



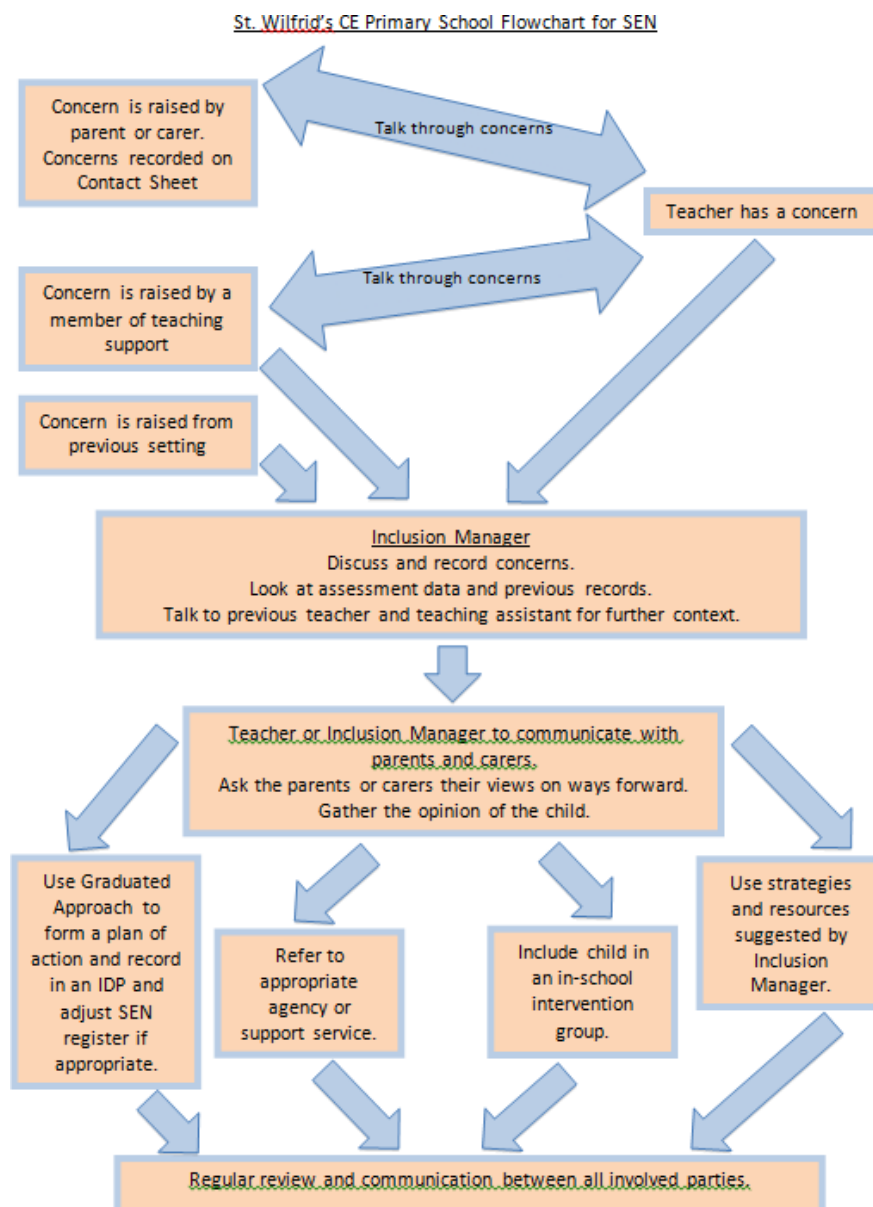
St Wilfrid's CE Primary School SEND Information Report 2018-2019

Our SEND Information Report tells the story of our everyday practice and provision for our SEND children.

If you have any further queries then please get in touch with the school office and we will be pleased to help you.

1. How does the school know if children need extra help and what should I do if I think my child may have special educational needs or disability (SEND)?
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1. How does the school know if children need extra help and what should I do if I think my child may have special educational needs or disability (SEND)?



If your child is due to start school in Reception in the following school year, you should make an appointment to discuss his or her needs with the Inclusion Manager or Head teacher.



If your child is new to the school then progress will be discussed with your child's nursery or previous school to enable suitable support to be implemented. The teachers at St. Wilfrid's know the children in their class well and if there are any concerns about your child's progress or attainment or if it is felt your child needs extra support, this is identified early and acted upon.

Regular progress meetings are held to discuss your child's progress with the appropriate staff in school.

The class teacher will talk to you if they have any concerns about your child. Parents and carers can talk to the class teacher or Inclusion Manager at a mutually convenient time if they feel that their child may have SEND.

2. How will school staff support my child?

Every child will be supported according to their need. The teacher or Inclusion Manager will plan and explain to you a programme of special support if one is needed. The class teacher will review this plan with you termly. At St. Wilfrid's we call these Individual Development Plans (IDP's)



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

Class teachers differentiate teaching and learning to meet the needs of all children in their class. This will ensure that your child's needs are being met.

4. How will both you and I know how my child is doing and how will you help me to support my child's learning?

Parents and carers are invited termly in to school to discuss the progress of their child.

Class teachers and the Inclusion Manager are always willing to talk to parents though it is advisable to make an appointment through the school office as teachers often have meetings to attend before and after school.

Parents are often invited to events in school that help them know how to support their child in a certain area e.g. '6 weeks in' event for the parents of new Reception children, Maths evenings, phonics sessions for Reception parents. Parents will also find the information in the Home School books useful in helping them to support their child's learning.

If your child has an IDP then parent and carer views will be gathered and parents and carers will part of the target setting process. The IDP will also suggest ways for you to support your child at home.

5. What specialist services are available at or accessed by the school?

Our Inclusion Manager can signpost you to the most appropriate agency to support your child.

We can refer children to the following services as appropriate (subject to waiting lists)



Some of the above services are offered on a prioritised basis, depending on the needs of your child and the other children in the school.

6. What training have the staff supporting children and young people with SEND had or having?

Our staff continually participate in Continuing Professional Development opportunities that equip us to support children with SEND.

Examples of this include: Elklan Speech and Language training, Autism Aware training, Communication Friendly Classroom, Narrative Therapy, Social Stories, Team Teach, Play Leaders, Peer Mediators, Epilepsy Aware training, Sensory Support training, Epi-pen training and Holistix training for accessing Early Help Plans.

7. What support is available for improving the social and emotional development of children with SEND?

The Nurture Group, Play Therapist and Learning Mentors are able to support children who have emotional barriers to learning.

Less structured times can be particularly challenging for children with social and emotional difficulties.

The arrangements include:

Building Buddies (creative activities for making friends)
Lunchtime Club.



Extra pastoral support arrangements are made for listening to the views of children and young people with SEND and measures to prevent bullying e.g. listening boxes are positioned in both KS1 and KS2 areas where children can post concerns. Each classroom has a prayer box too.



Our Inclusion Manager can offer specialist advice for children with social communication and interaction difficulties and refer children to the West Sussex Learning Behaviour Advisory Team for additional advice and strategies.

The Inclusion Manager can refer to specialist advice from the Child Development Centre.

There are areas designated for 'quiet retreat' within or outside many classrooms such as the Rainbow Room and the Spiritual Garden, including time to talk with a Teaching Assistant.



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

We strive to include all children in activities that are taking place outside the classroom.

We meet with parents of children who have SEND if individual plans need to be made in order for the child to access the trip.

Work will be done to prepare children for the trip such as using a visual timetable or photos from previous visits.

9. How accessible is St. Wilfrid's?

The school building is accessible by wheelchair; due to the age of the premises the access to the field is by way of a fairly steep slope.

The school has disabled toilets for both children and adults.

We follow the advice of professionals such as occupational therapists, in striving to adapt our buildings to meet the needs of children with SEND.

10. How will the school prepare and support my child to join the school and later transfer to a new school for the next stage of education and life?

Reception class teachers and the Inclusion Manager (if appropriate) will visit many children at their pre-school setting in order to meet the children and discuss with staff how the children's needs can be met at school. We also like to meet with parents of children with SEN before your child starts school if we or you feel that additional arrangements need to be made in order for your child to make a smooth transition to school.

Where appropriate, children with SEND will follow a transition programme when changing year group.

We communicate closely with staff from our local secondary schools and discuss the needs of children with SEND. All children in Year 6 make a visit to their secondary school and additional visits can be arranged if it is felt that this would be helpful.

11. How are the school's resources allocated and matched to children's special educational needs?

The Headteacher, Deputy Headteacher, Inclusion Manager and Assessment Co-ordinator meet termly to discuss the needs of children with SEND. The Inclusion Manager also meets with class teachers and resources are allocated accordingly. Parents of children with an Educational and Health Care Plan (EHCP) are also able to apply for a personal budget.

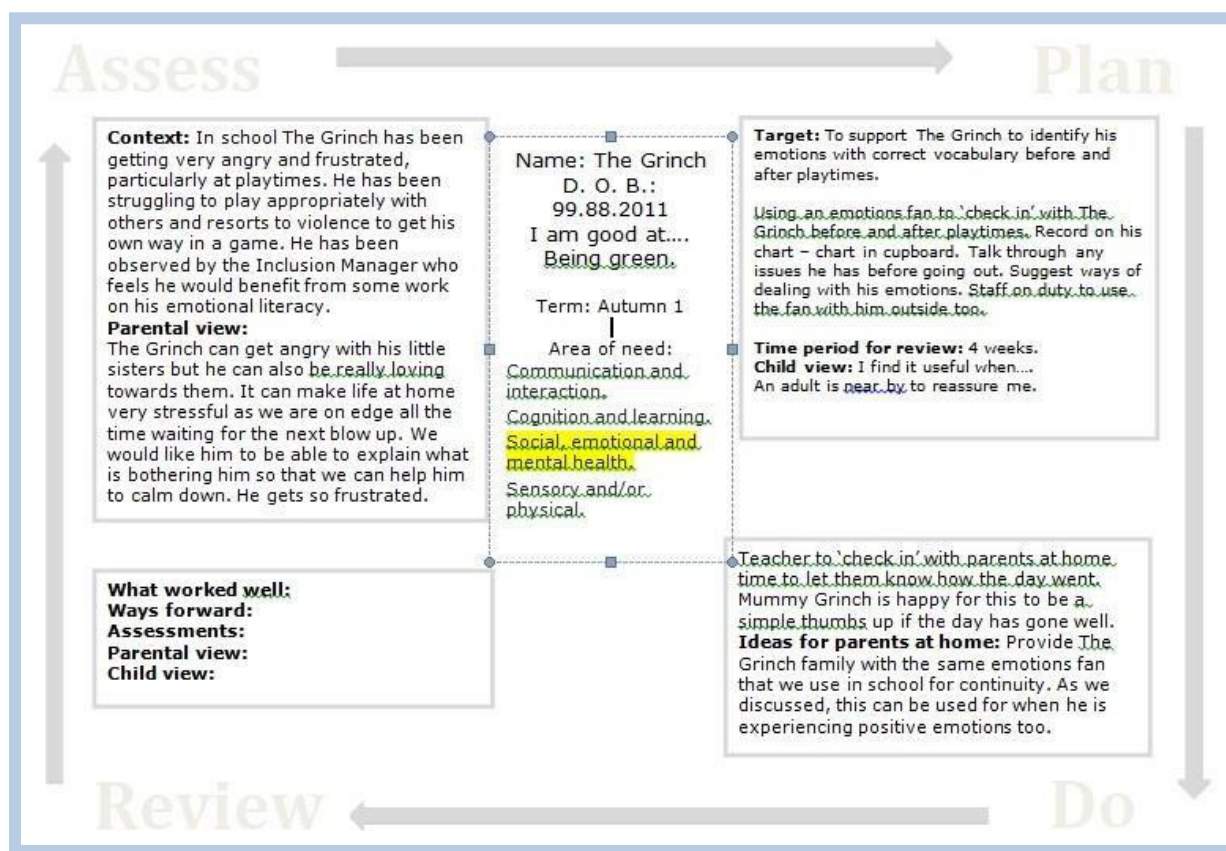
12. How is the decision made about what type and how much support my child will receive?

Children's needs and support are discussed with parents at parent consultation evenings. If a child needs further support then extra meetings will always be arranged. The Headteacher, Deputy Headteacher, Inclusion Manager and Assessment Co-ordinator meet termly to discuss the needs of children with SEND. The Inclusion Manager also meets with class teachers and additional support and resources are allocated accordingly. This is reviewed termly to judge whether the support is having an impact or whether new interventions need to be tried. The IDPs are pivotal in this review process.

13. What are the arrangements for evaluating the effectiveness of the provision made for children and young people with SEND?

Our school's Assessment Policy outlines the range of assessments regularly used throughout the school such as:

- Evaluation of the IDP targets. (including entrance and exit data).



- Tracking of pupil progress generally as part of whole school tracking system. We use a system called Target Tracker for this.
- Any intervention is recorded and overseen by class teachers and the Inclusion Manager.
- Progress of children with speech and language needs is assessed and reviewed regularly throughout the year by the Speech and Language Therapy services.
- An Annual Review is held for children with EHCPs; interim reviews can also be arranged throughout the year if deemed necessary.
- Telephone consultation meetings with the Educational Psychology Service, based on the assess-plan-do-review model, can take place throughout the year where a need is identified
- When children are assessed by the Inclusion Manager or by external agencies, meetings and telephone conversations take place with the parents or carers and the class teacher

to discuss the findings and how best to address need and meet targets.

- When assessing children with SEN, consideration is given to recording needs e.g. a reader, scribe, additional time or rest breaks may be necessary – generally whatever support is provided in the classroom throughout the school year, is provided as far as is permitted during tests.
 - Initial concerns about a child's progress are discussed with the Inclusion Manager and parents and followed by referrals to external agencies or placement on intervention programmes as deemed appropriate.

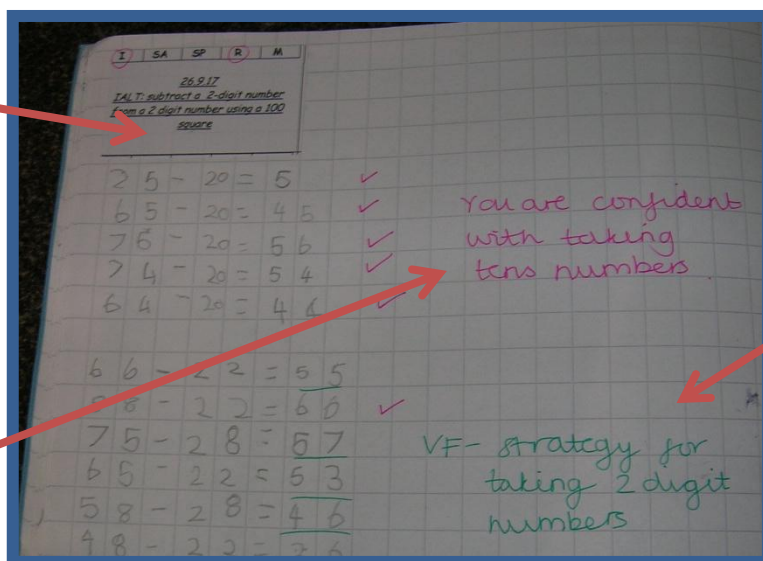
14. How do we consult pupils with SEND and involve them in their education?

Children with SEND are encouraged to represent on our School Council and other consultation groups. Where necessary they will be supported with writing speeches and be given support and/or additional time to practise.

We aim to include children in their target setting collaboratively from verbal feedback directed by teachers.

Target agreed
between teacher
and child.

Tickled Pink
Indicates what
the child has
achieved.



Green for Growth

VF = Verbal Feedback.
Records a conversation between adult and the child to discuss ways forward.

We encourage and support children with EHCPs to take an active part in their annual review meetings through preparation and making the information and meeting itself accessible and child friendly. In Upper KS2, children will be invited to attend part of the Annual Review to give their views in person.

15. What are the arrangements relating to the treatment of complaints from parents of children with SEND concerning the provision made at school?

It is in everyone's interests for complaints to be resolved as quickly as possible and our SEN complaint procedure is as follows:

The complaint is dealt with by the class teacher – it is important our parents feel they have been listened to and that all points raised have been addressed. If the matter remains unresolved the complaint would be dealt with by the Inclusion Manager, the relevant Key Stage Leader or Deputy Head.



If there is still no resolution, the Head teacher should become actively involved.



If the matter is still not resolved, the complainant should put their complaint in writing to the Chair of Governors (their contact details are on the school website). The Governing Body will deal with the matter through their agreed complaint resolution procedures.

16. How are parents involved in the school? How can I be involved?



There are two parent Governors elected to the Governing Body.

The Parent Council is a route to enable parents to get involved in the life of the school. Each Year group in the school has an elected representative on our Parent Council.

We have an active Friends of St Wilfrid's committee (FoSW) who support the school by

running events to raise money for additional resources and they have a page on Facebook.

We have an army of parents who come in to school every week to help different classes with their learning or run a school club.

Information on day to day school life is included in a frequent Newsletter and these will also be on our website.

Our school website reflects general information about each year group.

Home-School books are used to communicate with parents on a daily basis or as needed.

17. Who can I contact for further information?

If you would like to discuss something about your child, your first point of contact is your child's class teacher.

The Inclusion Manager (Mrs Russell) has responsibility for children with SEND and the Key Stage Leaders Mrs Paxton (KS1) and Mr Way (KS2) are responsible for pastoral matters. They can be contacted through the school office on 01444 413707.



If you are considering whether your child should join the school, please make an appointment to speak to Head Teacher, Mr Hateley.

The SEND Governor is Jon Arnold who can be contacted via the School Office or the Clerk to Governors.

Email: office@stwilfrids-hh.school

The Parent Partnership Service can also give advice.

Helpline: 0845 075 1008 - Monday to Friday during office

hours. Email: parent.partnership@westsussex.gov.uk

The Local Offer website for West Sussex: www.westsussex.local-offer.org