aim for all children to take part in school trips.
- Risk assessments are carried out regularly within school and prior to any off site activity to ensure nobody's health & safety will be compromised.
- If a health and safety risk assessment suggests that an intensive level of 1:1 support is required a parent or carer may also be asked to accompany their child during the activity in addition to the usual school staff.
- We also ensure that your child will be safely handed over to a member of staff at the door each morning and dismissed to the nominated adult in person at the end of the day.
- Where a child may require additional support during break/lunch or transitional times, a nominated member of staff will be allocated.

#### What pastoral support is available to support my child or young person's overall well-being?

We welcome and celebrate diversity. All staff believe that children having high self-esteem is crucial to a child's well-being. We have a caring, understanding team looking after our children. The school offers a wide variety of pastoral support for pupils.

These include:



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## Keeping Students Safe and Supporting Their Wellbeing

- An evaluated Personal, Social, Health and Economic (PSHE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being.
- Pupil and Parent voice mechanisms are in place.
- Members of staff are readily available for pupils who wish to discuss issues and concerns and suggest mindfulness and wellbeing activities
- Referrals to outside agencies such as Mental Health Support and CAMHS
- Our Anti-bullying policy can be found on the policies section of our website. Behaviour of any kind that is perceived as bullying will not be tolerated.
- We take a pro-active approach to ensuring positive behaviour is maintained

## How will the setting, school or college manage my child or young person's medicine or personal care needs?

- Where necessary and in agreement with parents/carers and the Head teacher, prescribed medicines are administered in school where a signed medication form is in place. All medicine administration procedures adhere to the LA policy and DfE guidelines included within Supporting pupils at school with medical conditions (DfE) 2014
- If a pupil has a medical or intimate care need than a detailed Care Plan is compiled by the school in consultation with the school nursing service and parents/carers. These are discussed with all staff who are involved with the pupil. Pupils will be supported with their intimate care and personal needs, including dietary, where necessary.

## What support is available to assist with my child or young person's emotional and social development? *(IRR)*

While the class teacher has the overall responsibility for the pastoral and social care of every child in the class, therefore this would be the parents' first point of contact. Some of the ways that we support the children in our care include:

- Members of staff readily available for pupils who wish to discuss issues and concerns and suggest mindfulness and wellbeing activities.

If further support is required the class teacher liaises with the SENCo for further advice and support which, with parental consent, may involve a referral to either:

- Our counsellor who works closely with school to provide support which enables emotional and mental wellness. Sessions are delivered on a group or individual basis, where needed.



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### Keeping Students Safe and Supporting Their Wellbeing

#### What support is there for behaviour, avoiding exclusions and increasing attendance?

- Our Behaviour Policy can be found on the website in the policies section and promotes positive behaviour through the sharing and agreement of school rules and consistent and regular rewards, and where necessary, sanctions.
- Our 'Good to be Green' policy ensures a consistent approach to behaviour management, regular feedback verbally and visually for all children and a flexible way of both celebrating success, challenging low level behavioural issues and also allowing pupils to reflect and improve their behaviour.
- This may, on an individual basis, be reasonably adjusted where pupils have a personal behavioural plan for their behaviour.
- Where pupils require additional behaviour support, a positive behaviour plan/reasonable adjustments plan will be drawn up by the school, in consultation with parents/carers and any other involved external agencies. This will usually involve bespoke reward systems.

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### Working Together & Roles

#### What is the role of my child or young person's class teacher?

The role of the class teacher is to :

- Ensure that all children have access to Quality First teaching and that the curriculum is adapted to meet your child's individual needs (also known as differentiation).
- Check on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support, adapting resources etc..) and discussing amendments with the SENCo as necessary.
- 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.
- 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.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the children they teach with any SEND.

#### Who else has a role in my child or young person's education?

The class TA who will support the whole class and often deliver intervention that has been planned by the teacher.

Children with EHC Plans will work with adults that have been assigned to them either individually or in small groups.



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## Working Together & Roles

Specialist teachers from outside agencies work with SEN children when required.  
The Head teacher will work with the SENCo and SEN Governor to determine the strategic development of the SEN provision within the school.  
Our SEND Co-ordinator may have a role which will include:

- 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.
- Ensuring that you are:
  - involved in supporting your child’s learning
  - kept informed about the support your child is receiving
  - involved in reviewing how they are progressing
  - fully involved planning ahead for them.
  - 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, Educational Psychology etc...
  - Updating the school’s SEND record of need, (a system for ensuring all the special educational, physical and sensory needs of children in this school are known and understood) and making sure that there are excellent records of your child’s progress and needs.
  - Providing specialist support for teachers and support staff in the school so they can help your child (and other children with SEN and/or disabilities in the school) to achieve their potential.
  - Organising training for staff so they are aware and confident about how to meet the needs of your child and others within our school.

### **How does the setting, school or college ensure that information about a child’s SEND or EHC plan is shared and understood by teachers and all relevant staff who come into contact with that child?**

All staff concerned with a child with an EHC Plan will have read through the EHC document and the Educational Provision that is required will have been acknowledged and from these the child’s short term targets will have been written.  
Children’s EHCPs are reviewed annually and all staff concerned with the child have an input with many of them attending the review and sharing their views.

### **What expertise is available in the setting, school or college in relation to SEND? (IRR)**

We regularly invest time and funding in developing the knowledge and skills of our staff for the benefit of the children.



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### Working Together & Roles

- Our teaching staff possess a wealth of experience both at the planning stage and the teaching of children with SEND and are responsible for their progress and development
- Specialist services deliver training through staff meeting, including Autism Inclusion, Occupational Therapy and Trailblazers (Mental Health and Wellbeing)
- SENCOs attend updates and keep up to date with changes to SEND provision
- 

### Which other services do you access to provide for and support pupils and students with SEND (including health, therapy and social care services)? *(IRR)*

As a school we work closely with a number of outside agencies to receive their specialised expertise. The agencies used by the school include:

- Autism Inclusion Team
- Educational Psychologist
- CAMHS (Child & Adolescent Mental Health Service)
- VIP Education Welfare
- Inclusion Team
- Social Services
- Children's Therapy Team (Speech & Language/Occupational Therapy)
- Paediatricians/School nurse
- Health Visitor for under 5s.
- Mental Health Support and CAMHS

### Who would be my first point of contact if I want to discuss something?

If you have any concerns we recommend you speak to your child's class teacher initially, and at the earliest opportunity. If after your discussion you are not happy that the concerns are being managed and feel that your child is still not making progress you should speak to the SEND co-ordinator or Head teacher. If you are still not happy you can speak to the school SEN Governor.

### Who is the SEN Coordinator and how can I contact them? *(IRR)*

Our SEND Co-ordinator is Mrs S Pearce and an appointment can be made to speak to her by phoning or emailing the school office.

### What roles do have your governors have? And what does the SEN Governor do?



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### Working Together & Roles

- The SEN link governor meets on a termly basis with the school SENDCo
- The SEN link governor monitors SEND Progress, SEND Provision, SEND Register and Attendance
- The Link governor writes a report to the LAB
- Reports from the 5 schools in the MAT (Multi Academy Trust) are compared at the member/director level.

### How will my child or young person be supported to have a voice in the setting, school or college? *(IRR)*

We are a school where we value and celebrate each child being able to express their views on all aspects of school life. Class teacher regularly plan PHSRE lessons which involves the child having a voice in many aspects of their learning. In addition to this children with SEND have additional opportunities to voice their opinions as:

- A child's views are always gathered when reviewing PLPs, Strategy Plans and EHCPs
- The SENCo monitors the views of SEND children through Pupil Voice
- SEND children have an advocate if they require one to help them put their views into words

### What opportunities are there for parents to become involved in the setting/school/college and/or to become governors?

- Parents are encouraged to support their child's learning with regular advice attached to newsletters, information evenings and the opportunity to talk to their child's teacher regularly.
- The weekly newsletter advertises governor vacancies when they become vacant and the application can be discussed on a 1:1 basis with the Head teacher. A voting process decides who the next governor will be.

### What help and support is available for the family through the setting, school or college? *(IRR)*

Our staff are here to provide support and do so in a number of ways:

- The class teacher, SENCo or Head teacher can offer support in school to complete paperwork or act as scribe
- The school website contains information either on the SEND page or the Parents page
- All class teachers hold a termly parents evening where concerns can be raised

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### Inclusion & Accessibility

### How will my child or young person be included in activities outside the classroom, including trips? *(IRR)*



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## Inclusion & Accessibility

- We make sure we are an inclusive school by ensuring our activities are available for all of our children, with adjustments being made where needed.
- Each club, activity or residential trip is planned with the children it is aimed at in mind, thus allowing for those children to take part as fully as possible.
- We ensure Risk assessments are carried out and procedures are put in place to enable all children to participate.
- If a health and safety risk assessment suggests that an intensive level of 1:1 support is required, a parent or carer may also be asked to accompany their child during the activity in addition to the usual school staff.

### How accessible is the setting/school/college environment?

Is the building fully wheelchair accessible?

Details (if required) The school grounds are mostly on one level with ramps also in place.

Are disabled changing and toilet facilities available?

Details (if required) We have two disabled toilets which are accessible.

Do you have parking areas for pick up and drop offs?

Details (if required) We can arrange for children to be picked up and dropped off at the office.

Do you have disabled parking spaces for students (post-16 settings)?

Details (if required) N/A



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### Inclusion & Accessibility

We are actively planning further improvements as required to make our school more accessible and have an up to date Accessibility Plan. Families and children with EAL are supported by staff to communicate in both English and their first language. We use Google Translate to learn key words and to create support visuals. For children that are not yet able to communicate verbally with us we use picture cards.

You can find our Accessibility Plan on the school website <http://castlechurch.staffs.sch.uk/policies>

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### Transition

#### Who should I contact about my child/young person joining your setting, school or college? *(IRR)*

We welcome visits to school at any time although these need to be agreed/arranged with school prior to the visit. Please contact the school office to arrange to meet the Head teacher, who will willingly discuss how the school could meet your child's needs. Our admission arrangements are clearly explained on our school website at <http://castlechurch.staffs.sch.uk>

#### How can parents arrange a visit to your setting, school or college? What is involved?

Parents are encouraged to ring the school office on 01785 334955 or email the school [office@castlechurch.staffs.sch.uk](mailto:office@castlechurch.staffs.sch.uk) to arrange to meet the Head teacher and visit the school.

#### How will you prepare and support my child or young person to join your setting, school, or college and how will you support them to move on to the next stage, or move on to adult life? (as applicable for setting) *(IRR)*

What preparation will there be before my child or young person joins you?

- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.
- The SENCo meets with all new parents of pupils and any agencies already involved who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.
- If pupils are transferring from another school, the previous school records will be requested immediately and a meeting will be set up with parents to identify and reduce any concerns.

How will he or she be prepared to move onto the next stage?

- When moving to a class within the school information will be passed on to the new class teacher IN ADVANCE and in all cases, a planning meeting will take place with the new teacher.
- If your child would be helped by a book to support them understand moving on then it will be made for them.



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### Transition

- If your child would be helped by visiting their new classroom and teacher then this will be arranged for them.
- The transition programme in place for pupils in Y6 provides a number of opportunities for pupils and parents to meet staff in the new school. These opportunities are further enhanced for pupils with SEN by arranging additional visits.

How can we as parents be prepared to help move onto the next stage?

- The annual review in Y5 for pupils with a statement of educational need or an Education, Health and Care plan begins the process where parents are supported to make decisions regarding high school choice.
- Parents will be encouraged to consider all options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but accessible and supportive.

How will you support the new setting or school to prepare for my child or young person?

- For pupils transferring to local schools, the SENCOs of both schools will meet to discuss the needs of pupils with SEN in order to ensure a smooth and thorough transition.
- For pupils transferring to schools further afield, the SENCOs of both schools will arrange a telephone or virtual meeting to discuss the needs of pupils with SEN in order to ensure a smooth and thorough transition.

What information will be provided to his or her new school?

- The records of pupils who leave the school will be transferred when requested by the receiving school.

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### Additional Information

#### **What other support services are there who might help me and my family? *(IRR)***

Advice may be sought from external agencies regarding strategies to best meet the specific needs of your child. This will only be undertaken after parent permission has been obtained and may include referral to:

- Children First Learning Partnership SEND Hub
- Stafford SEND Hub
- Dyslexia assessment
- Autism Inclusion Team
- Hearing Impairment team
- Visual Impairment team
- Educational Psychologist Service



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### Additional Information

- Physical and disability support service
- Social Services
- School Nurse
- CAMHS (Child & Adolescent Mental Health Service)
- Mental Health Support Team
- Home start
- Health Visitor for under 5s

### When was the above information updated, and when will it be reviewed?

As a school we annually update the information provided on this form and our review date is set for February each year.

### Where can I find the Staffordshire Local Offer? *(IRR)*

The Staffordshire Local Offer can be found at

<https://www.staffordshireconnects.info/kb5/staffordshire/directory/localoffer.page?localofferchannel=0>

### What can I do if I am not happy with a decision or what is happening? *(IRR)*

If at any stage as a parent/carer you are unhappy with the provision that we are making for your child, you should in the first instance approach the class teacher or the school's Special Educational Needs/Disability Coordinator (SENCo). If this does not solve the complaint, then a parent should then speak to the Head Teacher who will discuss and advise the next steps. Should a complaint be made as a school we have a complaints policy, which can be obtained through the Admin office or on the school website <http://castlechurch.staffs.sch.uk/policies/> under the general policies section.

However, if a parent/carer disagrees with the contents of an Education, Health and Care Plan or a decision not to issue one, an appeal can be made to the first-tier Tribunal (Special Educational Needs and Disability) against decisions made by Local Education Authorities in England.