

## **Tunstall CoE (Aided) Primary School Special Educational Needs and Disabilities Local Offer**

At Tunstall Church of England Primary School, we strive to support all children to enable them to achieve at school. In order to do this many steps are taken to support them through their learning journey. Quality teaching is vital; however for some children there are occasions when further additional support may be needed to help them achieve their targets.

### **What is our Local Offer?**

Our Local Offer will provide parents/carers with information about how to access services in the area and what they can expect from those services. With regard to Education, it will inform parents/carers and young people how schools and colleges will support them and what can be expected across local settings.

At Tunstall Church of England Primary School, our SEND team consists of:

- Mrs Walker, Special Educational Needs Co-ordinator
- Mrs Doreen Hunter SEND Governor
- A strong and dedicated team of Teachers and Teaching Assistants

### **1. *How does Tunstall Church of England Primary School know if children need extra help?***

At Tunstall Primary School we know when the children need extra help when:

- Concerns are raised by parents/carers, teachers, or the child's previous school/setting
- There is lack of progress
- Children are working significantly below their peers
- There is a change in the pupil's behaviour
- A pupil asks for help

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

If you think your child has special needs then you should contact your child's class teacher in the first instance to discuss the concerns; Mrs Walker, SENCO is able to attend the meeting if requested.

### **2. *How does Tunstall Church of England Primary School plan to support my child?***

Tunstall School will support your child in the following ways:

- If a child requires an additional provision, it will be planned by the class teacher/SENCO. It will be differentiated accordingly to suit the pupil's individual needs. This may include additional general support from the teacher or a teaching assistant.
- If a child has needs related to more specific areas of their education, such as spelling, handwriting, numeracy & literacy skills etc. then they can be placed in a small focus group. This will be run by a teacher or teaching assistant. The length of time of the intervention will vary according to need. The interventions will be reviewed regularly by all involved to assess the effectiveness of the provision and to inform future planning.

These interventions will be recorded on the class provision map. This is a record of the interventions, timings and impact. This will be discussed with you during Parent

Consultations. If you have any queries related to the interventions, please do not hesitate to contact your child's class teacher or Mrs Walker.

- Pupil Progress Meetings are held three times per year following data input. These are meetings where the class teacher meets with the Head teacher and SENCo to discuss the progress of the pupils in their class. This shared discussion may highlight any potential difficulties, so further support may be planned. This is when additional provisions and their effectiveness are discussed.
- Occasionally a pupil may need more expert support from an outside agency, such as a Speech Therapist or a Paediatrician. Referral forms are completed in conjunction with parents/carers and forwarded to the most appropriate agency. After a series of assessments, a programme of support is usually provided to the school and parents/carers. These will be included as part of the child's Provision Plan. Further support can be accessed from STLS (Specialist Teaching and Learning Service) via LIFT (Local Inclusion Forum Team). There are four main outcomes from a LIFT discussion:  
Advice, support and ideas from the discussion at the meeting to take back and try  
Access to training programmes or the opportunity for bespoke training  
Support from another school  
Specialist Intervention from a specialist teacher, special school outreach teacher, Early Help involvement or other district based SEND provider.
- The Governors of Tunstall Church of England Primary School are responsible for entrusting a named persons, Mrs K Hutchings, Headteacher and Mrs A Walker, to monitor Safeguarding and Child Protection procedures. In a support and challenge role, the Governors ensure 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.

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

The curriculum will be matched to your child's needs when:

- A pupil has been identified with special educational needs, their work will be differentiated by the class teacher to enable them to access the curriculum more easily.
- Teaching Assistants (TAs) may be allocated to work with the pupil, to target more specific needs, in a 1-1 or small focus group.
- Appropriate specialist equipment may be provided e.g. writing slopes, pen/pencils grips or easy-to-use scissors.

### **4. How will I know how my child is doing?**

You will know how your child is doing because:

- You will be able to discuss your child's progress at Parents Consultations.
- You may have brief discussions with the class teachers at the end of the school day, if they are available. However, appointments can be made to speak in more detail to the class teacher by visiting the school office. They may arrange a follow up appointment with Mrs Walker if necessary.
- Individual Provision Plans are reviewed at least three times per year. As part of the Parent Consultation meeting you will be able to review your child's progress and targets. Parents/carers are encouraged to contribute input to be included on the Provision Plans.

- Parents of children on the SEN register will be invited to three meetings during the year to discuss their child's interventions/progress. These meetings will be with the class teacher and Mrs Walker if requested. These are in addition to Parent Consultation evenings.

**5. *How will you help me to support my child's learning?***

Tunstall Church of England Primary School will help you to support your child's learning by:

- The class teacher may suggest ways of supporting your child's learning through messages, parents' evenings or additional meetings arranged when necessary.
- Mrs Walker may meet with you to discuss how to support your child. She may, alongside the class teacher, discuss strategies to use to support academic learning, or if there are problems with your child's social, emotional and mental health needs – which may be impacting on learning.

**6. *What support will there be for my child's overall well-being?***

The support for your child's overall well-being will be through:

- Members of staff, such as the class teacher, and SENCO being readily available for pupils who wish to discuss issues and concerns. Social skills groups are run by Teachings assistants throughout the School.  
Pupils with medical needs
- If a pupil has a specific medical need then a detailed Care Plan is compiled with health professionals in consultation with parents/carers, SENCo, appropriate teachers, teaching assistants and appropriate administrative staff. These are discussed with all staff involved with the pupil, on a need-to-know basis.
- If required, staff will receive training from the school nurse.
- Where necessary, and in agreement with parents/carers, medicines are administered in school but only where a signed Medication Consent Form or for long term administration a Medical Information Form is in place to ensure the safety of both child and staff member.

**7. *Which specialist services and expertise are available at, or accessed by, the school?***

The agencies accessed and / or used by the school include:

- CAMHS (Child & Adolescent Mental Health Service)
- Child Protection Advisors
- Speech & Language Therapist
- Occupational Therapist
- Community Paediatricians
- Early Help
- Educational Psychologist \*
- Local Inclusion Forum Team
- Medway Hospital (Paediatricians)
- School Nurse
- SLO (School Liaison Officer, previously known as Educational Welfare Officers)
- Social Services

\* An Educational Psychologist is allocated to our school. She would only normally work directly with children whose needs are felt to be quite considerable and have not responded well to the interventions previously put in place for them. In order to help understand the child's educational needs better, the psychologist will generally meet with the parent/carer and give feedback once assessments of the child have been completed. She will offer advice to the school and parent/carers on how to best support their child in order to take their learning forward.

#### **8. What training do staff receive to support children/young people with SEND?**

All staff have received some training related to SEND. The school also has teaching assistants who have received training which enable them to deliver more specialised support.

- Many Teaching Assistants are able to deliver specific programmes written by external professionals. We have whole class Teaching Assistants and Teaching Assistants who are responsible for one or two identified children. Where training is required to support specific children, we ensure this is undertaken. We are always looking to ensure our Teaching Assistants are as skilled as possible.

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

Your child will be included in activities outside the classroom, including school trips by:

- Risk assessments being carried out and procedures put in place to enable all children to participate.
- When deemed necessary, and if an intensive level of 1:1 support is required, a parent or carer may be asked to accompany their child during the activity in addition to the usual school staff. This will be negotiated between school and parents to support the highest level of learning independence.

#### **10. How accessible is the school environment?**

Tunstall Church of England Primary School's accessibility plan is published on the school's website, however, as a school, we are happy to discuss individual access requirements to ensure access for both children and parents/carers.

#### **11. How will the school prepare and support my child when joining Tunstall Primary School or transferring to a new school?**

Tunstall Church of England Primary School understands what a stressful time moving schools/classes can be therefore many strategies are in place to enable the pupil's transition to be as smooth as possible.

These may include:

- Meetings between the nurseries prior to your child joining from the Early Years Team. Mrs Walker will also attend if it is considered necessary.
- Pupils attend a Transition Day where time is spent with their new class teacher.
- Additional visits are also arranged for pupils who need extra time in their new class/school. Photographs can be taken and books made for parent/carers to share with their child over the summer break if it is felt necessary.

- Mrs Walker is always willing to meet parents/carers prior to their child joining the school.
- Secondary school staff visit children prior to them joining their new school.
- The Year 6 teacher and Mrs Walker meet the SENCoS from secondary schools to pass on information regarding pupils with SEN.
- Where a pupil may have more specialised needs, a separate meeting is arranged with Mrs Walker, the secondary school SENCo, the parents/carers and where appropriate the pupil.

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

The school's resources are matched to the children's special educational needs by:

- The SEN budget is allocated each financial year. This money is used to provide additional support or resources dependent on an individual's needs.
- Additional provision may be allocated after discussion with the class teacher at pupil progress meetings or, if a concern has been raised by them at another time during the year.
- Concerns following completion of assessments, indicating further support or resources need to be allocated to your child.
- Individual Pupil Premium payments used to support pupil's learning
- An application for HNF (High Needs Funding) may be appropriate if a child needs a significant level of additional provision.

**13. *How is the decision made about how much support my child will receive?***

The decision about how much support my child will receive is made:

- When children join Tunstall, support is allocated from the information provided by the feeder school. Usually, in consultation with class teachers, teaching assistants may be allocated to individuals or small groups, to support in class or in other focus groups tailored to the pupils needs.
- During their school life, if concerns are identified due to the pupil's lack of progress or well-being then other interventions will be arranged.

**14. *How will I be involved in discussions about and planning for my child's education?***

You will be involved in the planning for your child's education as all parents are. This may be through:

- Discussions with the class teacher
- Parent consultations

- Discussions with Mrs Walker or other professionals
- Parents are encouraged to comment on their child's Provision Plans with possible suggestions which could be incorporated to support them further.

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

If you wish to discuss your child's education or are unhappy about something regarding his/her special needs, you can contact the school office to arrange a mutually convenient meeting with the class teacher in the first instance. Meetings with Mrs Walker can also be arranged by contacting the school office.

At Tunstall Church of England Primary School the SEND terms that are abbreviated which can lead to confusion. Below is a glossary of the most frequently used SEN terms:

AAP	Attendance Advisory Practitioner
ADD	Attention Deficit Disorder
ADHD	Attention Deficit & Hyperactivity Disorder
ASD	Autistic Spectrum Disorder
CAMHS	Child & Adolescent Mental Health Service
CIC	Child in Care
CoP	Code of Practice
CP	Child Protection
DCD	Developmental Co-ordination Disorder
DfE	Department of Education
EAL	English as an Additional Language
EHCP	Education, Health and Care Plan
EP	Educational Psychologist
FSM	Free School Meals
HI	Hearing Impairment
KS	Key Stage
LEA	Local Education Authority
MLD	Moderate Learning Difficulty
NC	National Curriculum
OT	Occupational Therapist
PSP	Pastoral Support Programme
SaLT	Speech & Language Therapy
SEMH	Social, Emotional and Mental Health
SEN	Special Educational Needs
SENCO	Special Educational Needs Co-ordinator
SEND	Special Educational Needs & Disability
SpLD	Specific Learning Difficulty (dyslexia, dyspraxia)
VI	Visual Impairment

We hope these have answered any queries you may have but do not hesitate to contact the school if you have further questions.

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