



# SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) POLICY AND INFORMATION REPORT: SCHOOL OFFER



## SNOWFIELDS PRIMARY SCHOOL (REVIEWED SEPTEMBER 2017)

*Part of the Bridges Federation*

Please find the link to Southwark Council's Local Offer here, it provides information to parents and young people about Special Educational Needs and Disability services available for 0-25 year olds:

<http://localoffer.southwark.gov.uk/>

### THE 2014 CODE OF PRACTICE AND THE CHILDREN AND FAMILIES ACT 2014:

- The Special Educational Needs and Disability Code of Practice: 0 to 25 years (September 2014) aims to secure, for children and young people with special educational needs and disability, the outcomes from education, health and social care which will make the biggest difference to their lives.
- The views, wishes and feelings of the child or young person and the child's parents must be regarded.
- The importance of the child or young person and the child's parents, participating as fully as possible in decisions, and being provided with the information and support necessary to enable participation in those decisions.
- The need to support the young person and the child's parents, in order to facilitate the development of the child or young person and to help them to achieve the best possible outcomes, preparing them effectively for adulthood.

More details about the reforms and the SEN Code of Practice can be found on the Department for Education's website:

[www.education.gov.uk/schools/pupilsupport/sen](http://www.education.gov.uk/schools/pupilsupport/sen)

Definitions of Special Educational Needs (SEN) taken from section 20 of the Children and Families Act 2014.

A child or young person has special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or young person has a learning difficulty or disability if they:

a) have a significantly greater difficulty in learning than the majority of others of the same age; or

b) have a disability which prevents or hinders them 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.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

There are four broad categories of need:

1. communication and interaction
2. cognition and learning
3. social, emotional and mental health difficulties
4. sensory and/or physical needs

## **VISION AND MISSION**

Snowsfields primary school is an inclusive school; our vision is to provide an education that enables all children to reach their learning potential through addressing any barriers to learning a child may have. We treat all children as individuals and look at how best to meet the needs of each child.

**At Snowsfields we learn and succeed together through:**

Supporting children to succeed

Nurturing

Outstanding learning

Working together

Striving to improve

Fun and friendly

Inclusive and inspirational

Empowering everyone

Love of learning

Determined to achieve

Sharing ideas, skills and knowledge

## **INFORMATION ON POLICIES, PEOPLE AND STATUTORY GUIDANCE**

### **WHERE CAN I FIND MORE INFORMATION ABOUT SNOWSFIELDS PRIMARY SCHOOL?**

- Please see our federation website which has links to our policies including the Equalities Policy including the Accessibility Plan, Behaviour Policy (including Anti-Bullying information), Learning and Teaching Policy (including Assessment information).  
<http://thebridgesfederation.org.uk/>

### **WHAT TYPES OF SPECIAL EDUCATIONAL NEEDS AND DISABILITIES ARE PROVIDED FOR AT SNOWSFIELDS?**

At Snowsfields we support children with a range of needs including:

- Speech and language difficulties
- Social Communication difficulties such as autism (including a resource base for children with autism)
- Specific learning difficulties e.g. dyslexia
- Social emotional and behavioural difficulties

## WHO ARE THE BEST PEOPLE TO TALK TO IN THIS SCHOOL ABOUT MY CHILD'S DIFFICULTIES WITH LEARNING AND SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)?

There are many members of staff that you can talk to discuss your child's difficulties with learning.

- The Deputy Headteacher responsible for Inclusion Jo Cranmer can be contacted on the school telephone number 02075259065 or by emailing the office@snowsfields.southwark.sch.uk) She is responsible for coordinating all the support for children with special educational needs or disabilities (SEND) and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.

You may also wish to speak with:

- The Class Teacher
- The Inclusion Officer Jennifer Nash
- The Resource Base Teacher Nicola Clark
- The Learning Mentor's Anne McDonagh and Deborah Thorpe
- The Head of School Sarah Manley
- The Executive Headteacher Kate Wooder
- The Governor responsible for SEND

## WHAT ARE THE DIFFERENT TYPES OF SUPPORT AVAILABLE TO CHILDREN WITH SEND AT SNOWSFIELDS?

- Quality first teaching within the whole class
- Targeted small group support within the classroom
- Booster/ catch up groups
- Small phonics groups
- Lunch club
- Speech and Language groups set up and reviewed by the speech and language therapist
- Working memory/ beat dyslexia groups
- Cued Articulation groups
- Fine motor groups
- Talk and draw sessions
- Lego therapy sessions
- Little Stars Attention groups
- Iread, Iwrite, Istory emotional literacy sessions
- Learning Mentor Support
- CAMHS support
- Additional Support through a EHC plan or Statement
  
- **Resource Base for Children with Autism – Rainbow Class**

Southwark Special Education Needs Department allocate the 14 places within our specialist Resource Base for children who have an EHC Plan with a diagnosis of autism. Places are not allocated by Snowsfields Primary School or through the usual admissions procedures.

- Integration into the mainstream class for around half of each day
- Small group teaching

- A range of small group support
- Resource base classroom, playground, sensory room and soft play
- Specialist groups: lego therapy, write dance, cooking, out and about
- Speech and Language groups

We have a network of professionals who we work closely with who we can request support from through a referral form, the advice and support they give us will be included in the children's Individual Education Plan Action Plan. The professional network consists of:

- Educational Psychologist (EP)
- Speech and Language Therapist (SaLT)
- Occupational Therapist (OT)
- Family Support Worker (FSW)
- Early Help Social Worker
- Autism Support Team
- Paediatrician
- Child and Adolescence Mental Health (CAMHS)
- Social Communication Clinic
- Visual Impairment Team
- Hearing Impairment Team
- School Nurse
- Physiotherapist
- Summerhouse Pupil Referral Unit
- Cherry Garden School
- Tower Bridge Primary School

#### HOW IS SNOWFIELDS ACCESSIBLE TO CHILDREN WITH SEND?

- The Victorian building is difficult for wheelchair users to access.
- We ensure that equipment used is accessible to all children regardless of their needs.
- The Breakfast club provision is accessible to all children including those with SEND.
- The Afterschool club provision is run by Playshelter <http://theplayshelter.co.uk/>
- Extracurricular activities are accessible for children with SEND.
- Adjustments will be made to enable children with SEND to take part in school outings.
- The school accessibility plan is available to read on our policy page.

#### WHAT EQUIPMENT AND FACILITIES ARE AVAILABLE FOR CHILDREN WITH SEND?

- Laptops and iPads are available for children to use to support their learning and communication skills these have learning programmes and apps available including Clicker 7 and Communicate in Print.
- A range of resources including move and sit cushions, theraputty and ear defenders are used to support children's learning, attention and sensory needs.
- Visual supports made in communicate in print, are used in the form of visual timetables and now and next boards.

#### WHAT ARRANGEMENTS ARE MADE FOR THE ADMISSION OF A DISABLED CHILD? HOW DO WE ENSURE EQUAL ACCESS FOR CHILDREN WITH DISABILITIES?

- Those pupils with statements or Education Health and Care Plans (EHCPs) have a separate admissions procedure overseen by Southwark's SEN team. Applications for children with

special needs or with a disability will be treated fairly. Admissions to the Resource Base for children with Autism also have a separate admissions procedure.

- Those pupils who have SEND, but do not have an EHCP, are admitted via the normal school admissions criteria. Detailed information and guidance of how to apply for a place at Snowfields Primary both if your child has an EHC plan or statement of special educational needs, or if your child has special needs but does not have a statement, can be found on the following link: <http://www.southwark.gov.uk/schooladmissions>
- Any Special Needs that are identified on admission are discussed with parents allowing the school to provide support to and put into place support mechanisms to cater for the child's Special Educational Needs or Disabilities.
- A Risk Assessment will be carried out to ensure children with a disability are able to access the building and curriculum.
- An Individual Education Action Plan will be written which will highlight where adjustments need to be made for example moving around the building/ up and down the stairs at quieter times.

#### HOW WILL TRANSITIONS BE MANAGED FOR CHILDREN WITH SEND?

- Children transitioning from a local nursery will be visited by a member of staff in their current setting. Children will be invited to visit Reception with a member of staff from their nursery.
- Children will also be visited at home before they join.
- Children transitioning to a new class will spend time in their class, meeting their class teacher and becoming familiar with new SEND support staff.
- Children take home a transition book with photos to be shared during the summer holiday to prepare for the New Year group and staff members.
- Children joining Snowfields from year 1 upwards follow a settling in programme to support them through this transition.
- Secondary schools are invited to the Annual Review meeting of children with an EHCP.
- Transition books are made for children with an EHCP transitioning to secondary school
- Additional visits are arranged for children transitioning to secondary school as required, these may include visiting the new school with a familiar TA from Snowfields.

#### HOW DO WE SUPPORT CHILDREN WITH CONTINENCE NEEDS?

- For children who have continence needs a meeting will be arranged with the parents and the School Inclusion team to identify the child's toileting needs, and a plan will be put in place to develop the child's independent toileting. Advice will be sort from other professionals as required.
- The toileting will be included in the child's IEP action plan and this will be reviewed at least termly.
- Staff working with children with continence needs will be fully aware of the child's individual toileting plan.
- Staff will inform another member of staff that they are taking/ a child is requesting to use the toilet with adult support.
- Staff will log on the toileting sheet how often the child is using the toilet each day.
- There is a disabled toilet near the school office if required.

#### HOW DO WE SUPPORT CHILDREN WITH MEDICAL CONDITIONS OR TAKING MEDICATION?

- The child's medical condition will form part of the child's EHCP or their IEP Action Plan, so that all staff working with the child are aware of the child's medical condition. EHCPs are reviewed

annually at the Annual Review, IEP Action Plans are reviewed termly. Information about a child's medical condition can also be accessed in the school office.

- A meeting with the school Inclusion team and school nurse will be arranged. The school nurse will write an individual care plan and will review this annually. The individual care plan will also clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures.
- The Deputy Headteacher for Inclusion is responsible for ensuring staff are suitably trained to meet the needs of individual children with a medical condition and that new staff working within a class are informed.
- Medicines will only be administered at school when it would be detrimental to a child's health or school attendance not to do so
- No child under 16 will be given prescription or non-prescription medicines without their parent's written consent.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- We will only accept prescribed medicines that are in-date, labeled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container
- All medicines will be stored safely. Children will know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to children and not locked away. Controlled drugs that have been prescribed for a pupil will be securely stored in a non-portable container and only named staff should have access.
- The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted
- When no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps
- Risk Assessments are completed for all outings. These include children with medical conditions and details of the medication needed to be taken on the outing.

#### WHAT PASTORAL SUPPORT IS AVAILABLE TO SUPPORT CHILDREN'S EMOTIONAL AND SOCIAL DEVELOPMENT AND TO PREVENT BULLYING?

- Our behavior policy, available on our policy page on our website, highlights our clear structured approach to supporting children's behaviour and learning.
- The Learning Mentor's role is to support children whose behaviour and social emotional skills are preventing them from reaching their learning potential. The Learning Mentors will bring the parents, class teacher and teaching assistant to work together to break down those barriers to learning, offer advice and strategies to use at home and school.
- Small groups are run by the learning mentors to develop children's social communication and turn taking skills and friendships. 1:1 talk and draw sessions are also available.
- Our CAMHS worker is also available to support children's emotional and social development.
- Lunch club is led daily by learning mentors and teaching assistants and is available at lunch time for all children to access, this is held inside with opportunity to develop social skills
- As a school we have created a positive culture to prevent bullying and tackle it when it occurs. All forms of bullying are tackled promptly and firmly, our anti-bullying information can be found in our behavior policy.

## HOW DOES SNOWFIELDS EVALUATE THE EFFECTIVENESS OF ITS PROVISION FOR CHILDREN WITH SEND?

- The leadership team and class teacher look carefully at the progress each child with SEND is making each term, to ensure they are making the expected progress and actions are agreed
- The DHT for Inclusion writes an Action Plan which is evaluated termly.
- The leadership team writes a self-evaluation form, which includes the provision for children with SEND.

## APPROACHES TO TEACHING AND LEARNING

### HOW WILL TEACHING BE ADAPTED FOR MY CHILD WITH SEND?

- The class teacher will differentiate their planning to meet the needs of all the children within the class.
- The class teachers use many visual supports and a kinesthetic approach to learning.
- Small group support and resources will be allocated to ensure the children succeed in the lesson.
- Specially trained support staff are skilled to break down activities into smaller steps as needed.
- The class teacher will liaise with the inclusion team to ensure that all recommendations and strategies recommended are put into place.

### HOW WILL WE MEASURE THE PROGRESS OF YOUR CHILD IN SCHOOL?

- The children's progress is continually monitored and it is benchmarked each term in reading, writing and maths.
- Children working below the national curriculum performance descriptors will be assessed using p levels.
- Children with EHC P's progress will be assessed within a step (indicated as bronze, silver or gold). This is evidenced on the p level sheets and national curriculum descriptors.
- Children with EHCP's additionally will be assessed in speaking, listening and PSHE (personal, social and health education)
- At the end of Reception the children are assessed against the early learning goals, this is recorded as emerging, expected or exceeding. If children are working below the early learning goals their phase of development in months is also recorded.
- In Reception, year 1 and (some children in) year 2 the children's phonic knowledge will be assessed twice a term. At the end of year 1 all children take part in a phonics screening of real and nonsense words.
- At the end of each key stage (i.e. at the end of year 2 and year 6) all children are required to be formally assessed using Standard Assessment Tests (SATs). This is something the government requires all schools to do and the results that are published nationally.
- Individual Education Action Plans are reviewed each term and a new plan made.
- Children with EHCPs are reviewed annually with parents, staff and other professionals working with the child.

### HOW WILL WE GATHER THE VIEWS OF CHILDREN WITH SEN AND INVOLVE THEM IN THEIR EDUCATION?

- All children throughout each term are invited to meet with their teacher to discuss what learning they have enjoyed and what they would like to learn next.
- Curriculum leaders consult with children from each class termly to gather their views on their learning each term.

- When writing an EHC P all children's views are gathered.
- All children with an EHCP are invited to contribute to their annual review either in person or through an evaluation.

### HOW ARE STAFF IN SCHOOL SUPPORTED TO WORK WITH CHILDREN WITH A SEND, AND WHAT TRAINING DO THEY RECEIVE?

- School staff work closely with the DHT for Inclusion, Inclusion officer, Resource Base Teacher and Learning Mentors to ensure their planning meets the needs of all the children in their class including those with SEND.
- The school has a training plan for all staff to improve the teaching and learning of children including those with SEND. This includes whole school training on SEND issues such as ASD and speech and language difficulties.
- Staff work closely with the Speech and Language Therapist, Occupational Therapist and Educational Psychologist on the individual plans for the children.

### INFORMATION ABOUT EARLY IDENTIFICATION, ASSESSMENT AND INTERVENTION

#### WHAT SHOULD I DO IF I THINK MY CHILD MAY HAVE SPECIAL EDUCATIONAL NEEDS?

- Please make an appointment with your child's class teacher and a member of the Inclusion team, you know your child best and any concerns you have will be taken seriously. We will discuss any concerns you have regarding your child's learning and behaviour, any additional support your child is receiving in school and the impact of this support and our next steps, which will be written into an Individual Education Plan Action Plan.

#### HOW WILL THE SCHOOL LET ME KNOW IF THEY HAVE ANY CONCERNS ABOUT THE PROGRESS MY CHILD IS MAKING?

- There are pupil review meetings twice a year when you will discuss with the class teacher the progress your child is making.
- The class teacher may arrange a meeting with you to discuss the areas that your child is not making progress in. They may also invite the Deputy Headteacher for Inclusion, Inclusion Officer or Learning Mentor to discuss what support is going to be put in place. They may also discuss referrals to other professionals who can support with your child's learning.
- Children with an EHC P will also have their progress reviewed during their Annual review.

#### HOW ARE CHILDREN WITH SPECIAL EDUCATIONAL NEEDS IDENTIFIED AND HOW IS EXTRA SUPPORT ALLOCATED TO DIFFERENT CHILDREN?

- The children's progress is continually monitored and support will be put in place at a classroom level when the children require it.
- Support within school will be added as required including Learning Mentor Support.
- Children requiring additional support will be at a SEN Support level.
- School will regularly communicate with you about your child's needs and this will be recorded on their IEP Action Plan.
- If your child cannot be supported within the school's current provision or current interventions and not working, then a request will be submitted for an Education Health Care Plan (EHCP) following consultation with parents and will involve input from a range of other relevant professionals.



- Access arrangements for Key stage 2 test will be applied for, for children with an EHCP or additional support needs (e.g. children with a visual impairment, or a diagnosis of dyslexia) examples of these access arrangements include extra time to complete the test, or breaks provided within the test.

## INFORMATION ON WHERE TO FIND FURTHER SUPPORT

### WHAT SUPPORT DO WE HAVE FOR YOU AS A PARENT OF SEND?

- Weekly school newsletters  
Federation website information <http://thebridgesfederation.org.uk/>
- Text messaging service
- Parent Information board (located next to the school office)
- Termly contact a family newsletter
- Termly pupil parent meetings with class teacher
- Parent workshops are held regularly on ways to support children's learning at home.
- The class teacher will happily arrange additional meetings with you discuss your child's progress.
- The Inclusion team is readily available to meet with you to discuss any questions you may have.
- You will have the opportunity to meet with other professionals working with you child.
- Annual review for children with a EHCP

There are also additional support services available for parents:

- Contact a family offer advice and support for families with disabled children, more information can be found here <http://www.cafamily.org.uk/>
- Southwark Information, Advice and Support Team (SIAS) formerly known as parent partnership, their work included support for families with the process of applying for EHC plans their website link is <http://localoffer.southwark.gov.uk/information-advice-and-support/>
- Southwark Council's Local Offer here, it provides information to parents and young people about Special Educational Needs and Disability services available for 0-25 year olds: <http://localoffer.southwark.gov.uk/>

## COMPLAINTS PROCEDURES

### HOW CAN I LET THE SCHOOL KNOW THAT I AM CONCERNED ABOUT THE PROGRESS MY CHILD IS MAKING OR THE PROVISION MY CHILD IS RECEIVING?

- Make an appointment to speak with the child's class teacher to share your concerns and to discuss the progress that your child is making.
- You may also wish to speak with a member of the Inclusion team including the Deputy Headteacher for Inclusion. You may want to speak with the Executive Headteacher if you continue to have concerns.
- If you do not feel that your concern has been resolved and you want to make a complaint, you should do so in the first instance by writing to the Executive Headteacher Kate Wooder and then to the Chair of Governors Kim Milward-Oliver
- A copy of the complaints procedure is available on the school website and at the school office.