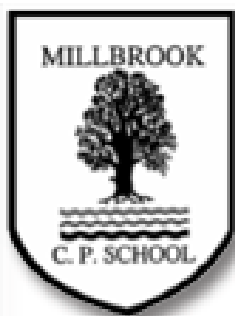


# SEND- Special Educational Needs and Disability



**Millbrook**  
Community Primary School

Reviewed November 2022

## Children and Families Act 2014

The Children and Families Act underpins wider reforms to ensure all children and young people can succeed, no matter what their background. The Act will reform the systems for adoption, looked after children, family justice and special educational needs.

The Government is transforming the system for children and young people with special educational needs (SEN), including those who are disabled, so that services consistently support the best outcomes for them.

A child or young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

As part of the SEN reform programme Local Authorities must publish their Local Offer, providing a comprehensive, transparent, and accessible picture of the range of services available. Local partners, including schools are required to co-operate with the Local Authority in the development and review of their Local Offer.

The Knowsley Local Offer can be accessed at the link below:

<https://www.knowsleyinfo.co.uk/categories/knowsley-local-offer-sen>

All Knowsley maintained schools have a similar approach to meeting the needs of pupils with special educational needs and are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school.

This document outlines our School Offer and the SEN Information required as stated in the SEN Code of Practice.

This report also complies with

- section 69 (2) of the Children and Families Act 2014
- regulation 51 and schedule 1 of the Special Educational Needs and Disability Regulations 2014

**Glossary of Terms used:**

ADHD.	Attention Deficit Hyperactivity Disorder
ASC	Autistic Spectrum Condition
CAMHS	Child and Adolescent Mental Health Service EP Educational Psychologist
PPP	Personal Provision Plan
PP	Play Plan (EYFS)
LM	Learning Mentor- supports children with social/emotional/behavioural needs.
SAS	School Attendance Service
SIS	Sensory Impaired Service
SALT	Speech and Language Therapy/Therapist
SEN	Special Educational Needs
SEN Code of Practice	The legal document, which sets out the requirements for educating children with special educational needs.
SENCO	Special Educational Needs Co-ordinator-organises and monitors provision for children with special educational needs

**KEY PEOPLE:**

**Mrs N Lloyd- KS1 and KS2 SENDCO**

**Mrs C Lewis- EYFS SENDCO**

**Ms Gray- Learning Mentor**

**Millbrook Community Primary School**  
**Special Educational Needs and Disability (SEND) Policy**

"The purpose of education for all children is the same; the goals are the same. But help that individual children need in progressing towards them will be different. Whereas for some, the road they travel towards the goal is smooth and easy; for others it is fraught with obstacles." (Warnock Report, 1.4)

**STATEMENT**

Millbrook Community Primary School seeks to provide a high quality academic education for all pupils according to their needs, and to develop attitudes of mutual respect and responsibility. It aims to give high priority to the spiritual, cultural and moral development of the whole school community in an inclusive, safe and stimulating environment for all. Its provision is stated in the School Information.

**General Objective**

At Millbrook School the emphasis is on a whole school approach. All staff accept responsibility for providing all children with realistic learning goals in a broad-based, appropriate curriculum including those pupils with Special Educational Needs and Disabilities. We believe in nurturing and developing the educational, social, emotional, cultural and spiritual aspects by curriculum design and variety in teaching approaches.

**We therefore intend . . .**

- ❖ To have regard to the Code of Practice (2014) on the identification, assessment and graduated response to special educational needs.
- ❖ To follow guidelines laid down by the Local Education Authority.
- ❖ To work in partnership with the child, parent/carers, all staff, governors, LA and outside agencies.
- ❖ That class teachers will use a range of differentiation strategies and interventions to provide effective learning opportunities for all pupils.
- ❖ Where a child is identified as not making adequate progress, provision that is additional to or different from that provided as part of the school's usual differentiated curriculum, will be given. Identification will be apparent through the School's assessment procedures, Pupil Tracker and Pupil Progress meetings termly.
- ❖ To recognise the importance of early identification. If the child's difficulties prove less responsive to the provision made by the school, then an early start can be made in considering the additional help the child may need.
- ❖ Where a child is identified as having special educational needs a Personal or Group Provision Plan will be drawn up tailored to each individual child's or group needs. Realistic targets will be set and the plans will be reviewed/evaluated regularly and involve the child, parent, teacher and all support services throughout the process.

- ❖ Enhance self-esteem by setting appropriate targets and by utilising the school's monitoring and recording procedures.
- ❖ To use a variety of complementary approaches to support the class teacher and child - differentiation, 1-1, group, whole class, within the class or withdrawal when appropriate. Quality first teaching will be used whenever possible and supported through carefully differentiated planning alongside all supporting staff.
- ❖ To include the child within the class, wherever and whenever practicable and to seek the child's views throughout the process. Pupil voice will be heard at all stages.
- ❖ Endeavour to use all resources appropriately and efficiently and seek support when necessary.
- ❖ Make full use of all the support agencies that have been made available through the LA as outlined in the LA Offer.

### **Legislative Compliance**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0- 25 (September 2014) 3.65. It has been written as guidance for staff, parents or carers and children with reference to the following guidance and documents.

- SEN Code of Practice (which takes account of the SEN provisions of the SEN and Disability Act 2001) September 2014
- Schools SEN Information Report Regulations 2014
- Ofsted Section 5 Inspection Framework April 2018
- Ofsted SEN Review 2010 "A Statement is not enough"
- Equality Act 2010
- Children and Families Act 2014
- Statutory guidance on Supporting pupils with medical conditions April 2014
- The National Curriculum in England KS1 and 2 framework document September 2013
- Child Protection Policy and procedures
- Accessibility Plan
- Teachers Standards 2012

### **Code of Practice**

The Code of Practice offers guidance designed to help schools make provision for pupils with special educational needs following Identification and Assessment of Special Educational Needs.

The following pages set out the model of Assessment and Provision that Millbrook Community Primary School will provide in line with the new Code of Practice.

### **Areas of Need**

Children will have needs and requirements which may fall into at least one of four areas, many children will have inter-related needs. The areas of need are:-

- ❖ communication and interaction
- ❖ cognition and learning
- ❖ behaviour, emotional and social development
- ❖ sensory and/or physical
- ❖ medical

**What are the admission arrangements for pupils with SEN or disabilities?** Admission arrangements for pupils with SEN into the mainstream are exactly the same as every other pupil. After an application has been made for a place in our mainstream and a need has been highlighted, we would liaise with parents, other professionals and feeder schools and nurseries before the child starts to ensure everything is in place to support them and fully incorporate them into the school.

## **Identification and Assessment**

The law says that a child has special educational needs if he or she has:

- ❖ **a learning difficulty** (ie a significantly greater difficulty in learning than the majority of children of the same age, or a disability which makes it difficult to use the educational facilities generally provided locally); and if that learning difficulty calls for **special educational provision** (ie provision additional to, or different from, that made generally for children of the same age in local schools).

Therefore the importance of early identification, assessment and provision for any child who may have special educational needs cannot be over emphasised. The earlier action is taken, the more responsive the child is likely to be, and the more readily can intervention be made without undue disruption to the organisation of the school, including the delivery of the curriculum for that particular child. If a difficulty proves transient the child will subsequently be able to learn and progress normally. If the child's difficulties prove less responsive to provision made by the school, then an early start can be made in considering the additional provision that may be needed to support the child's progress.

Any of the following may trigger a concern. The child and parent/carer are involved throughout.

- ❖ Parents/carer approaches the school
- ❖ Child in distress/change in behaviour or falling behind peers
- ❖ Class teacher assessment/testing, including monitoring of reading/spelling age.
- ❖ Pupil Tracker shows under-achievement/lack of progress/stuck
- ❖ Assertive Mentoring results and tracking
- ❖ Response/ length of time on SEND register
- ❖ Any of the support services mentioned later; possible CAF instigation
- ❖ Records - transferred from another school
- ❖ Baseline assessments
- ❖ SAT results
- ❖ Records of achievement/work scrutiny
- ❖ Special needs register - identification made earlier.

In identifying children who may have special educational needs we can measure children's progress by referring to:

- ❖ their performance monitored by the teacher as part of ongoing observation and assessment
- ❖ the outcomes from baseline assessment results
- ❖ their progress against the objectives specified in the National Literacy and Numeracy Strategy Frameworks
- ❖ their performance against the level descriptions/stages within the National Curriculum at the end of a key stage
- ❖ standardised screening or assessment tools.
- ❖ Reading or spelling ages updated and analysed

## English as an Additional Language

The identification and assessment of the special educational needs of children whose first language is not English, requires particular care. Lack of competence in English must not be equated with learning difficulties as understood in the Code of Practice. We would look carefully at all aspects of a child's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of the language that is used there or arise from special educational needs. Advice would be sought from the EAL specialists when necessary.

## School Model of Assessment and Provision

We assess each pupil's current skills and levels of attainment on entry, building on information from previous settings and key stages where appropriate. At the same time, we consider evidence that a pupil may have a disability under the Equality Act 2010 and, if so, make reasonable adjustments for them as necessary to ensure barriers are removed for the child/family.

Where progress is not adequate, it will be necessary to take some additional or different action to enable the pupil to learn more effectively. Whatever the level of pupils' difficulties, the key test of how far their learning needs are being met is whether they are making adequate progress.

Adequate progress can be defined in a number of ways ie:-

- ❖ closes the attainment gap between the child and their peers
- ❖ prevents the attainment gap growing wider
- ❖ is similar to that of peers starting from the same attainment baseline, but less than that of the majority of peers
- ❖ matches or betters the child's previous rate of progress
- ❖ ensures access to the full curriculum
- ❖ demonstrates an improvement in self-help, social or personal skills
- ❖ demonstrates improvements in the child's behaviour

If a child's progress is inadequate the class teacher will provide interventions that are **additional to** or **different from** those provided as part of the usual differentiated curriculum offer and strategies. The child would first be placed on the SEND At Risk Register where their intervention and progress would be monitored for 6-8 weeks, if the child does not make progress and the class teacher is still concerned, they will then be placed on to the school SEND register. Quality First teaching will take place wherever possible and a Personal or Group Provision Plan (PPP GPP) will now be formulated and discussed with all staff and parents.

## Wave 2

The triggers for intervention could be the teacher's or others' concern, underpinned by evidence, about a child who despite receiving differentiated learning opportunities:

- ❖ makes little or no progress when teaching approaches are targeted particularly in a child's identified areas of weakness
- ❖ shows signs of difficulty in developing literacy or mathematical skills which result in poor attainment in some curriculum areas
- ❖ presents persistent emotional or behavioural difficulties which are not ameliorated by the positive behaviour management techniques usually employed in the school
- ❖ has sensory or physical problems, and continues to make little or no progress despite the provision of specialist equipment
- ❖ has communication and/or interaction difficulties, and continues to make little or no progress despite the provision of a differentiated curriculum

- ❖ discussions with parents support the concerns of the school.

Following meetings to review a child's PPP or GPP and in consultation with parents, a decision may be taken to request help from learning support services, both those provided by the LEA and by outside agencies. This is known as Wave 3.

### **Wave 3**

The triggers for Wave 3 could be that, despite receiving an individualised programme and/or concentrated support under Wave 2, the child:

- ❖ continues to make little or no progress in specific areas over a long period
- ❖ continues working at National Curriculum levels substantially below that expected of children of a similar age
- ❖ continues to have difficulty in developing literacy and mathematical skills
- ❖ has emotional or behavioural difficulties which substantially and regularly interfere with the child's own learning or that of the class group, despite having an individualised behaviour management programme, pastoral plan and/or school report
- ❖ has sensory or physical needs, and requires specialist equipment or regular advice or visits by a specialist service
- ❖ has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning.

The above is a graduated response of action and intervention when a child is identified as having special educational needs, but must not be regarded as steps on the way to statutory assessment, as some children will require less rather than more help if the interventions work successfully. The interventions are a means of matching special educational provision to the child's needs, and are therefore part of the continuous and systematic cycle of planning, action and review within our school to enable all children to learn and progress. Advice and support may be requested from the Educational Psychology Service and a referral will be made.

In agreeing our Graduated approach, we have considered the following statements and definitions:

"Defining achievement in terms of the number of targets on an individual education plan achieved across a given time rarely ensured rigorous evaluation of provision or pupils' progress. What made the difference to higher outcomes was effective target-setting within the curriculum or personalised programme as part of a whole-school policy on assessment." **'Inclusion: does it matter where pupils are taught?' (Ofsted, 2006a)**

"High quality teaching that is differentiated and personalised will meet the individual needs of the majority of children and young people. Some children and young people need educational provision that is additional to or different from this. This is special educational provision under Section 21 of the Children and Families Act 2014." **SEN Code of Practice (2014: Para 1.24)**

This is not necessarily "more literacy" or "more maths" but would be interventions which address the underlying learning needs of the pupil in order to improve his or her access to the curriculum." **"Achievement for All" (National Strategies: 2009)**



Across all the education providers visited, the keys to good outcomes were good teaching and learning, close tracking, rigorous monitoring of progress with intervention quickly put in place, and a thorough evaluation of the impact of additional provision. **Ofsted SEN Review 2010**

"Ensuring that schools are clear about their provision that is normally available for all children, including targeted help routinely provided for those falling behind and the additional provision they make for those with SEN, should simplify the process of planning the right help at school level" (p68) **SEN Code of Practice 2014**

Following consultation advice would be taken as to future and further action. This may be through Enhanced Provision Agreement funding if the child met the necessary criteria or it may be deemed appropriate to request a statutory assessment for an EHCP (Education, Health and Social Care Plan)

### **Statutory Assessment of Special Educational Needs (EHCP)**

A child will be brought to the LA's attention as possibly requiring an assessment through:-

- ❖ a request for an assessment by the school
- ❖ a request for an assessment by the parent or
- ❖ a referral by another agency eg health authority, social services etc.

At Millbrook Community Primary School if, after we have taken action to meet the learning difficulties of a child, the child's needs remain so substantial that they cannot be met effectively within the resources normally available to the school or setting then we would make a request to the LA for an assessment.

When a child is brought to the attention of the LA by a request for a statutory assessment, the LEA must decide within six weeks whether to carry out such an assessment.

In considering whether a statutory assessment is necessary, the LA will pay particular attention to:

- ❖ evidence that the school has responded appropriately to the requirements of the National Curriculum, especially the section entitled "Inclusion: Providing effective learning opportunities for all children"
- ❖ evidence provided by the child's school, parents and other professionals where they have been involved with the child, as to the nature, extent and cause of the child's learning difficulties
- ❖ evidence of action already taken by the child's school to meet and overcome these difficulties together with evaluations of effectiveness
- ❖ evidence of the rate and style of the child's progress
- ❖ evidence that where some progress has been made, it has only been as the result of much additional effort and instruction at a sustained level not unusually commensurate with provision through Wave 3.

When an EHCP is made teachers will monitor and informally review progress during the course of the year using both the normal curriculum and pastoral monitoring arrangements for all pupils as well as writing PPPs as appropriate based on the targets set in the EHCP and review opportunities.

All statements must be reviewed at least annually, but if a child's special educational needs change, a review is held as soon as possible to ensure that the provision specified in the statement is still

appropriate. Many reviews will take place formally and informally throughout the year and be person centred where appropriate, obtaining both pupil and parent voice first and foremost.

### **Identifying pupils with Special Educational Needs**

Early identification is very important as the earlier action is taken the more responsive the child is likely to be. In Reception, at the end of the Foundation Stage, if a child is not making adequate progress, as defined below, intervention will be put into place:

- ❖ closes the attainment gap between the child and the child's peers
- ❖ prevents the attainment gap growing wider
- ❖ is similar to that of peers starting from the same attainment baseline, but less than that of the majority of peers
- ❖ matches or betters the child's previous rate of progress
- ❖ ensures access to the full curriculum
- ❖ demonstrates an improvement in self-help, social or personal skills
- ❖ demonstrates improvements in the pupil's behaviour.

If the intervention does not enable the child to make satisfactory progress then advice and support will be sought from external agencies - Early Years Wave 2.

### **Personal Provision Plan or Group Provision Plan**

A PPP should be used to plan the interventions for individual or groups of pupils made through:

- ❖ Wave 2 or Wave 3 intervention and differentiation
- ❖ and for pupils with EHCPs

It is the structured planning documentation of the differentiated steps and teaching requirements needed to help the student achieve identified targets.

A PPP should focus on up to three key individual targets and should include information about:

- ❖ the short term targets set for or by the pupil
- ❖ the teaching strategies to be used
- ❖ the provision to be put in place
- ❖ when the plan is to be reviewed
- ❖ success and/or exit criteria
- ❖ outcomes (to be recorded when PPP is reviewed)

### **Group Education Plan**

When pupils in the same group, class or subject lesson have common targets and hence, common strategies a group learning plan can be drawn up rather than producing PPPs for each child. Confidentiality must be paramount when reviewing.

### **Monitoring and Reviewing PPPs**

PPP's are continually kept under review. However the success of all PPPs are evaluated three times a year (October, February, April/May) and half termly informal reviews and evaluations may also take place.

## Graduated Response

Interventions as described at Wave 2 and Wave 3 will encompass an array of strategies and embody the following principles:

- ❖ provision for a child with special educational needs should match the nature of their needs
- ❖ there should be regular recording of a child's special educational needs, the action taken, evaluations and outcomes.

## Record Keeping and Assessment

The records kept in school are appropriate for all children. It is important that records for all children are accurate, yet as positive as possible. This is particularly important for children with special needs. The following tests, if appropriate, will be used and recorded in the individual child's SEN file for any child who is at Wave 2 or Wave 3.

These help with the setting up of PPPs and aid outside agencies as well as school in the monitoring of progress:

- ❖ Single Word Spelling Test
- ❖ Salford Reading Test
- ❖ 100 key words - reading/spelling
- ❖ Handwriting progress through PALS
- ❖ Spelling Mastery progress
- ❖ KS1 HFW
- ❖ British Picture Vocabulary Scale
- ❖ Social and Communication Checklist
- ❖ Snap B

KS1 and 2 SATs - EHCP and Wave 3 pupils where appropriate will be given 'readers' for their Maths assessments and where necessary extra time in all subjects in keeping with "Assessment and Reporting Arrangements" guidance.

## Records

Some teachers may keep anecdotal records, which are part of their continuous assessment.

- ❖ Mark books
- ❖ Individual records of support work kept by the support teacher
- ❖ Records of children who are working on specific programmes
- ❖ Reading interview sheets
- ❖ Guided reading records/Assertive Mentoring reading assessments
- ❖ Examples of work

Most of these records are part of continuous assessment. It is also important that results of formal testing, such as SATs, NFER and in-house assessments are carefully scrutinised to see if they highlight a child's difficulties or provide information about how to proceed with support.

Records should always provide precise positive information about what a child can do, and about what steps are being taken to help him make progress. They should be passed on at the end of the academic year. Information is vital for the teacher to decide what the next step forward is and of great importance when a child is referred to an outside agency such as the School's Psychological Service. Records must be accessible both in terms of its location and its content to parents and all support agencies.

## **Medical Information**

The school database is updated as and when information comes into school. Any major changes are passed on to the teacher straight away. Updated class medical information is passed on to the teacher and should be kept in the class SEN file.

However a medical diagnosis or a disability does not necessarily imply SEN. It is the child's educational needs rather than a medical diagnosis that must be considered. Medical conditions may have a significant impact on a child's experiences and the way they function in school and if not properly managed could hinder their access to education. Therefore consultation and open discussion between the child's parents, the school, the school doctor or the child's GP and any specialist services providing treatment for the child will be essential to ensure that the child makes maximum progress.

## **SEN Key Personnel**

The agreed role of the special needs coordinators, Mrs Naomi Lloyd and Mrs Carolyn Lewis, are to support the work of class teachers by offering specific and general support to children who are experiencing learning difficulties in either the long or short term. However, all staff are teachers of SEN and understand their responsibilities in the day to day provision, planning and intervention.

The SEN nominated Governor, Mrs Ruth Cooper, meets regularly with the SENCO to discuss SEN issues. The team will have regard to the Code of Practice.

The Learning Support Teacher (LST), Mrs Cathy Farrar provides support also. We will work closely with and support class teachers in the early recognition, assessment and testing of children. We will work closely with parents, meeting as and when necessary.

We will coordinate the writing of PPPs and all contributions of those involved. We will meet with staff at each review period offering advice on next steps and new targets as appropriate.

## **The role of the SENCO**

- ❖ overseeing the day-to-day operation of the school's SEN policy
- ❖ coordinating provision for children with special educational needs
- ❖ liaising with and advising teachers
- ❖ managing learning support assistants
- ❖ overseeing the records of all children with special educational needs
- ❖ liaising with parents of children with special educational needs as necessary
- ❖ contributing to the in-service training of staff
- ❖ liaising with external agencies including the LEA's support and educational psychology services, health and social services, and voluntary bodies
- ❖ attend appropriate training to support the role, to disseminate to staff and to use the school development plan to implement new developments
- ❖ work closely with the nominated Special Needs Governor
- ❖ monitor, evaluate and review the special needs budget in relation to provision for individual needs and deployment of support staff.

## Accessibility

We support pupils with disabilities in the following ways:

- Admission - full risk assessments are carried out with the child, class teacher, parent/carer, and wider professionals to fully understand and plan for needs. These are reviewed and updated termly or as needed, and include information on learning environments, eating, and drinking, intimate care, safeguarding, trips and visits and accessibility around school. If staff need to be trained in the use of specialist equipment, e.g., FM microphones, then full training will be provided.
- Facilities - We have full accessible doorways that can open out to accommodate equipment, large corridors, and a range of specialized equipment to support the needs of children with disabilities such as: - Technological aids, disabled toilets, interactive whiteboards to support gross motor skills and vision needs, iPad apps to support needs, PECS to support communication issues, fully accessible classrooms and corridors.

# SEN in Practice

## Ideas to assist with the meeting of SEN

We do need to be particularly aware of some children who have SEN such as those children who learn at a slower rate than their peers, or who are developmentally delayed, so that they progress more slowly and may need some support with classroom tasks, either from the class or a support assistant/teacher.

Children who have specific learning difficulties, often involving language tasks which become more apparent as the child grows older and fails to make as much progress as his/her peers. They will often require modification of some tasks and structured activities to work on specific skills. The class teacher will be given support. The child may get additional support from school or external support services.

Children with physical handicaps which affect their learning, including speech problems, impaired vision and hearing, fine and gross motor or mobility problems. These children need particularly careful monitoring, to check they are making good progress, but they may not necessarily need extra support. The needs of individuals with mobility problems have to be addressed when planning educational visits, and all aspects of PE and movement between the school sites.

Children who are underachieving because of behavioural difficulties and poor work attitudes may have learning difficulties which may be the cause of their problems, and they will need a positive approach and careful monitoring, ideally before the problem becomes acute.

Children who are passive or withdrawn are easily overlooked, but may not be making acceptable progress in academic and/or social skills.

We also need to be particularly aware of new entrants, children who are absent for an extended period, children who are coping with family crises, and children who are the victims of abuse.

## Planning the Curriculum

It is vital that children with special needs do not have a narrow curriculum, particularly with the demands of the National Curriculum. Effective management, school ethos and the learning environment, curricular, pastoral and behaviour management arrangements can help prevent some special educational needs arising, and minimise others. Differentiation of learning activities within the curriculum framework will help us meet the learning needs of all children. The National Literacy and Numeracy Strategy Frameworks provide guidance on including children with SEN in the Literacy Hour and the daily mathematics lesson.

The National Curriculum Inclusion Statement emphasises the importance of providing effective learning opportunities for all pupils and offers three key principles for inclusion:

- ❖ setting suitable learning challenges
  - ❖ responding to pupils' diverse needs
  - ❖ overcoming potential barriers to learning and assessment for individuals and groups of pupils
- (For details see Inclusion Policy.)

This means - differentiation of work by:-

1. Using a multi-level approach in the classroom with tasks matched to the individual needs of the children.
2. Breaking difficult tasks down into more manageable parts, across the curriculum.
3. More attention to the child's point of entry.
4. More variety between practical and written tasks.
5. Making use of computers
6. Building on a child's strengths and interests, rather than dwelling on weaknesses.
7. Modifying of worksheets and activities when necessary.
8. Being aware of the differing concentration levels of children within the class.
9. Praising and enhancing self-esteem.
10. The setting of achievable targets.
11. Effective use of additional staff, parents and other children.

## Classroom Organisation

It is important to ensure that this facilitates learning for all children, but particularly for those with special educational needs.

This can be achieved by:-

1. Flexible grouping arrangements, to allow children variety and the stimulus of working with different children. Children with learning difficulties benefit from mixing with their peers and must be encouraged to do so.
2. Peer support and in some cases peer group tutoring can be valuable, although its implications need to be carefully considered.
3. Parents, grandparents and other adults can provide invaluable help in the classroom with children with learning difficulties, helping to develop oracy, working with the computer, and developing individual skills. All parents of children are welcomed in school. Some of our parents have had unpleasant experiences of school themselves, and may need extra encouragement to come in.

4. Children with special needs should be encouraged to be active not passive learners, and given as much responsibility as possible for their own learning and classroom environment. It may mean that the class teacher needs to re-assess the physical class room organisation depending on size and make up of the class.

### **Managing Children**

Behavioural difficulties are usually complex. Poor work attitudes and under-achievement, poor concentration levels, miss-match of work to child, personal and home problems, lack of appropriate resources, movement around the room/school, unstructured days, constant change are some of the factors that need to be addressed.

### **Code of Conduct**

Whole school expectations by all who work in our school is that we all should accept responsibility for our own actions and learn/choose to act in an acceptable way. Children have a right to learn and staff have a right to teach.

### **Class Rules/Non Negotiables**

All teachers have classroom rules which have been negotiated with the class. These should be few in number and on display in the classroom and staff to remind the whole class of their commitment to these regularly and involve them in decisions about class life.

### **Managing the classroom/resources**

Keep on the move in the classroom, and so not become too involved with individuals at the expense of the general classroom atmosphere. Discourage children from forming long queues by the teacher's desk.

Make task demands specific and realistic, so that children know exactly what is expected of them. Ensure that work is challenging but not daunting.

Decide what is the minimum amount you expect from individuals. Some children may need the work broken into small challenges. Point of entry, differentiation in work and recording are key issues to be thought about when planning the lesson. Make sure that the child understands the value of the work for him as a learner, to encourage intrinsic motivation.

Use praise and a positive approach as much as possible with all children. Give children attention for behaving well, not just for behaving badly. Negative behaviour can often be discussed privately, not in front of the class.

Accept that some children find it particularly difficult to conform all the time and try to praise them for progress, however minimal. It is sometimes useful to praise behaviour which is nearly what you like, particularly in a child who finds it difficult to cope with classroom demands.

Praise positive behaviours, discuss inappropriate ones but avoid comments which suggest that you expect poor behaviour or work from a child.

A few children may need some extrinsic motivation, and will benefit from receiving rewards for good work or behaviour. Rewards include:-

- ❖ Praise by staff/colleague
- ❖ Being given a responsible job

- ❖ Choosing an activity for himself or a group
- ❖ Being first out of the classroom when a session ends
- ❖ Choosing a story, poem or song for the class
- ❖ Showing work to another member of staff or parent
- ❖ Sticker or certificate or reward chart/jar
- ❖ Use of celebration assembly

Rewards should be achieved on a session or daily basis, to make success as immediate as possible.

## Support Services

- ❖ Educational Psychology Service
- ❖ Social Services
- ❖ School medical service/NHS
- ❖ School Clinics
- ❖ Chance to Talk
- ❖ Speech and language therapists
- ❖ Children's Centres
- ❖ Secondary school liaison
- ❖ Local private nurseries
- ❖ CAMHS
- ❖ Police service
- ❖ SENCO Cluster group (Northern Area)

## Other

### **Building adaptations/special facilities**

Our school is built on two levels with easy access for wheelchair users on the ground floor. Classrooms are flexible and adaptable in order to accommodate all pupils. The school has a wide disabled toilet for pupil/adult use.

Facilities we have at present include:

- Double doors that can open wider into the large hall and all corridors in our school to make the building accessible to all.
- Toilets adapted for disabled users.
- Sensory/calm room.
- Double handrails on all stairs.
- 2 outside play areas with age/ needs appropriate equipment.
- Specialist resources for use by children with a range of different needs e.g., ASC, SLCN, MLD, SLD, SpLD and PD.

### **Whole School Staffing**

The class teacher accepts responsibility within their day to day management of their class for meeting the needs of all their children. If a trainee teacher is working within the body of the class, then it is beneficial for the class teacher to spend a greater proportion of their time assisting with the special needs within. We have Teaching Assistant support and LSAs within classes in the school who contribute greatly to the support of all children within the classes. They excel at helping develop skills in all areas. We must also not forget the invaluable role parents play within our school listening/talking to children,



supporting groups and individual children under the direction of the teacher. Also the invaluable support most of our parents give to their own child.

### **Governor/Staff Training**

We will continue to develop staff/governors expertise by making full use of courses provided by the Education Authority, National conferences and other agencies or INSET drawing on staff specialisation. The needs are identified by the individual, the SENCO and through the School Improvement Plan. The school's Performance Management system will assist in highlighting training needs as will the CPD Coordinator.

### **Partnership with Parents (all those with parental responsibility)**

We actively encourage all of our parents to support their child through positive attitudes, giving user-friendly information and effective communication. However all staff should be aware of the pressures a parent may be under because of the child's needs.

To make communications effective professionals should:

- ❖ acknowledge and draw on parental knowledge and expertise in relation to their child
- ❖ focus on the children's strengths as well as areas of additional need
- ❖ recognise the personal and emotional investment of parents and be aware of their feelings
- ❖ ensure that parents understand procedures, are aware of how to access support in preparing their contributions, and are given documents to be discussed well before meetings
- ❖ respect the validity of differing perspectives and seek constructive ways of reconciling different viewpoints
- ❖ respect the differing needs parents themselves may have, such as a disability, or communication and linguistic barriers
- ❖ recognise the need for flexibility in the timing and structure of meetings.

We aim to inform parents as soon as a child is "flagged" as a cause for concern, so that they are fully involved in the school based response for their child, understand the purpose of any intervention or programme of action, and be told about the parent partnership service.

SENCO/Head, class teachers and SEN support talk both informally/formally to parents in school, may write, telephone or home visit if appropriate.

Parents also have a responsibility to communicate effectively with professionals to support their children's education. They should:

- ❖ communicate regularly with their child's school and alert them to any concerns they have about their child's learning or provision
- ❖ fulfil their obligations under home-school agreements which set out expectations of both sides.

### **Partnership with Pupils**

We will continue to work towards positive pupil involvement in decision-making related to their development. Most children have their own views on how they see their special needs which may give insight into the problems experienced by both pupils and teacher. From an early age, children with SEN should be actively involved at an appropriate level in discussions about their PPP's, including target setting and review arrangements and have their views recorded. Children should be encouraged to share in the recording process and in monitoring and evaluating their own performance so that every achievement is given a sense of worth, developing confidence and self esteem. As all children are working towards setting achievable targets for themselves within the class then this can only be viewed as a natural extension.

## **Partnership with Other Schools**

The school liaises with all local feeder High Schools in order to ensure the easiest possible transition from primary through to the secondary phase. Planning for transition for some pupils may start as early as Year 5 when, working with parents, individual visits can be arranged to help inform the correct placement for their child. In Year 6, the Year 7 tutor and/or the SENCO visits our school for the transfer of information and to meet the children. The children have the opportunity to spend part of the day 'sampling' life in their new school. The Year 6 teacher and/or the SENCO discuss each child plus relevant information is passed on. Occasionally, a child may need to visit more often in order to prepare more fully - this is usually a child with an EHCP who has additional LSA support. We make flexible arrangements whereby the two can visit. All records - assessments, records of achievement and SEN records/IEP's - are passed on. If a Year 6 child holds an EHCP, a review is held in the Summer Term to bring together the family, child and all staff/support services involved. The strengths and areas of concern are looked at as are the needs of the child. The possible High School is also invited to attend and the wishes of the parents are considered carefully. The Area Special Needs Officer can guide and suggest a placement where the child's needs can best be met.

When a child transfers to another primary school, special school or unit, records are forwarded as soon as possible to ensure minimum disruption in educational profession and progress. The school always offers the SENCO as a person to contact if further information is needed.

## **Complaints Procedure**

Parents/carers are asked to speak to the class teacher, SENCO or the Head teacher in the first instance. If the matter is not resolved then parents should contact the SEN Governor or the Chair of Governors in writing. If following this action the matter remains unresolved then subsequent recourse can be taken through the LEA Area Office in Lancaster.

## **Evaluation of Success**

Evaluation of the success of this policy requires evidence of:

1. Increased parental and pupil involvement.
2. Careful monitoring of targets achieved against those set in the PPP.
3. Early identification of SEN.
4. Improvement in standards of achievement by individual children as determined by formal and informal assessment.
5. Staff/governor development with In-Service training.
6. Further developing links with other schools and agencies and within the community.
7. Increased points scores KS1 to KS2
8. Progress indicators on the rise.