

Partney C of E Primary School

Special Educational Needs Local Offer

(Updated September 2017)

1. What should I do if I think my child has special educational needs?

If you think your child is showing difficulties, whether academic, behavioural, physical or emotional, the first thing to do is talk to the child's class teacher. If you are unable to talk with them then please arrange an appointment to meet with Mrs Sue Kay Acting SENDCO (Special Educational Needs and Disabilities Co-ordinator).

2. How will the school respond to my concern?

As a school we will listen to your concerns and discuss the situation with you. We will then arrange a longer meeting which will provide the opportunity to discuss your child with regards to school and home. At this meeting a plan will be set up to monitor your child for a set amount of time to collect careful observations. After this a follow-up meeting will then be arranged to discuss the next steps.

3. How will the school decide if my child needs extra support?

At Partney C of E Primary School we use a range of methods, both formal and informal, to gather information to help in the decision making process.

These include:

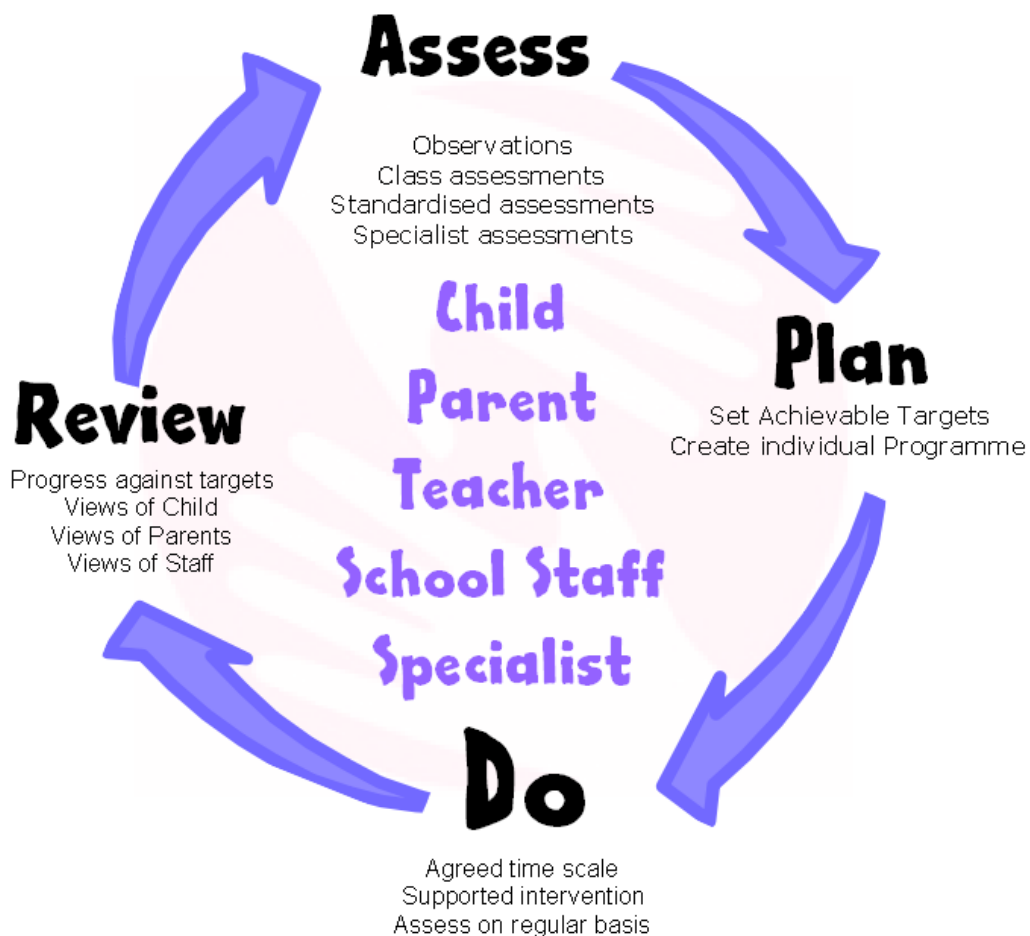
- Observation of the child over a period of time (by class teacher, teaching assistants, midday supervisors).
- Monitoring data (collected every term and discussed with the class teacher and headteacher at our termly pupil progress meetings).
- Conversations with the Pupil.
- Parent/teacher discussions.

On gathering the evidence, the decision will be made by the class teacher and/or SENDCO. The child and parent will then be involved in deciding the next steps to support the child.

4. What will the school do to support my child?

During your meetings with the class teacher you will discuss next steps for your child, along with the strategies and programmes that we will use to support your child. The support will be recorded in a 'Support Plan'. These will be reviewed and monitored a minimum of once a term.

The process that we use to support children within the school is Assess – Plan – Do – Review.



The SENDCO will use a provision map to oversee the quality and effectiveness of the provision within the school. Provision means the additional help from adults in small groups or for individuals, or 'differentiation' of activities. This means that the class teacher adapts activities to suit the ability and level of the child.

5. Who will support my child in school?

We are proud at Partney C of E Primary School to have a dedicated staff team. Your child will be supported by their class teacher, SENDCO, Headteacher and our Teaching Assistants (TAs). Each of our TAs is trained in delivering different programmes to support children. These are usually referred to as 'intervention programmes'. The member of staff supporting your child will differ depending on the intervention that is required.

6. What training and experience do staff have for the additional support my child needs?

Our SENDCO has a Diploma in Specific Learning Difficulties (Dyslexia) and attends all the local SENDco Briefings to keep up to date with changes in practice or law.

Our staff have a variety of skills and have undertaken a variety of training. These include

Support for Dyslexic Pupils in the Classroom (2016)

Supporting children with Autism (2016)

Makaton 2016/17

All of our staff are trained in both safeguarding and first aid. All of our staff follow a continuous pathway to update this training regularly.

7. Who else might be involved in supporting my child?

If it is necessary, then an outside agency will be contacted to support your child. These include:

- Educational Psychologist
- Specialist Teaching Team (Special Educational Needs and Disability service)
- Speech and Language Therapist
- Social and Communication Outreach Teacher
- School nursing team

8. What support will be there for my child's emotional and social well-being?

All the staff at Partney C of E Primary School pride themselves on making sure that all children are happy within school. The staff are proud to be able to build relationships with the children in their care. This provides children with a range of people to whom they can talk. In addition, we encourage you to talk to your child's teacher on a regular basis about any concerns or the progress that they are making.

9. How will my child be involved in the process and be able to contribute their views?

It is important to all of us that your child plays an active part in all aspects of their educational life. The child will be invited to all of the SEN meetings, although if this is deemed inappropriate the child's views will be obtained prior to the meeting. During interventions the member of staff working with your child will be able to gain feedback about how the child is progressing and their feelings about the work. This will be fed back to the class teacher to support the next steps.

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

Here at Partney we offer a broad and balanced curriculum. Each term there is a new topic which is used to support all subject areas. Within each classroom, the class teacher is responsible for differentiating their lessons to meet the needs of all pupils in the class. This allows for all pupils to be challenged and extended no matter what their ability level. Each of the classrooms has at least one teaching assistant who is used to run the interventions and to support the class teacher in challenging and extending their pupils. iPads and other electronic devices can also be used to support children during lessons.

11. What opportunities will there be for me to discuss my child's attainment and achievement? How will I know how well my child is progressing?

Every child will have an annual report which will be written at varying times depending on your child's year group. Years 1, 3 and 5 will have their annual reports at the end of the Spring Term (March/April) and Years Reception, 2, 4 and 6 will have theirs at the end of the Summer Term in July.

There will be a termly meeting with your child's teacher and/ or the SENDCO to discuss progress and next steps. These will usually coincide with parents' evenings, but will take longer than a regular appointment. If it is not possible to hold the meeting at this time, then a mutually convenient time will be arranged.

Please arrange meetings with the class teacher or via the office.

12. How does the school know how well my child is doing?

Throughout the year your child's progress is tracked and monitored. Within the school we use a range of standardised assessments, teacher assessments and 'Assessment for Learning', which is a way of tracking children's progress on a daily basis.

Each term the class teacher and headteacher meet to discuss the progress of all children in their class. This 'Pupil Progress Meeting' allows for teachers to discuss concerns and allows for early identification of children requiring more support. The progress of each class is reported to the Governors on a termly basis.

13. How will my child be included in activities outside the classroom including school trips?

The needs of all children are taken into account when planning learning outside of the classroom. This includes providing the right adult to child ratios and providing any extra support for a child to feel safe and happy on the trip.

The school offers a range of after school clubs, as well as a breakfast and home school club. These clubs are run by members of staff, specialist coaches and the PFA. All of the clubs are able to cater for children with SEN. If you have any concerns about your child attending one of these activities, please come and share your concerns so we can address them.

14. How accessible is the school environment?

The school has undergone a range of improvements over the last few years. The school is now fully accessible from outside with the implementation of ramps to both the main entrance and the children's entrance from the playground. All of the doors are wide enough to allow for disabled access. We offer disabled toileting facilities and a changing bed.

The staff are able to adapt to support children with either long or short term physical needs. These are discussed and planned for with the parent and the rest of the staff.

15. How will the school prepare and support my child to join the school?

- Stay and Play is on offer on Monday afternoons, for children of nursery age who would start school in the following year. It is run by Mrs Smith and Mrs Tuplin and it allows the children to gradually get used to the school environment and staff.
- A member of our school staff will also visit your child's nursery to observe them and chat to staff about the child.
- Parent meetings: We encourage parents to come and talk to us before their child starts school.
- Transition Days: At the end of the year, we will arrange for new children to spend time with the older children, have playtimes and lunch with them, so they are further prepared for starting school in September.

16. How will the school prepare and support my child to transfer to a new school?

As a child moves through school, the planning will begin to focus on transitioning to new schools as well as into new classes.

We are able to share information to support a child attending a new school prior to the child moving. This information will be discussed in a review meeting and it will be the choice of the parent and class teacher what details to share. If outside agencies are involved with a child, these will play an important part in supporting a child with this stage of their education

17. How can I be involved in supporting my child?

We encourage all parents to be involved in their child's educational journey. Every child has their own reading book which we encourage you to read with them on a regular basis. All children will also receive homework and this provides a good time for you to support your child.

During the SEN meetings with the class teacher there will be activities that you can do to support your child at home.

18. How can I access support for myself and my family?

The school offers a parents forum which will allow for parents to come and discuss any SEN concerns with the SENDCO and headteacher. They also provide the opportunity to chat with other parents who may share the same experiences.

What should I do if I want to make a complaint?

The following website outlines how to make a complaint about a school or SEND provision.

<https://www.gov.uk/complain-about-school/sen-complaints>

19. Who can I contact for further information?

If you would like any more information then please feel free to contact Mrs Sue Kay (SENDCO).

Partney C of E Primary School
Maddison Lane,
Partney,
Lincolnshire.

PE23 4px

Tel: 01790753319

Email: enquiries@partney.lincs.sch.uk

Lincolnshire Parents Forum: <http://www.lincspcf.org.uk/index.php>

Lincolnshire Family Services Directory: <https://lincolnshire.fsd.org.uk/kb5/lincs/fsd/home.page>

This website contains the Local Authority's Local Offer for SEND.