

## Millbrook Community Primary School SEN Information Report 2025

### The Children's and Family Act 2014

The Government is transforming the system for children and young people with special educational need and disability (SEND), 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

|       |                                                                                                                                                                                                                                             |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ASC   | Autistic Spectrum Condition                                                                                                                                                                                                                 |
| ADHD  | Attention Deficit & Hyperactivity Disorder                                                                                                                                                                                                  |
| BESD  | Behavioural, Emotional and Social Difficulties                                                                                                                                                                                              |
| CAMHS | Child and Adolescent Mental Health Service                                                                                                                                                                                                  |
| CLA   | Child Looked After                                                                                                                                                                                                                          |
| CP    | Child Protection                                                                                                                                                                                                                            |
| EP    | Educational Psychologist                                                                                                                                                                                                                    |
| EAL   | English as an Additional Language                                                                                                                                                                                                           |
| EHCP  | Education Health and Care Plan<br><a href="https://www.knowsleyinfo.co.uk/content/general-information-about-sen-schools-and-ehcp-process">https://www.knowsleyinfo.co.uk/content/general-information-about-sen-schools-and-ehcp-process</a> |
| FSM   | Free School Meals                                                                                                                                                                                                                           |
| IEP   | Individual Education Plan                                                                                                                                                                                                                   |
| LM    | Learning Mentor- supports children with social/emotional/behavioural needs.                                                                                                                                                                 |

|     |                                                                                                                                                      |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------|
| LA  | Local Authority                                                                                                                                      |
| MLD | Moderate Learning Difficulty                                                                                                                         |
| PPP | When a child is placed on the SEN register, they will have a support plan put in place by the school. This is called a PPP (Personal Provision Plan) |

- 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.

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.

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 the Millbrook School Offer and the SEN Information required as stated in the SEN Code of Practice, in consultation with Knowsley LA Pathfinder Research.

|                      |                                                                                                                                                        |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| PSP                  | Pastoral Support Programme                                                                                                                             |
| QFT                  | Quality First Teaching – an excellent standard of teaching, enabling all pupils to make progress.                                                      |
| SI                   | Sensory Impairment (hearing & vision)                                                                                                                  |
| SEND CO              | SEND Co-ordinator – organises and monitors provision for children with additional needs, which includes SEN, English as additional language and G & T. |
| SPLD                 | Specific Learning Difficulty                                                                                                                           |
| SA                   | School Action                                                                                                                                          |
| SALT                 | Speech and Language Therapy/Therapist                                                                                                                  |
| SA+                  | School Action Plus                                                                                                                                     |
| SEN                  | Special Educational Needs                                                                                                                              |
| SEN Code of Practice | The legal document, which sets out the requirements for educating children with special educational needs.                                             |
| SSEN                 | Statement of Special Educational Need                                                                                                                  |

We have set out our School Offer / SEN Information Report through a series of questions through which you can get more information. You may also wish to refer to our SEN Policy (on our website) for further information.

### 1. What is SEND?

<https://www.knowsleyinfo.co.uk/content/what-send-and-changesintroduced-send-reforms>

## **2. How does the setting know if my child needs extra help?**

We know when pupils need help if:

- Concerns are raised by parents / carers, teachers or the child;
- Limited progress is being made;
- There is a change in the pupil's behaviour or progress.

What should I do if I think my child may have special educational needs

- The class teacher is the initial point of contact for responding to your concerns
- Following this your child's teacher may inform our special needs coordinator

## **3. Who is the SENCO, and how can they be contacted?**

Mrs Lewis is the school SENCO and is out of class every Monday and Tuesday morning.

## **4. How can I let the setting know that I am concerned about any area of my child's development?**

Millbrook Community Primary School:

- Holds twice yearly parent review meetings;
- Has regular pupil progress meetings where concerns about any areas of child development are discussed or parent concerns and the information is passed on to the SENDCO;
- We have an open door policy (parents can request to meet with the class teacher at a mutually convenient time)

### **5. If I have any concerns with my child what should I do first?**

If you have concerns your first step would be to speak to your child's class teacher, they can then explain what we are doing already in school and can pass you concerns on to Mrs Lewis.

If you would like more support, please mention this to your class teacher or contact Mrs Lewis in school on the days mentioned above and we will be able to support you with your concerns.

### **6. How will teaching be matched to my child's needs?**

- Each pupil's education is planned by the class teacher and is differentiated to support individual needs.
- Some pupils will require additional support in the classroom which may be delivered by either the class teacher or teaching assistant.
- Specific pupil needs such as spelling, handwriting, numeracy or literacy skills etc are addressed in small focussed groups or one to one, again delivered by the class teacher or teaching assistant.
- Intervention will vary according to need but will be regularly reviewed.
- Effectiveness of the intervention programme will be measured and evaluated to inform future planning.
- Identified children will be given an PPP (Personal Provision Plan) with targets set according to their area of need. These will be monitored by the class teacher weekly and by the SENDCO three times per year. PPP's will be discussed with parents.
- If appropriate specialist equipment may be given to the pupil e.g. writing slopes, special pencil grips etc.
- Pupil progress meetings are held each term between the class teacher and a member of the senior leadership team to discuss progress of all pupils. Shared discussion may highlight potential problems.
- External support from outside agencies may be required on occasions for example: Educational Psychologist, Community Paediatrician etc. Referrals will always be made with your consent. Any assessment will include your full involvement at all points
- The SEND Governor at Millbrook School is Mrs Ruth Cooper who monitors all procedures. In a support and challenge role, the Governing Body ensures that the school is as inclusive as possible and treats all children and staff in an equitable way. They monitor and review the accessibility plan and all other statutory policies as defined by the DFE.

**7. How will I be informed of my child's progress?**

- Pre-arranged parent review meetings where attainment and progress will be discussed.
- Child's class teacher available at a mutually convenient time.
- Appointments can be made to speak to the class teacher or SENDCO by visiting or telephoning the school office.
- A written end of year report.
- Where external support is given, appointments may be made with our Learning Support teacher or other agencies

**8. What support do you have for me as a parent to support my child?**

- Class teachers may suggest ways of supporting your child.
- The SENDCO or Learning Support teacher may suggest strategies or materials to use with your child in order to give your support at home.
- External agencies such as Educational Psychologist or Speech and Language Therapy will also be able to support parents with programmes of study.

## **9. What support will there be for my child's overall wellbeing?**

The school offers a wide variety of pastoral support for pupils who encounter emotional difficulties:

- Members of staff such as the class teacher, Learning Mentor (Ms L Gray), SENDCO (Mrs Lewis), Headteacher and Deputy Headteacher are readily available for pupils and parents who wish to discuss concerns and issues.
- Areas of the school are available for those pupils who find less structured times a challenge.
- Our Learning Mentor offers a range of pastoral programmes such as; circle of friends, social skills games etc for pupils to access.
- Play Leaders are available to support our most vulnerable pupils during playtimes.
- A variety of after school clubs are available for all our pupils.

### **Medical Needs**

- Pupils with a medical need will require a Care Plan compiled by support from external agencies as well as the school. Parents are involved in this process.
- Where necessary, staff receive specialist input from a trained provider (i.e. defibrillator, epipen etc)
- The administering of medicines (prescribed by a doctor with a child's name and amount clearly labelled) is given by the school, with written parental consent to ensure the safety of both child and staff.
- Named staff have paediatric and basic first aid training.

**10. What specialist service and expertise are available at or accessed by the setting to support my child?**

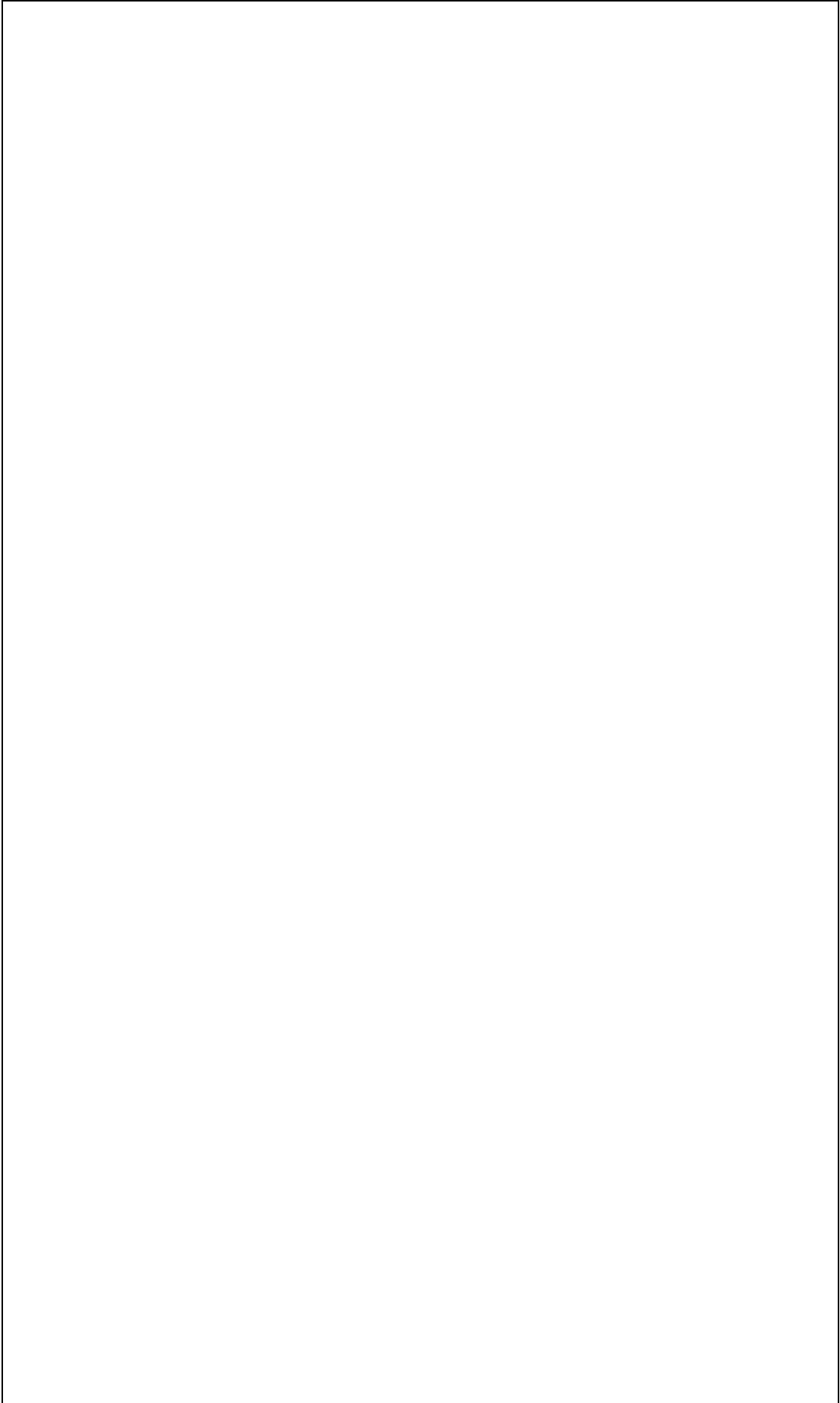
Staff training

- Different members of staff have had various training relating to SEND
- Training on the support of pupils on the Autistic Spectrum including Aspergers
- Support for pupils with social and emotional need including Team Teach training
- Speech and Language therapy and intervention support
- Training is always kept up to date in response to pupil needs

On occasions it may be necessary to consult with outside agencies to access specialised expertise. These may include:

- Specialist Autism teacher (through the ASC pathway referral process)
- Knowsley Safeguarding team
- Social Services
- Educational Psychologist service
- CAMHS
- Attendance officer
- SEN officer
- Access and inclusion team
- Physical and sensory services
- Speech and Language
- Speech and Language support through A Chance to Talk (communication and language)
- Community Paediatrician
- School Nurse
- Continence team
- Behaviour support
- Occupational therapy and physiotherapy
- Children Looked After Team
- EAL support
- Family First
- Butterflies (bereavement)

Most external service providers will work with individual pupils, parents, as well as practitioners at the school and respond to situations whereby interventions have not had the desired impact or as a last resort. They are all available through our referral process where parents will be involved throughout.



### **11. How accessible is your setting and how will my child be included?**

As a school we are happy to discuss access arrangements.

Facilities we currently have are:

- Entrances with ramps
- Disabled toilet
- Wide doors throughout the building.
- Flexibility of classroom usage (in a two storey building)

The school annually reviews its accessibility with the Governing Body.

#### **Educational Visits**

Activities and school trips are available to all pupils.

- Activities and school trips are planned with the pupil needs in mind
- Risk assessments are carried out prior to any trip and procedures put in place to ensure participation by all.
- On occasions extra staff are made available to support the more vulnerable pupils

## **12. What is the Pathway?**

The ND or Neuro-developmental Pathway in Knowsley is run by a company called Clinical Partners. Children and young people are assessed to see if they have autism (ASC) or attention deficit hyperactivity disorder (ADHD). Clinical Partners will soon send out information for parents regarding the assessment process and contact details.

### **Which professional might see my child?**

Educational Psychologists

<https://www.knowsleyinfo.co.uk/content/educational-psychology-serviceabout-us>

Children's Therapy Service including Speech and Language Therapists, Occupational Therapists and Physiotherapists

<https://www.knowsleyinfo.co.uk/content/childrens-therapy-service-%E2%80%93-speech-and-language-therapy-occupational-therapy-and>

CAMHS (Child and Adolescent Mental Health Service) [CAMHS Team Knowsley | Knowsley Family Information Service](#)

## **13. How will the setting prepare my child for transitions on to the next stage of educational and life?**

Millbrook Community Primary School employs a range of strategies to ensure that pupil's transition runs smoothly, both within school as well as transferring to other settings.

- Discussions and information sharing between previous and receiving schools prior to the pupil joining / leaving
- Passports for Learning for transition between childcare and nursery / Reception setting
- Opportunity for pupils to spend time in their new classes with their new teacher
- More vulnerable pupils have extra transition support schools
- Year 6 Transition Coordinator liaises with secondary for transfer to Year 7
- Liaison with secondary school SENDCO's takes place prior to transition in order to pass on information regarding SEND pupils.
- Separate meetings will be provided for those pupils with more complex needs.

#### **14. How are parents/carers/families involved in the setting?**

Parents are involved throughout the whole process from identification to Educational Health Care Plan.

- SEND decisions are based upon tracking of pupil progress or assessments. The reporting of progress will be made by the class teacher to parents.
- The identification of pupils requiring extra support will be communicated to parents from the outset through a planned meeting and the completion of our At Risk ID form.
- After review this may be followed by your child being placed on our SEND support list and a PPP drawn up targeting the area of need. This is in discussion with the parent and a copy of the PPP is passed to the parents.
- Regular termly reviews of a PPP are carried out to inform planning. Parents will be asked to support the PPP at home and are encouraged to comment on their child's PPP with possible suggestions.
- Following this intervention, it may be necessary to access further support through other means such as Learning Support teacher again the PPP will contain relevant targets according to need through discussion between the LST, SENDCO and class teacher as well as parents.
- If necessary, with consultation and consent from parents, other agencies may be called upon to provide alternative interventions / strategies.
- At times external agencies will advise that the child's needs will best be met through an Education and Health Care Plan. This comprehensive document will contain information from all interested parties including parents and the child based on the local offer.

#### **15. Who can I contact for further information?**

If you wish to discuss your child's educational needs or are unhappy about something regarding your child's schooling please contact the school office to arrange a meeting with the SENDCO, Headteacher or Deputy Headteacher.

A copy of the school's complaints procedure can be found on the school website.

## 16. Where can I find addition parent support?

### **Liverpool & Knowsley SEND IASS (Special Educational Needs and/or Disabilities, Information, Advice & Support**

**Service)** Tel: 0800 012 9066 Option 2 for Knowsley

[email: liverpoolandknowsleysend@wired.me.uk](mailto:liverpoolandknowsleysend@wired.me.uk)

Stoneycroft Children's Centre  
38 Scotia Road  
Liverpool  
L13 6QJ

[Liverpool & Knowsley SEND IASS \(Special Educational Needs and/or Disabilities, Information, Advice & Support Service\) | Knowsley Family Information Service \(knowsleyinfo.co.uk\)](#)

### **Knowsley Parent Carer Voice**

Tel: 07376 233141

Email: [Infokpcv@gmail.com](mailto:Infokpcv@gmail.com)

Knowsley Parent Carers Voice  
C/o Knowsley CCG  
Ebony Way  
Liverpool  
L33 1XT



[Knowsley Parent Carers Voice \(KPCV\) | Knowsley Family Information Service \(knowsleyinfo.co.uk\)](#)

**ADDvanced Solutions Community Network** aims to improve the emotional health and wellbeing of families living with neurodevelopmental conditions, learning difficulties and associated mental health needs through a social model of learning and support; engaging, educating, encouraging, equipping and empowering families to better recognise, understand and meet their own needs and those of the their family, building resilience to help them manage everyday challenges whilst increasing participation and reducing social isolation.

<https://www.addvancedsolutions.co.uk/home.html#>

### **Isabella Trust**

The Isabella Trust is a registered charity which aims to provide information, **support**, training, courses and workshops to parents and carers of **autistic children** and children who experience sensory processing difficulties. Tel: 07956 749774

Email: [info@theisabellatrust.org](mailto:info@theisabellatrust.org)

<http://www.theisabellatrust.org/>

### **ADHD Foundation**



The ADHD Foundation Neurodiversity Charity is an integrated health and education service offering a unique lifespan – strength-based service, for the 1 in 5 people who live with ADHD, Autism, Dyslexia, Dyspraxia, Dyscalculia and Tourette's syndrome.

<https://www.adhdfoundation.org.uk/>

## **Sensory Hive**



Email: [thesensoryhive@gmail.com](mailto:thesensoryhive@gmail.com)

<https://www.facebook.com/thesensoryhive/>

## **Contact**

Support families with the best possible guidance and information. Bring families together in local groups and online, to support each other by sharing experiences and advice. And we help families to campaign, volunteer, fundraise and shape local services to improve life for themselves and others.

<https://www.contact.org.uk/>

## **IPSEA**

IPSEA offers free and independent legally based information, advice and



support to help get the right education for children and young people with all kinds of special educational needs and disabilities (SEND). We also provide training on the SEND legal framework to parents and carers, professionals and other organisations.

Tel: 01799 582030

<https://www.ipsea.org.uk/>

