

# Our Local Offer for Special Educational Needs and/or Disability 2017 - 2018

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



Where talent grows



## Our Local Offer for Special Educational Needs and/or Disability 2017 - 2018

----- Click here to return to the front page -----	
<b>Name of Setting</b>	Bollington St John's Church of England 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 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 type="checkbox"/> Academy <input type="checkbox"/> Free School <input type="checkbox"/> Independent/Non-Maintained/Private <input type="checkbox"/> Other (Please Specify) <input style="width: 150px; height: 20px;" type="text"/>
<b>Specific Age range</b>	4-11
<b>Number of places</b>	Bollington St. John's Church of England Primary School has 105 places
<b>Which types of special educational need do you cater for? <i>(IRR)</i></b>	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <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.                 </div> <div style="width: 35%;"> <input type="checkbox"/> We are an inclusive setting that offers a specialism/specialisms in                 </div> </div> <div style="border: 1px solid #ccc; height: 150px; margin-top: 10px;"></div>

Each section provides answers to questions from the Parent/Carer's Point of View. The questions have been developed using examples from Pathfinder authorities, such as the SE7 Pathfinder Partnership, in conjunction with questions from Cheshire East parent carers.

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).



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018



----- Click here to return to the front page -----

### Identification

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

Children with special educational needs and/or a disability (SEND) are identified and supported as early as possible.

Identification occurs in a variety of ways:

- You can raise a concern about your child or it could be raised by the staff at school
- Your child's progress is limited, in comparison with their peer group
- There is a change in your child's progress, behaviour or emotional well-being
- Through liaison with your child's previous school or pre-school provision
- Via liaison with external agencies, such as the Child Development Centre, health professionals etc.
- Your child's profile has recognised characteristics of specific forms of special educational needs

When a concern is identified the following steps occur:

- We follow the Graduated Approach detailed in the Cheshire East SEN Toolkit. This provides guidance on identifying the types and levels of need and the appropriate steps, strategies and documentation to put effective provision in place.
- **The Universal level** describes the support available to all children including those with and without SEN. Most needs will be met through Quality First Teaching and Learning. You can discuss any concerns you may have at 'Parents' Evenings' or you can make an appointment to meet the class teacher, after school. Support at this level may include advice on improving organisation of possessions, supervision of homework, altering seating positions in the classroom, using memory prompts, providing some additional support etc.
- **First Concerns** describes children with emerging and/or fluctuating difficulties. The class teacher will discuss these difficulties with you and the strategies we and you, can put in place, to help your child progress. A record of the discussion will be made and reviewed at the end of the term. A 'Supporting me' document is produced. This consists of a profile and a tracking sheet to monitor your child's strengths, difficulties and the strategies used to help them progress. We keep a First Concerns Register and your child's progress will be carefully monitored by the staff working with your child.
- The senior leadership team track pupil progress each term and identify any children who have emerging difficulties.
- **SEN Support** describes children identified with more persistent difficulties. External agency advice will be sought and progress monitored via an SEN Support plan. Support is tailored to the needs of the individual, using strategies recommended by the external agencies. It can be provided through a variety of means e.g. assistive technology/specific resources, individual or small group teaching etc.
- **Complex** - Some children's needs will be more significant and complex. Cheshire East external agency specialists may suggest that a child requires additional support, over and above the 'SEN Support' level, provided by the school. The Local Authority conduct a multi-agency assessment (Education, Health and Care needs assessment) to determine what additional support is needed. If assessments indicate that a child requires provision in accordance with an Education, Health and Care (EHC) plan, an EHC plan will be written.
- At each level, described above, the SENCO will support you, the class teacher and those working with your child.



----- Click here to return to the front page -----

### Identification

- You and your child will be involved in the discussion which focuses on the desired outcomes for your child and looks at what provision might be necessary to enable your child to reach those outcomes.
- Pupils with the highest levels of need might be referred to other agencies for further advice and support. We have access to an Educational Psychologist, a specialist teacher with the Cheshire East Autism Team and the Emotionally Healthy Schools Team via a group consultation process.
- The SENCO keeps a register of pupils requiring additional support at First Concerns and SEN Support. This is to monitor their progress and to plan for provision across the school.
- School staff can access the Cheshire East SEN Toolkit and any additional training required to help them identify and support pupils with SEND.

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

- If you have concerns about any aspect of your child's education or well-being, please come and talk to your child's class teacher, the SENCO or Head teacher. We have an 'open door policy' where concerns can be addressed quickly and positive relationships with parents can be developed.
- Class teachers are usually the first port of call and are normally available at the end of the school day. They are happy to make appointments if you require a longer discussion.
- The class teacher may then ask the school SENCO to become involved. She can be contacted directly at Bollington St. John's School on Wednesday mornings and Tuesday and Thursday afternoons. Alternatively, the school secretaries can contact her, to arrange an appointment.

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

- The school's SEND policy, SEN Information Report and other relevant policies can be found on the school website (available at [www.bollingtonstjohns.co.uk](http://www.bollingtonstjohns.co.uk))
- A 'Parents Guide' to the SEN Code of Practice and other policies can also be obtained from the school office.
- As described above, the school follows the guidance laid out in the Cheshire East SEN Toolkit (available at [www.livewell.cheshireeast.gov.uk](http://www.livewell.cheshireeast.gov.uk))
- It forms part of the Cheshire East Local offer for SEND and outlines the provision and support that Cheshire East Council expects to be in place for children and young people with additional needs. It provides a graduated approach to support schools to identify different types and levels of need and gives information on the appropriate steps and strategies to take to support them.



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018

----- Click here to return to the front page -----

### Teaching, Learning and Support

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

We teach pupils with SEND in accordance with the Cheshire East Area Local Offer (available at [www.cheshireeast.gov.uk/localoffer](http://www.cheshireeast.gov.uk/localoffer))

We aim to support all of our pupils to maximize their potential, by accessing appropriate learning opportunities, in an inclusive manner.

- Your child will access Quality First Teaching, where differentiation and a variety of ways of teaching, are used effectively to meet the needs of all pupils. Class based support might include e.g. small group teaching to provide focused support for literacy or numeracy skills; visual prompts to promote good listening skills or alternative forms of recording work etc. Professional development opportunities ensure that class teachers are able to provide differentiated learning opportunities for the pupils in their class.
- If your child has specific barriers to their learning, additional support which goes beyond the class based approaches, may be needed. The school has a range of small group or individual intervention programmes available. Some of these are published schemes e.g. 'Indirect Dyslexia Learning', 'Motor Skills United', 'Nessy', 'Power of 2' etc. Others are bespoke/personalised approaches e.g. social skills groups, writing or phonics support, taught either in a small group or on an individual basis. Interventions usually run for a term and are regularly reviewed to ascertain the effectiveness of the programme and to inform future planning. The SENCO provides class provision maps which detail the interventions, timings, cost, and the impact of the support provided.
- If your child has more significant needs, the SENCO may make a referral to the appropriate agency (parental consent is required). After a series of assessments, advice is given and usually a programme of support is provided to be used at home and at school. Sometimes these specialists work in school with your child. This may involve observing their learning in class or carrying out assessments.
- Where additional levels of support are required, an SEN Support plan will be written, to outline the provision available for your child. You will be fully involved in the planning of support for your child and will have the opportunity to discuss your child's progress at regular meetings with the class teacher. There is also the opportunity to contact the school SENCO via email or in person to discuss your child's needs in more detail.

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

- Class teachers are responsible for meeting the needs of all the pupils in their class by differentiating the learning opportunities. This means the work is pitched at an appropriate level so that your child can access it, according to their specific needs. Teachers know your child's strengths and weaknesses and make every effort to accommodate these e.g. task lists will be useful if your child has processing difficulties; texts can be enlarged if your child has visual difficulties, privacy boards can reduce distractions if your child has attention difficulties etc.
- Information about your child is shared with all staff, including supply staff, via a 1 page pupil profile or 'Supporting me' plan.
- If your child is working at a level below that of their peer group, class teachers will adapt their teaching to ensure that any gaps in their knowledge are covered by re-visiting objectives covered in previous year groups.
- We will encourage your child to be an independent learner by promoting a growth mindset. This involves being willing to learn from their mistakes, use the prompts around them and support each other in meeting their targets.
- If your child requires a more specialist approach to learning, class teachers discuss specific interventions and strategies with the school SENCO.



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018

----- [Click here to return to the front page](#) -----

### Teaching, Learning and Support

- All additional provision for pupils with SEND is overseen and monitored by the school SENCO. Pupil progress is evaluated at meetings held between the class teacher and the SENCO at least once a term.

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

- A proportion of the SEND budget is used to ensure that Quality First Teaching approaches, which are the first wave of provision for learners with SEND, are used effectively in the classroom. This might take the form of additional physical resources e.g. writing slopes, privacy boards, spell checkers etc.
- For pupils requiring additional provision beyond class based approaches, funding facilitates provision from the school's bank of intervention programmes. In some cases it might also be used to provide support from a teaching assistant.
- Funding is matched to the provision required to enable pupils to achieve specified outcomes i.e. outcomes identified in discussion with teachers and parents/carers or specified on the SEN Support plan or the Education Health and Care plan (EHC plans).
- The SEND budget is the responsibility of the head teacher. Regular discussion and monitoring of the provision map takes place by the SENCO to ensure that resources are allocated appropriately and cost efficiently.

### 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)**

- When your child's needs are initially identified, a discussion will take place between you and the school staff. At this meeting desired outcomes for your child will be discussed and the provision or support needed to meet those outcomes will be agreed. School staff are usually best placed to recommend the nature of the support/provision needed, but occasionally the school seeks the advice of outside agencies.
- You and your child will be fully involved in any decisions to implement provision which is 'additional to or different from' that received by the majority of pupils in the class. If there are differences of opinion about the nature of support required the school may seek the advice from external agencies to support the decision making process.

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

- The school possesses a range of equipment and facilities e.g. differentiated reading material, writing slopes, coloured overlays etc. to support pupils with additional needs. The school SENCO makes strategic decisions about the allocation of these resources based on the needs of pupils.
- Additional resources may be borrowed or purchased should they be required. Where more specialist personalised equipment is needed, the school SENCO liaises with the relevant external advisory service e.g. occupational therapy, to seek advice on the best options for the procurement of these. You will be involved wherever possible in these discussions.



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018

----- [Click here to return to the front page](#) -----

### Teaching, Learning and Support

#### 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)*

- We believe that your child's education should be a partnership between home and school. Therefore we aim to involve you in regular dialogue with school, especially if your child has complex needs.
- We offer an 'open door' policy where you are welcome to make an appointment to meet the class teacher and/or the SENCO to discuss how your child is getting on. We can offer advice and practical ways to support your child at home.
- Class teachers are often available for an informal chat at the end of the school day. If your child has significant needs, we may operate a home-school diary. Comments from parents and staff can be shared and responded to when needed.
- We have high expectations for all our pupils and measure children's progress in learning against National expectations and age related expectations.
- Class teachers continually assess your child and note areas where they are improving and where further support is needed. Your child's progress is tracked from Reception to Year 6, using a variety of data, at least once a term. Children who are not making the expected progress are identified on the tracking system and discussed at pupil progress meetings with class teachers and senior leaders. They look at why your child is experiencing a difficulty and what further support can be given to aid their progression.
- Your child's progress is shared with you at parents' evenings that take place half way through the Autumn and Spring terms. An annual school report to parents is sent home at the end of the Summer term.
- If your child has an SEN Support plan it will be reviewed with you once a term. If your child has an Education Health and Care plan it will be reviewed annually but the SMART targets will be reviewed termly.

#### 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 encourage children to express their views on all aspects of school life. Their opinions are an integral part of any plans made about their education. Children's opinions are sought at a level which is accessible to the individual. For some learners this might mean that they are supported to attend meetings with professionals, for others this might mean enabling them to contribute to meetings without actually attending (e.g. opinions expressed via drawings, written, video or audio means).
- Younger or less able children are given the opportunity to contribute their ideas in discussions which take place with a familiar adult who may scribe their opinions or act as an advocate for them at any meetings. We recognise that there is sometimes a need to protect a pupil's self-esteem, and that it may not always be appropriate to highlight to the pupil the range of their difficulties. In these circumstances, pupil involvement is carefully planned with those who know the pupil best, i.e. families and those working closely with them.



----- [Click here to return to the front page](#) -----

### Teaching, Learning and Support

**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)**

- The school SENCO, along with the head teacher and other members of the leadership team, undertake regular monitoring of pupil progress and of the effectiveness of provision.
- The success of intervention programmes in school is monitored carefully to ensure they provide high quality outcomes and remain good value for money.
- The successful impact of interventions is judged by verbal feedback from support staff, parents and pupils; the progress a child is making against national/age expected levels and whether the gap is narrowing – i.e. they are catching up with their peers or achieving expected age levels. Children may move off the SEND register if they have ‘caught up’ or made sufficient progress.
- The individual opinions of children and parents regarding the effectiveness of the support provided through SEN Support plans and Education Health Care plans is sought annually and collated to inform decisions about future provision.

----- [Click here to return to the front page](#) -----

### Keeping Students Safe and Supporting Their Wellbeing

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

- Children’s safety is paramount. Information about your child’s difficulties is communicated to the relevant school staff via a 1 page pupil profile or the ‘Supporting me’ plan, which outlines any areas which could pose a risk to your child.
- Where risks are identified, measures are taken to limit these e.g. your child may need supervision when negotiating steps or stairs. Some pupils need monitoring during break times, others need close supervision during the handover from school to parent/carer at the beginning and/or end of the day.
- Where necessary, alternative arrangements for the most ‘risky’ times of the day are made through a detailed risk assessment. This is shared with you and reviewed regularly by the head teacher, class teacher and SENCO.
- A risk assessment is carried out prior to any off site activity to ensure everyone’s health and safety is not compromised. In the unlikely event that it is considered to be unsafe for your child to take part in an activity, alternative activities will be provided.





----- [Click here to return to the front page](#) -----

### Keeping Students Safe and Supporting Their Wellbeing

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

##### **PASTORAL**

The school offers a variety of pastoral support for children who have social or emotional difficulties. We seek to ensure that the provision we offer in this regard is highly personalised and is generated through discussion with pupils and their families.

- Social and emotional wellbeing is addressed through PHSE teaching in class, 'Circle Time' and the 'SEAL' programme used to develop resilience and self-esteem.
- Bespoke interventions such as social skills groups and social stories or articles are used to address specific issues as they arise.
- The school employs a trained counsellor to support the needs of children and their families.
- Support groups are initially co-led by practitioners from Visyon and a member of the school staff. The school uses their emotional resilience resources for follow up sessions. The programme can be used with other groups, throughout the school, as required.
- We can access advice on individual cases and staff training through the Emotionally Healthy Schools Link Team.
- The SENCO has assessment tools to support us in tracking and monitoring a pupil's self-esteem and confidence e.g. Boxall, strengths and difficulties questionnaires etc.
- Access to the appropriate outside agencies e.g. Child and Adolescent Mental Health Service, Cheshire East Autism Team, Social Care Services – Family Service workers etc. are available to support vulnerable pupils.

##### **FRIENDSHIPS**

- All children in school are supported to develop relationships with their peers.
- Reception children are paired with a Year 6 buddy to encourage social interaction at break times.
- If your child finds the less structured times of the day difficult, alternative arrangements can be made at play and lunchtime. Play skills can be actively taught or modelled by staff and support is also offered through social skills groups.

##### **PEER / SIBLING SUPPORT**

- It is sometimes appropriate for us to offer support to the peer groups/siblings of children with additional needs. Sometimes this takes place in an open and frank manner, enabling peers to ask questions and learn about the needs of their class mates.
- At other times this takes a more general form, such as working with the class on celebrating diversity. We also hold whole school assemblies which address some of the key areas of need within our school.
- Specific interventions such as 'Circle of Friends' might be used.



----- Click here to return to the front page -----

### Keeping Students Safe and Supporting Their Wellbeing

#### **BULLYING**

- The school holds a clear position on bullying and all children are encouraged to distinguish bullying from isolated acts of unkindness.
- Class teachers are vigilant in monitoring the children's behaviour for indications of bullying.
- There are a range of assemblies linked to anti bullying
- Where bullying is suspected, personalised support measures are put in place, for both victims and perpetrators, which take into account the needs of all the children involved.

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

#### **ADMINISTRATION OF MEDICATION**

- Some children with special educational needs may also have medical or personal care needs which require attention during the school day, including the administration of medication.
- Our usual protocol for the administration of medication is that parents/carers need to sign a consent form detailing the type of medication, the amount prescribed and the time or frequency of administering it.
- Children go to staffroom with their class teacher where their medication is stored appropriately e.g. ADHD medication in a locked cupboard, antibiotics kept in the fridge etc. Medicine is usually administered in the presence of 2 members of staff.
- The details for SEND pupils needing regular medication can be found on the 1 page pupil profile or the 'Supporting me' plan.
- Some children have medical or personal care needs. An individual Health Care plan is written, in consultation with staff, health care professionals, parents and the child to make sure their needs are met.
- The policies for the administration of medication and how we support children with chronic medical conditions can be found on the school website (available at [www.bollingtonstjohns.co.uk](http://www.bollingtonstjohns.co.uk))

#### **TOILETING**

- We would seek in the first instance to support the toilet training programme you are using at home.
- Where toilet training is not appropriate, your child will be encouraged to take as much responsibility as possible for their toileting.
- If your child has occasional 'accidents' we request that you provide a spare change of clothes. If necessary, we may ask you to take your child home to change them as there are no shower facilities in school.
- We work closely with families and follow the advice of the continence service when meeting pupil's toileting needs.

#### **PRIVACY AND DIGNITY**

- For some of our children it is most appropriate for medical care to take place in private e.g. toileting, bodily application of creams etc. Arrangements for this are made based on the context of the child's needs.
- For other children, medical care might take place within the daily routine of the classroom e.g. drinks given at snack time. Where this occurs close adult supervision is maintained to ensure the safety and dignity of all pupils.



----- Click here to return to the front page -----

### Keeping Students Safe and Supporting Their Wellbeing

- If your child has toileting needs, every care will be taken to protect their dignity.

#### SHARING OF MEDICAL INFORMATION

- All staff know who has a nut allergy. Photos and details of their allergies are on the staffroom notice board and in the school kitchen.
- Information about the medical and personal care needs of your child is noted on their 'Supporting me' plan. Where information is required in greater or more personal detail, the location of this information is shared on the 'Supporting me' plan rather than the information itself.
- If your child has more complex medical needs, medical Health Care Plans, produced in discussion with parents/carers and health professionals, are written and stored alongside the 'Supporting me' plan as well as with your child's medication.
- If your child has a medical condition that can present with medical emergencies, this will be detailed on your child's Health Care Plan, with instructions on the procedure to be followed in the event of an emergency. This information is shared with staff who may have contact with your child.

#### MEDICAL APPOINTMENTS

- If your child needs to take extended periods of time off to attend medical appointments, you are encouraged to discuss how best to support your child, with any missed work, with the class teacher.
- Sometimes it is appropriate to provide additional 'catch up work' for completion at home. At other times it may be possible to arrange for appointments to coincide with subjects in which your child is more able. Wherever possible the school will work flexibly to support children who miss work due to unavoidable medical appointments or through illness.

#### TRAINING

- Staff have regular first aid training every 2 years. They also receive training in the administration of rescue medication such as epi pens and asthma inhalers.
- Where necessary the school can access relevant training to address the specific needs of pupils.

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

We are an inclusive school and we welcome diversity. We believe that having high self-esteem is crucial to a child's well-being.

- Personal, social and emotional wellbeing is central in our curriculum and is addressed through regular PHSE sessions in class.
- All staff promote an environment in which positive personal relationships can flourish. Support is given to your child to encourage them to manage their emotions and relationships on a day to day basis.
- For those requiring further support, the school employs a trained counsellor. She might work with small groups of children, with individuals or support pupils in a more holistic way (e.g. family support etc.).



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018

----- Click here to return to the front page -----

### Keeping Students Safe and Supporting Their Wellbeing

- School has access to a range of interventions to support children experiencing difficulties with emotions or relationships and assessment tools to help us monitor this area of pupil development. We run support groups led by counsellors from Visyon and use the emotional resilience resources for follow up and future sessions.
- We can access advice on individual cases and staff training through the Emotionally Healthy Schools Link Team.

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

#### BEHAVIOUR

- Our behaviour policy can be found on the school website (available at [www.bollingtonstjohns.co.uk](http://www.bollingtonstjohns.co.uk)) We have a positive approach to managing behaviour with a clear system of rewards and sanctions which is followed by all staff and pupils.
- After any behaviour incident we expect children to reflect on their behaviour with an adult. This helps to identify why the incident happened and what the child needs to do differently next time to change and improve their behaviour.
- Where children have behavioural difficulties, a range of measures are used to support them in adhering to the school rules.
- For some children alternative arrangements need to be in place for 'trigger points' during the day. Other children may need a 'time out' arrangement to access a designated 'safe space' at times of stress.
- Where children present with challenging behaviour our key focus is to firstly understand the behaviour and its cause. We use an 'Antecedent, Behaviour, Consequence, Desired Outcome' system of recording and analysing behavioural incidents in order to try to find patterns in behaviours. When these are identified, we then seek to implement strategies to support children in avoiding the repetition of these behaviours.
- Our focus is on proactively avoiding behaviours, deescalating emotional incidents and supporting children to regulate and change their own behaviours. We work flexibly in response to pupil behaviour and aim to find creative and effective strategies to support children in managing their behaviour.
- Parent/carers are encouraged to be involved and often find it useful to use the same strategies at home.

#### EXCLUSION

- It is very rare that we would consider exclusion for any child. Information about the procedure can be found on the school website (available at [www.bollingtonstjohns.co.uk](http://www.bollingtonstjohns.co.uk) )

#### ATTENDANCE

- The attendance of every child is monitored on a daily basis by the school secretary.
- Lateness and absence are recorded and reported to the head teacher. She takes active steps to improve attendance by working closely with families, where attendance is a concern, to find holistic ways to improve the situation.
- Attendance below 95% is a cause for concern and reasons for absence will be identified and support considered.
- Attendance rates are reported each term to the Governing Body.
- A copy of the school's Attendance policy can be found on the school website (available at [www.bollingtonstjohns.co.uk](http://www.bollingtonstjohns.co.uk))



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018

----- Click here to return to the front page -----

### Working Together & Roles

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

- The class teacher has the overall responsibility for your child's learning and their day to day well-being in school.
- They are the first port of call for you and your child if you have any concerns. They gather initial information about your child's strengths and weaknesses.
- Class teachers are expected to plan and deliver appropriate learning opportunities for your child. This includes ensuring that any resources are in place to support your child's learning e.g. additional adults, physical prompts, interventions etc.

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

- The head teacher oversees the running of the school, ensuring that all elements of the children's education are in place.
- The school SENCO has responsibility for co-ordinating the provision for children with SEND. She may work individually with children and carries out assessments where required. She offers advice on strategies and interventions to support children's specific needs. She usually chairs formal meeting such as reviews for SEN Support plans and EHC plans.

In addition to the class teacher and SENCO, your child might come into contact with the following:

- The school counsellor is involved in meeting the pastoral needs of children (parental consent is required).
- The SENCO specialises in supporting literacy needs and might work individually with children or advise other staff.
- The school nurse (parental consent required for any contact).
- Occasionally external agencies or specialists might be brought in to observe or work with children (parental consent is required).
- Where appropriate we organise multi-agency meetings to discuss a child's needs (e.g. Common Assessment Framework - CAF). We aim to facilitate effective communication with these groups in order to meet the need of children and their families.
- Our teaching assistants are highly skilled and experienced members of staff. They run intervention programmes under the guidance of the teaching staff and support children either in small groups or on a 1:1 basis.
- For children with the highest levels of need, an additional adult might be assigned to work with the child on a 1:1 basis. The class teacher, along with the SENCO, will collate information and devise support for children with complex needs.

#### 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?

- Information about SEND needs of pupils are noted on the 1 page pupil profile or 'Supporting me' plan and this document will point staff to the more detailed documents where required.
- All class teachers and any key workers involved with the child will be given a copy of EHC plans. There are opportunities to discuss the content of these with the SENCO whenever a query arises.



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018

----- Click here to return to the front page -----

### Working Together & Roles

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

- All school staff have an awareness of SEND and are invited to attend further training when a specific need arises.
- Staff can meet with the SENCO whenever a query arises to discuss their practice in relation to the specific needs of the pupils in their classes.
- The SENCO is an experienced member of staff and has a postgraduate certificate in Specific Learning Difficulties (Dyslexia).
- The school counsellor is highly qualified and has an enhanced knowledge of pastoral care.
- We are part of the 'Bollington Family of Schools' which provides professional development opportunities for our staff.

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

- We work closely with any external agencies when more specialised expertise is required. The agencies used by the school include the School Nursing Service, Occupational therapists, Physiotherapists, Speech and Language therapists, Child and Adolescent Mental Health Service, the hearing/visual Sensory Impairment Team, Educational psychologists, Cheshire East Autism Team and Social Services etc.
- Some of our pupils may access Speech therapy, Physiotherapy or Occupational therapy on site.
- We work with social care teams and have access to voluntary organisations such as Parent Partnership.
- We have 6 group consultation meetings a term with our Educational psychologist and a Specialist teacher from the Cheshire East Autism Team.

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

- Come and talk to your child's class teacher first.
- The school SENCO is also available to support you in matters relating to SEND. She can be contacted directly at Bollington St. John's School on Wednesday mornings and Tuesday and Thursday afternoons. Alternatively, the school secretaries can email her, to arrange an appointment or telephone conversation.

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

**Mrs. Rosie Hemmings is the School SENCO** – She can be contacted directly at Bollington St. John's School on Wednesday mornings and Tuesday and Thursday afternoons. Alternatively, the school secretaries can email her, to arrange an appointment.

**Mrs. Suzanne Farrar and Mrs. Jane Bostock are the school secretaries at Bollington St. John's School.**

**They can be contacted at [admin@stjohnsboll.cheshire.sch.uk](mailto:admin@stjohnsboll.cheshire.sch.uk)**

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

**Mrs. Jane Woodward is the designated governor for SEND.** She can be contacted via one of the school secretaries – Mrs. Jane Bostock or Mrs. Suzanne Farrar, at Bollington St. John's School or [admin@stjohnsboll.cheshire.sch.uk](mailto:admin@stjohnsboll.cheshire.sch.uk)

- The school governors have responsibility for ensuring the quality of SEND provision across the school.



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018

----- [Click here to return to the front page](#) -----

### Working Together & Roles

- Regular meetings between the governor with responsibility for special educational needs and the SENCO take place to ensure that all pupils, including those who are looked after, make progress. She reports back to the Governing Body.
- The SENCO provides information for the Head teacher's report to governors, twice a year.

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

- Every effort is made to ensure that your child's opinions, thoughts and feelings are an integral part of any plans that are made about their education.
- Opinions are sought at a level which is accessible to the individual. For some learners this might mean that they are supported to express their views in an alternative format e.g. their opinions may be scribed by their teaching assistant or expressed via video or audio means.
- Younger or less able children are given the opportunity to contribute their ideas in discussions which take place with a familiar adult who acts as an advocate for them.
- There is a School Council made up of children who meet regularly with the Head teacher to share the views of their peers. Pupils with SEND are represented within this group.
- There are also worry boxes in every class which are checked regularly by the class teacher and acted upon.

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

- Parents are encouraged to take an active role in the setting.
- Some parents volunteer to help in school e.g. hearing readers, accompanying trips etc.
- Other parents help to run after school clubs.
- During the Summer term the children take part in the 'Academies'. This is scheme designed to offer opportunities to develop a specific skill or experience a different environment within the local area. Some parents offer to run an academy such as learning to play the guitar, silk printing or looking after hens. Others help to transport pupils to their academy which might take place at the library, fire station, local veterinary practice etc.
- Every parent is automatically a member of the 'Parents' Association'. They organise events and fundraise on behalf of the school.
- Parent governors sit on the Governing Body. When their term of office expires, details of how to stand are advertised in the school newsletter.

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

- We recognise that there can be a great deal of paperwork for a parent of a child with additional needs. The SENCO or Head teacher can provide support to parents as required. This might be completing forms with parents or directing them to agencies who can help further.
- Information about parent support groups is shared with parents throughout the school year via a termly parent partnership magazine. It is sent out to parents/carers of SEND pupils but is also available in the foyer at each school.



----- Click here to return to the front page -----

## Inclusion & Accessibility

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

Bollington St John's Church of England Primary School aims to include all children and their families so that each and every child enjoys learning with us and develops their unique talents and aspirations. We believe children learn best when learning opportunities cater for the different preferences of learners, developing their independence and motivation as an individual. Inclusion underpins everything we do: learning and teaching, the curriculum, resources, budget management and our whole ethos and culture.

- We are an inclusive school and therefore we endeavour to ensure that all children, regardless of their needs, are able to attend enrichment activities such as after school clubs, school trips, residential visits etc. We make the relevant adaptations to enable children with SEND to attend.
- We have a range of out of school clubs and activities which change from term to term (Please contact the school office for details). All of which are available to every child, regardless of level of need.

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

Is the building fully wheelchair accessible?

Details (if required)

There are 2 classrooms upstairs. There is a ramp up to the main entrance of the school.

Are disabled changing and toilet facilities available?

Details (if required)

There is a disabled toilet but there are no shower facilities.

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

Details (if required)

There is a parking area at the front of the school.

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

Details (if required)

n/a

**The school makes every effort to provide reasonable adjustments to ensure that its facilities are accessible, as outlined in the Equality Act 2010.**





## Local Offer for Special Educational Needs and/or Disability 2017 – 2018



----- [Click here to return to the front page](#) -----

### Inclusion & Accessibility

An Accessibility Plan has been drawn up and the Premises Committee is constantly reviewing how to improve our accessibility for pupils with SEND. St. John's has a ramp up to the main entrance of the school providing ground level access for wheelchairs, pushchairs and mobility scooters. The front of the school has recently been reconfigured to provide some disabled car parking spaces.

We are committed to inclusion and ensuring that we accommodate those with disabilities. Children have access to all areas of the school and to a broad, balanced and relevant curriculum. All reasonable steps are taken to ensure that no child will be treated less favourably for a reason related to disability.

- Children with additional receive support to access the facilities available to their peers e.g. large print text for those with visual impairments, additional handrails in the toilets etc.
- For families who find it difficult to access written documents we communicate in person or by phone.
- Where pupils and their families require communication through languages other than English, we would make arrangements to provide a translator for key meetings/communications. We would discuss with those families their preferred means of communication.



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018

----- Click here to return to the front page -----

### Transition

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

- The school Admission policy can be found on the school website ( available at [www.bollingtonstjohns.co.uk](http://www.bollingtonstjohns.co.uk))
- Please contact the school office at [admin@stjohnsboll.cheshire.sch.uk](mailto:admin@stjohnsboll.cheshire.sch.uk) to discuss the entry process and arrange to visit the school.
- 'The school complies fully with the Equality Act 2010 and the School Admissions Code 2012 in relation to the arrangements for the admission of disabled pupils. Where the school is oversubscribed, all children are admitted in accordance with the published oversubscription criteria. Where a child is disabled the school will make reasonable adjustments and provide auxiliary aids or services where reasonable to ensure that no disabled child is placed at a substantial disadvantage compared to other pupils.'

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

- Please contact the school office at [admin@stjohnsboll.cheshire.sch.uk](mailto:admin@stjohnsboll.cheshire.sch.uk) to arrange a tour of the school.
- We encourage the families of children with SEND to inform the school office when making an initial enquiry about joining the school so that information that specifically relates to your child's requirements can then be shared.
- We can arrange for you to meet the SENCO to discuss your child's needs.
- We offer a range of transition visits for new Reception pupils.

#### 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)*

##### ENTRY

- Prior to entry to our school, it is usual for families to visit for an informal tour of the school with the head teacher.
- Information relating to your child's special educational needs is then shared with the SENCO and prospective class teacher.
- If your child has a higher level of need, and if it is agreed at this point that the school is able to meet your child's needs, a transition meeting is held. This meeting is an opportunity for families and professionals to share information about your child. Actions will be set in place to ensure your child is appropriately included.
- Following this meeting, the school considers the provision necessary, and if appropriate, takes steps to acquire any resources needed to implement the provision. The action plan is then reviewed either prior to entry or shortly after. A range of transition measures are put in place to meet the needs of your child. This may include additional visits to the setting, visits by school staff to your child's current setting, a transition pack and a 'transition book' containing photos of key members of staff and areas of the school, for your child to look at prior to entry etc.



## Local Offer for Special Educational Needs and/or Disability 2017 – 2018



----- Click here to return to the front page -----

### Transition

#### TRANSITION TO NEW SETTINGS

- We encourage all new children to visit the school and be shown round, prior to starting school.
- We support our children with SEND and those who are vulnerable, who are preparing to leave us for Secondary education, by arranging additional visits and working through a transition booklet which addresses key aspects of the new setting.
- Some of our children benefit from an extended transition whereas others require a shorter introduction.
- We can facilitate a transition meeting with the next phase setting in order to share strategies and to maintain consistency of support.
- We work closely with families at this time to ensure consistency of information and address any worries they may have.
- We have good links with our local high schools and we work closely with them ensuring all relevant paperwork is passed on and all needs are discussed.

----- Click here to return to the front page -----

### Additional Information

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

The school SENCO can provide details of further support for families.

The Parent Partnership Service became the **Cheshire East Information Advice and Support** on the 1st September 2014 and can be accessed by following this link <https://ceias.cheshireeast.gov.uk/>

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

Last reviewed January 2018

To be reviewed **July 2018**

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

The Cheshire East Local Offer can be found at [www.cheshireeast.gov.uk/localoffer](http://www.cheshireeast.gov.uk/localoffer)

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

- We encourage parents to address any worries or concerns they may have with the class teacher.
- If they are unable to help, you should contact the Head teacher or SENCO.
- We pride ourselves on building positive relationships with parents. By talking things through openly and honestly, we are often able to find solutions to most problems. However, if after discussing your concerns with these people, you remain unhappy with any aspect of the school's performance our complaints procedure can be found on the school website (available at [www.bollingtonstjohns.co.uk](http://www.bollingtonstjohns.co.uk))
- Guidance on what to do if you are unhappy with a decision made by the local authority regarding your child's special educational needs can be found within the Cheshire East Local Offer.