



BELLEVILLE PRIMARY SCHOOL

SEN Information Report for Children with Special Educational Needs and/or Disabilities (What support is available at this school for your child)

Belleville is a mainstream Primary School with a nursery provision. It is part of the Quality First Multi Academy Trust.

The information below details the provision available within the school and ways in which parents and children can access the support required for Special Educational Needs (SEN).

As a school we work within the Wandsworth and national guidance on Provision for children with SEN in mainstream schools, based on the Special Needs Code of Practice 2015, which explains the ways pupils/children/students with different additional needs are provided for within the school. We also follow our [Special Educational Needs and Disability Policy](#) and 'Accessibility' plan.

Inclusion Statement

At Belleville School, all pupils, regardless of their particular needs, are offered inclusive teaching which will enable them to make the best possible progress in school and feel that they are a valued member of the wider school community. We may offer the following range of provision to support children with communication and interaction, cognition and learning difficulties, social, mental and health problems or sensory or physical needs.

Contents:

Part A - People who support the children	Page 2
Part B - Different levels of support	Page 3
Part C - Examples of Provision and support available	Page 5
Part D - Systems for identifying SEN and necessary provision to support progress	Page 6
Part E - Frequently asked questions	Page 7
Part F - Glossary	Page 13
Appendix 1 - SEN Support Identification Process	Page 14
Appendix 2 - Initial Concerns Record	Page 16
Appendix 3 - Note of initial concerns meeting – pre SEN support	Page 18
Appendix 4 - Parents/Carers Concerns Form	Page 20
Appendix 5 - SEN support record	Page 22

A: PEOPLE WHO SUPPORT CHILDREN WITH SPECIAL EDUCATIONAL NEEDS/ AND OR DISABILITIES IN THIS SCHOOL:

<p>Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs/Disability (SEND)?</p> <p>And how can I talk to them about my child if I need to?</p>	
Person	Summary of responsibilities
<p>Class/subject teacher is recommended as the first point of contact if you have any concerns</p> <p><i>Contacted by: speaking to them at the beginning or end of a school day or telephoning the school to arrange an appointment.</i></p>	<p>S/he is responsible for:</p> <ul style="list-style-type: none"> Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND. Ensuring that all children have access to good/outstanding teaching and that the curriculum is adapted to meet children's individual needs (also known as differentiation). Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support, adapting resources etc..) and discussing amendments with the SENCO as necessary. Writing Provision maps/SEND Support Records/Initial Concerns targets that specify the targets set for your child to achieve (with the support of the SENCO), and sharing and reviewing these with parents at least once each term. Making sure all members of staff working with your child in school are aware of their individual needs and what specific adjustments need to be made, as well as supporting them to work with your child through excellent planning and communication.
<p>The Special Educational Needs Co-Ordinator (SENCO) <i>Contacted by asking the class teacher to arrange for them to contact you or by telephoning the school to make an appointment or beginning or end of day.</i></p>	<p>S/he is responsible for:</p> <ul style="list-style-type: none"> Coordinating all the support for children with special educational needs (SEN) and or disabilities, and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school. Ensuring that parents/carers are involved in supporting their child's learning, kept informed about the support received, involved in reviewing their progress and in planning. Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology etc... Ensuring there are excellent records of your child's progress and needs, including a register of each child receiving support. Providing training and specialist support for teachers and support staff in the school so they are aware and confident about how to meet the needs of your child and others within our school. At Belleville, your named Special Needs Coordinator is Vicki Brand (Assistant Headteacher) and the the Inclusion Lead is Elen Meredith (Deputy Headteacher)
<p>Learning Support Assistant (LSA) may be allocated to some pupils with SEN and or disabilities</p>	<p>A Learning Support Assistant (LSA) may be allocated to a pupil with exceptional special educational needs and/or disabilities. S/he will be working closely with the class team and SENCO and will be at some meetings to discuss a child's progress and provision.</p>
<p>Head teachers <i>Contacted by a personal request made before school in the playground or telephoning the school for an appointment.</i></p>	<p>S/he is responsible for:</p> <ul style="list-style-type: none"> The day to day management of all aspects of the school, which includes the support for children with SEN and/or disabilities. S/he will give responsibility to the SENCO and class/subject teachers but is still responsible for ensuring that your child's needs are met. S/he must make sure that the Governing Body is kept up to date about any issues in the school relating to SEND.
<p>SEND Governor <i>Contacted by writing to the SEN Governor via the school office.</i></p>	<p>S/he is responsible for:</p> <ul style="list-style-type: none"> Making sure that the school has an up-to-date SEND Policy and has published its local offer of provision. Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school Making visits to understand and monitor the support given to children with SEND in the school and being part of the process to ensure your child achieves his/her potential in school.
<p>Outside Professionals</p>	<p>Support school staff with assessments, diagnosis, provision and resources. See link below to the Glossary of Professionals who may be involved with your child's provision.</p>

B. DIFFERENT LEVELS OF SUPPORT :

Children in school will get support that is specific to their individual needs. This may be all provided by the class teacher, may involve other staff in the school or specialist staff such as the Speech and Language Therapy Service.

What are the different types of support available for children with SEN and /or disabilities in this school?			
	Types of support provided	What would this mean for your child?	Who can get this kind of support?
Pre-Sen Initial Concerns and SEN Support	<p>Class teacher input via good/outstanding classroom teaching.</p>	<ul style="list-style-type: none"> All teaching is based on building on what your child already knows, can do and can understand. Teachers have the highest possible expectations for your child and all pupils in their class. Different ways of teaching will ensure full involvement of learning in class, such as using more practical learning or providing different resources. Specific strategies may be suggested by the SENCO, SEND teacher, Inclusion Lead, Director of Inclusion or staff from outside agencies, which will enable children to access the learning task. 	All children in school receive this.
	<p>Specific small group work. This group may be</p> <ul style="list-style-type: none"> Run in the classroom or outside. Run by a teacher or (most often) a Learning Support assistant who has received training to run these groups. <p>These are often called Intervention groups by schools</p>	<ul style="list-style-type: none"> Your child's teacher will have carefully checked on your child's progress and will have decided that your child has a gap in their understanding/learning and needs some extra support to address and close the gap to ensure they make accelerated progress in their learning. S/he will plan group sessions for your child with targets to help your child to make more progress. A Learning Support Assistant/teacher will run these small group sessions using the teacher's plans, or a recommended programme 	<p>Any child who has specific gaps in their understanding of a subject/area of learning.</p> <p>Children who have been identified by the class teacher as needing some extra support in school.</p>
	<p>Specialist groups or individual support as advised by outside agencies e.g Speech and Language therapy, occupational therapy, educational psychologist</p>	<ul style="list-style-type: none"> If your child has been identified as needing more specialist input instead of, or in addition to, good and outstanding classroom teaching and intervention groups, referrals will be made to outside agencies to advise and support the school to ensure your child makes progress. Before referrals are made you will be asked to come to a meeting to discuss your child's progress and help plan possible ways forward. If it is agreed that the support of an outside agency is a way forward, you will be asked to give your permission for the school to refer your child to a specialist professional e.g. a Speech and Language Therapist or Educational Psychologist. This will help the school and yourself understand your child's particular needs better. The specialist professional will work with your child to understand their needs and make recommendations which may include: <ul style="list-style-type: none"> Making changes to the way your child is supported in class e.g providing some individual support or changing some aspects of teaching to support them better Support to set targets which will include their specific professional expertise Your child's involvement in a group run by school staff under the guidance of the outside professional e.g a social skills group or sensory circuit A group or individual work with outside professionals The school may suggest that your child also needs some agreed individual support or group support in school. They will tell you how the support will be used and what strategies will be put in place. 	Children with specific barriers to learning that cannot be overcome through whole class good/outstanding teaching and intervention groups.

B. DIFFERENT LEVELS OF SUPPORT CONTINUED :

<p>Education/Health Care Plans (or Statements)</p>	<p>Education Health Care Plans (EHCP) entitle the young person to access significant special provision and support stated within the document.</p> <p>These are drafted very carefully in a process which involves the young person, their family, and all the professionals involved.</p> <p>Support for children with EHCPs can include each of the types and levels of support listed on the previous page.</p>	<ul style="list-style-type: none"> • The school (or you) can request that the Local Authority carry out a statutory assessment of your child’s needs. This is a legal process and you can find more details about this in the Local Authority (LA) based Local Offer, on the Wandsworth web site: www.wandsworth.gov.uk or from Wandsworth Thrive (formally Family Information Service) http://www.wandsworth.gov.uk/info/200016/early_years_and_childcare/1196/family_information_service • After the school have sent in the request to the Local Authority (with a lot of information about your child, including some from you), they will decide whether they think your child’s needs (as described in the paperwork provided) seem complex enough to need a statutory assessment. If this is the case, they will ask you and all professionals involved with your child to write a report outlining your child’s needs. If they do not think your child needs this, they will ask the school to continue with the support at the previous level. • After the reports have all been sent, the Local Authority will decide if your child’s needs are severe, complex and lifelong and that they need more than 20 hours of support in school. If this is the case, they will need an EHC Plan. If this is not the case, they will ask the school to continue with the support at the previous level and also set up a meeting in school to ensure a plan is in place to ensure your child makes as much progress as possible. • The EHC Plan will outline the number of hours of individual/small group support your child will receive from the LA, how the support should be used and what strategies must be put in place. It will include long and short term goals for your child. • The additional adult may be used to support your child with whole class learning, run individual programmes or run small groups including your child. • The teacher will have the highest possible expectations for your child and all pupils in their class. • All teaching will build upon what your child already knows, what they can already do and what they can understand. This information is gained from very detailed information obtained from observations and detailed assessments. • Different ways of teaching will ensure that your child is fully involved in learning in class. This will involve things like using more practical learning or providing different resources adapted for your child. • specific strategies may be used (some of which will have been suggested by outside agencies) in order to enable your child to access the learning task. • Annual Reviews will review the progress your child has made during that year. 	<p>Children whose learning needs are:</p> <ul style="list-style-type: none"> • Severe, complex and lifelong • Need more than 20 hours of support in school
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C. EXAMPLES OF PROVISION AND SUPPORT AVAILABLE:

Below is a list of some of the provision which may be used by Belleville to support pupils. This provision changes and adapts to meet the needs of children on a regular basis. You can ask more questions about each of these provisions if you would like.

Provision /Resources	Examples of Staff/Pupil Ratio	Possible Staff involved
Cognition and Learning		
Literacy provisions		
Focused literacy support (in class)	1:5	TA/teacher
Literacy support group (withdrawn)	1:6	SENCO/teacher
Rapid Read	1:2	TA
Rapid Write	1:2	TA/SENCO
Spelling group	1:5	TA/SENCO
Handwriting group	1:5	TA/teacher
Letters and Sounds (LSS)-Phonics	1:3	TA/teacher/SENCO
Additional phonics	1:5	TA/teacher
Additional Reading	1:1	TA/teacher/Parent volunteer
Editing Group	1:5	TA/Teacher
5-Minute Box	1:1	TA
Coloured overlay	n/a	SENCO/teacher
Pre-Vocabulary Learning	1:5	TA
Electronic Dictionary	n/a	Teacher/SENCO/TA
After school Booster Sessions	1:10	Teacher

Numeracy Provisions		
Focused numeracy support (in class)	1:5	TA/teacher
Numeracy Support Group (withdrawn)	1:6	SENCO/teacher
Springboard	1:6	SENCO/teacher
Doodle Maths	1:15	TA/Teacher
Number Box	1:1	TA
Other cognitive Provisions		
Memory skills	1:5	TA
Homework club	1:10	TA
Educational Psychologist referral/assessment	1:1	SENCO/Educational psychologist
Multi-media options for recording, e.g. laptop/ipad/dictaphone	1:1	Teacher/SENCO
Communication and Interaction		
Individual Speech and Language support	1:1	S&L therapist
S&L group work	1:3	S&L therapist/TA
Pre-Vocabulary Learning	1:5	TA
Comprehension group	1:3	TA
Social communication skills group	1:6	TA/SENCO/S&L Therapist
Chatterbox	1:5	TA/S&L therapist
Teach Talk	1:3	TA/S&L therapist
Explore and Talk	1:3	TA/S&L therapist
Individual S&L target work	1:1	TA + S&L therapist.

Clicker	1:1	TA/Senco
Lego group	1:3	Learning mentor/TA/Garratt Park
Garratt Park	1:1	GPAS Advisor
EYC referral/support	1:1	EYC representative/Senco/teacher
Paediatric assessment referral	1:1	Senco/Paediatric Nurse
Social Mental and Emotional Health		
Social communication skills group	1:6	TA/SENCO/S&L Therapist/Garratt Park
BLSS support	1:1	Victoria Drive PRU
Learning Mentor (Individual session)	1:1	Learning Mentor
Learning Mentor (in class/PSHCE)	various	Learning Mentor
Talk Time	1:1	TA/Learning Mentor
Coaching	1:1	TA
Playground Support	As needed	TA/Learning Mentor
Lunchtime quiet activity support	various	TA/Senco/Learning Mentor
Bereavement Support	1:1	Learning Mentor/SENCO
Trusted Adult	1:1	Learning mentor/SENCO/TA/Other staff as appropriate
Additional secondary transition support	1:4	SENCO/Y6staff/Learning Mentor/Secondary SENCO /Garratt Park
Cognitive Behavioural Therapy	1:1	Educational psychologist
Play Therapy	1:1	Play Therapist
Access CAMHS	1:1	Clinical psychologist-CAMHS
Paediatric assessment referral	1:1	SENCO /Paediatric Nurse
Reward charts/behaviour plans etc	1:1	Class teacher/TA/Senco/parents

Garratt Park	1:1	GPAS Advisor
Sensory and Physical		
Fine OT group	1:6	TA
Gross OT Group	1:6	TA
Wobble cushion	n/a	Teacher/ SENCO
Sloping desk	n/a	Teacher/ SENCO
Fidget toy/putty	n/a	Teacher/ SENCO
Pencil grip	n/a	Teacher/ SENCO
Wandsworth Hearing Impaired Service	1:1	Hearing Impaired therapist
Health		
School Nurse	1:1	Parent/ SENCO /School Nurse
Social Care		
• Initial Point of Contact (IPOC)	1:1	DSL/DMS/Any member of staff
Other		
• Wandsworth Thrive (formally Family Information Service)	1:1	http://www.wandsworth.gov.uk/info/200016/early_years_and_childcare/1196/family_in_formation_service

D. PROCESSES IN PLACE TO IDENTIFY SEN AND NECESSARY PROVISION TO SUPPORT PROGRESS:

The processes in place can be seen in [Appendix 1](#), which outlines the **SEN Support Identification Process**

Regular assessment and tracking of all pupils at pupil progress meeting will identify when children are making less than expected progress despite a high standard of teaching in the classroom; or concerns may be raised by the school regarding a child's emotional well-being or behaviour. Equally, a Parent/Carer or other Professional may raise a concern about a child.

In either of these events, adaptations and provisions at a 'Whatever it Takes' level may be implemented with or without discussion with the parents within the normal differentiation and Quality First Education (Q1E) provision by the class teacher. If, after a short period these initial interventions have a good impact, the child will return to usual progress tracking. However, if there is not sufficient progress, another cycle can be repeated and then the child's class teacher will complete an **initial concerns record (Appendix 2)**, will meet with the child, their parent/carers and any other adults who work with the child, and will record agreed actions.

This will take place before special educational needs have been confirmed, in order to identify whether the agreed additional support has effectively addressed the area of difficulty. **In the event that a child already has identified SEN, this part of the process will not take place.**

Parental concerns may be recorded using the **Parents/Carers Concerns Form** created by the Wandsworth Parent Partnership Service ([Appendix 4](#))

The child's class teacher, with the support of the SENCO where necessary, will take a lead on setting outcomes and plan adaptations to teaching to support the child. Extra support and other rigorous interventions may also be employed to target areas of weakness.

The SENCO will advise/support the class teacher to ensure the pupil is receiving Quality first Teaching appropriate to their needs, for example: differentiation, targeted feedback, use of in-class support.

Adaptations to teaching might include, for example; targeting a small group for focused teacher input or the use a particular resource. Interventions working outside the classroom can be included at this stage. Provision such as this will be agreed with the parent at the Initial Concerns Meeting, with desired outcomes agreed and noted for the record. Progress towards these desired outcomes will be measured.

After a set period, progress against these outcomes will then be reviewed in step 3 and recorded on the **Pre-SEN notes of meeting** document ([Appendix 3](#)).

If, following additional provision of no more than two cycles, the child continues to make less than expected progress towards these outcomes, the class teacher, working with the SENCO and other suitable professionals, will carry out further assessments to provide a clear analysis of the pupil's needs. It will be agreed, based on this assessment and discussion, whether the child has a learning difficulty which requires SEN provision or whether other causal factors (such as attendance) may be impacting on progress.

If the child is agreed to have a learning difficulty, or SEN as defined in the Code of Practice ([See Appendix 1](#)), then the child will be recorded as having Special Educational Needs, their parent/carers will be informed, and cycles of support for SEN will begin and recorded on the **SEN support record/Provision Map** ([Appendix 5](#))

Team Around the Child (TAC) meetings may be held as part of this process, in which the child (where agreed appropriate) and all the adults involved in the child's wellbeing and progress will discuss progress and next steps. Other meetings may be held just between the school and parents/carers in more informal circumstances or where preferred by parents/carers.

E. FREQUENTLY ASKED QUESTIONS

(click on each question to go to the relevant question and answer)

[How does the school know if children need extra help?](#)

[How can I let the school know I am concerned about my child's progress in school?](#)

[How will the school let me know if they have any concerns about my child's learning in school?](#)

[How will we support your child with identified special needs starting at school?](#)

[How is extra support allocated to children and who decides?](#)

[What can I do if I have concerns about the school's support of my child or their progress?](#)

[How will the curriculum be matched to my child's needs?](#)

[How will I know how my child is doing?](#)

[How will you help me to support my child's learning?](#)

[How are the adults in school helped to work with children with an SEND and what training do they have?](#)

[Who are the other people providing services to children with SEN in this school?](#)

[What support do we have for you as a parent of child with an SEN/and or disabilities?](#)

[How will the teaching be adapted for my child with learning needs \(SEN/ and or disabilities\)](#)

[How have we made this school physically accessible to children with SEND?](#)

[How will we measure the progress of your child in school? And how will I know about this?](#)

[How will we support your child when they are leaving this school? OR moving on to another class?](#)

How does the school know if children need extra help?

We know pupils need help if:

- Concerns are raised by parents/carers, teachers or the children themselves
- Limited progress is being made; this will be clear because progress is carefully monitored and meetings are held every term

between the class team and senior staff members in school

- There is a change in the pupil's behaviour or progress

Pupils are identified as needing extra help through a process called 'SEN Identification Support Process' ([Appendix 1](#)). Please see section **D: Processes in place to identify SEN and necessary provision to support progress**

How can I let the school know I am concerned about my child's progress in school?

- If you have any concerns we recommend you speak to your child's class teacher initially, and as soon as possible.
- If further action is required, you are welcome to speak to the class teacher or SENCO and this will be arranged for you.
- We may invite you to complete a **Parents/Carers Concerns Form**, ([Appendix 4](#)) in order to structure your thoughts and concerns, but you are welcome to use another method if you wish.

How will the school let me know if they have any concerns about my child's learning in school?

- When a concern has been raised about a child's progress and targeted teaching has not met the child's needs, the teacher will raise this with the SENCO.
- The teacher will discuss your child's progress with you at the termly parents' evenings and tell you about any additional support being given.
- If your child has been identified as not making sufficient progress, your child's class teacher will complete an **initial concerns record** ([Appendix 2](#)) S/he will meet with your child, you and any other adults who work with your child, and will record agreed actions within the **notes of initial concerns meeting** document ([Appendix 3](#)).
- Support provision and/or groups may take place for a short period or over a longer period of time. All children can learn regularly in small groups at school (sometimes with teaching assistants) in order to further improve their progress.
- If your child is still not making expected progress, the school will discuss with you:
 - Any concerns you may have
 - Any further interventions/possible referrals to outside professionals that may be beneficial
 - How we could work in partnership to support your child at home/school

How will we support your child with identified special needs starting at school?

- We will first invite you to visit the school with your child to have a look around and speak to staff
- If other professionals are involved, a team around the Child (TAC) meeting will be held to discuss your child's needs, share strategies used, and ensure provision is put in place before your child starts
- We may suggest adaptations to the settling in period to help your child to settle more easily. These will be agreed with you at the TAC meeting
- If they have not already visited, your child will be invited into school before starting in order to meet the staff they will be working with and their peer group
- The class teacher will arrange an early meeting with you to review your child's learning, following the settling in period.
- The staff will then hold regular meetings in school to monitor the progress of your child and invite you into school at least once a term to review these with you.

How is extra support allocated to children and who decides?

- The school budget includes money for supporting children with SEN.
- The Headteachers decide on the budget for Special Educational Needs in consultation with the SENCO/Head of Inclusion and the school Governors, based on the needs of the children currently in the school.
- The Headteachers and the SENCO discuss all the information they have about SEN in the school, including
 - Those children already receiving extra support
 - Children needing extra support
 - Children who have been identified as not making as much progress as would be expected.
- All resources/training and support are reviewed regularly and changes made as needed.
- Class teachers will discuss requests for additional support for children with the SENCO as/when required.
- Support may be given in a variety of ways and is sometimes designed to encourage the child to develop the skills of independent learning and build confidence in addition to supporting their academic progress.

What can I do if I have concerns about the school's support of my child or their progress?

- Regular meetings will be held to discuss your child's progress and provision. These meetings provide the perfect opportunity for you to share concerns and to ask any questions you have about your child's progress or provision.
- If there is no meeting scheduled, you have discussed provision and support with your child's class teacher and you continue to have concerns, you can ask for a further meeting with the SENCO and/or a headteacher.

- Any additional concerns can be directed to the school's SEN Governor. You may also refer to the school's complaints procedure, if you continue to have a concern/complaint after following this process. You can register this with the Local Education Authority (details attached here: http://www.wandsworth.gov.uk/info/200288/student_welfare/263/how_to_make_a_complaint)

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

- When a pupil has been identified with Special Needs, their work will continue to be differentiated by the class teacher to enable them to access the curriculum more easily
- Teaching assistants may be allocated to work with the pupil in a one-to-one or small focus group to target more specific needs
- If a child has been identified as having a special educational need, they will be planned for specifically.
- Targets will be set according to the child's area of need. These will be monitored by the class teacher weekly and by the SENCO on a termly basis. Targets will be discussed with parents/carers at parents' evenings and a copy provided
- Specialist equipment may be given to the pupil, such as writing slopes or concentration cushions,

How will I know how my child is doing?

- You will be able to discuss your child's progress at Parents' Evenings
- Your class teacher will be available at the start and end of each day if you have any brief questions about your child's progress
- Appointments can be requested via the school office to speak in more detail to the class teacher/SENCO.

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

- The class teacher can suggest ways as to how you can support your child
- The SENCO, SEN Teacher/Inclusion Lead or Head Teacher may meet with you to discuss how to support your child with strategies to use if you at home are having difficulties with your child's behaviour or emotional needs
- If specialist agencies (such as Speech and Language Therapy) are involved, suggestions and programmes of study are often given to parents to use at home

How are the adults in school helped to work with children with an SEND and what training do they have?

- The SENCO's job is to support the class teacher in planning for children with SEN.
- The school has a school development plan. This may include whole school training on SEND issues or to support identified groups of learners in school, such as ASD, dyslexia etc.
- All school staff receive training to disseminate knowledge, strategies and experience to ensure consistency of the school's approach for children with a SEND.
- Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class e.g from the ASD Outreach service, LSS and Sensory service or medical /health training to support staff in implementing care plans.
- An identified staff member may receive individualised training linked to the needs of a child with special educational needs and/or disabilities.
- Some staff may receive specialist training in the designated special provision, including a post graduate qualification in many cases. Training takes place on a regular basis. If you would like to hear about the training which is currently taking place or has taken place by the staff members in the school, please speak to the Headteacher or SENCO.

Who are the other people providing services to children with SEN in this school?

- | | |
|----------------------------------|---|
| A. Directly funded by the school | <ul style="list-style-type: none"> • Learning Mentor • Additional Educational Psychology input to provide a higher level of service to the school • 1:1 or small group teachers or tutor |
|----------------------------------|---|

B. Paid for centrally by the Local Authority but delivered in school	<ul style="list-style-type: none"> • Autism Outreach Service-Garratt Park • Educational Psychology Service • Sensory Service for children with visual or hearing needs • Speech and Language Therapy (provided by Health but paid for by the Local Authority). • Occupational Therapy • Physiotherapy • Professional training for school staff to deliver medical interventions • BLSS/Victoria Drive • Wandsworth Thrive (Parent Support) Service (to support families through the SEN processes and procedures).
C. Provided and paid for by the Health Service (St George's NHS Trust) but delivered in school	<ul style="list-style-type: none"> • School Nurse
D. Voluntary agencies	<ul style="list-style-type: none"> • National Autistic Society • MENCAP • NSPCC

How will the teaching be adapted for my child with learning needs (SEN/ and or disabilities)

- Class Teachers plan lessons according to the specific needs of all groups of children in their class and will ensure that learning tasks are adapted to enable your child to access their learning as independently as possible.
- Specially trained support staff can advise and implement the teacher's modified planning to support the needs of your child where necessary.
- Specific resources and strategies will be used to support your child individually and in groups.
- Planning and teaching will be adapted on a daily basis if needed to meet your child's learning needs and increase your child's access to what is on offer.

How have we made this school physically accessible to children with SEND?

- Most of the Meteor site is accessible to children with physical disability as it is on one level. The Webbs road site has bannisters on the stairs and additional support can be assessed as needed.
- Class allocations can be adapted to ensure rooms are accessible for children with disabilities.
- We ensure that equipment used is accessible to all children regardless of their needs.
- The school has staff trained to suit children with a range of needs.
- The specialised provisions provide space for the identified needs for children with these difficulties e.g. workstations for children with ASD.
- The staff providing specialised provision are highly trained in these areas.

How will we measure the progress of your child in school? And how will I know about this?

- Your child's progress is continually monitored by his/her class teacher.
- His/her progress is reviewed formally every term in reading, writing and maths as well as in other areas as appropriate – e.g attendance, engagement in learning and behaviour.
- If your child is in Year 1 and above, but is not yet working at that level, a more sensitive assessment tool is used to show their level in more detail and will also show smaller but significant steps of progress.
- 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 are the results that are published nationally.
- Children at SEND Support will have a Provision map which will be reviewed with your involvement, every term and the plan for the next term made.
- The progress of children with an EHC Plan is formally reviewed at an Annual Review with all adults involved

with the child's education.

- The SENCO will also check that your child is making good progress within any individual learning and in any group that they take part in.
- A range of ways will be used to keep you informed, which may include:
 - Home/school contact book
 - Letters/certificates sent home
 - Additional meetings as required
 - Annual Reviews
 - End of Year Reports

What support do we have for you as a parent of child with an SEN/and or disabilities?

- We would like you to talk to your child's class teacher regularly so we know what they are doing at home and we can tell you about what we are doing in school. This is to ensure that we are doing similar things to support them both at home and school and can share what is working effectively in both places.
- The class teacher, SENCO, Inclusion Lead or Head teacher is available to meet with you to discuss your child's progress or any concerns/worries you may have.
- All information from outside professionals will be discussed with you or the child themselves. Where this is not possible a report will be used to share this information. The SENCO will also arrange to meet with you to discuss any new assessments and ideas suggested by outside agencies for your child.
- Provision Maps will be reviewed with your involvement each term.
- Home Learning will be tailored as needed to your child's individual needs.
- A home/school contact book may be used to support communication with you, when this has been agreed to be useful for you and your child.

In addition:

- We regularly hold workshops for parents of all children in the school, for example in reading, phonics or maths. We will be happy to discuss any necessary adaptations for your child.
- The Provision Map can include ideas for how you can support your child at home.
- The external professionals involved with your child will be happy to meet with you on request.
- We will be happy to consider any ideas in order to support your child.

If your child is undergoing statutory assessment you will also be supported by the Children's Services SEN Team. They will ensure that you fully understand the process.

How will we support your child when they are leaving this school? OR moving on to another class?

We recognise that *moving on* can be difficult for a child with SEN/and or disabilities and as such take steps to ensure that any transition is as smooth as possible.

- If your child is moving to another school:
 - We will contact the new school's SENCO and ensure s/he knows about any special arrangements or support that need to be made for your child.
 - We will make sure that all records about your child are passed on as soon as possible.
- When moving classes in school:
 - Information will be passed on to the new class teacher IN ADVANCE and in all cases, a planning meeting will take place with the new teacher. All Provision Maps/passports will be shared with the new teacher.
 - Some children also benefit from having a book to support them in order to understand the move and the change involved.
- In Year 6

- The SENCO may attend the Primary Transition Day to discuss the specific needs of your child with the SENCO of their secondary school together with the specialist session for students with an ASD, as appropriate.
- Your child will attend a small group in school, to support their understanding of the changes ahead. This may include creating a 'Personal Passport' which includes information about themselves for their new school.
- Where possible your child will visit their new school on several occasions and in many cases staff from the new school will visit your child in this school.

F. GLOSSARY OF FREQUENTLY USED SEN TERMS AND LISTS OF PROFESSIONALS

GLOSSARY OF TERMS	
IEP	Individual Education Plan
PLP	Personal Learning Plan
SEN/D	Special Educational Needs and/ Disabilities
SEN Code of Practice	The legal document that sets out the requirements for SEN
EHCP	Education, Health, Care Plan
SEN Support	Special educational needs support stage of sen register (previous SA+)
SALT	Speech and Language Therapist
CAMHS	Child & Adolescent Mental Health Service
EP	Educational Psychologist
SENCO	Special Educational Needs Coordinator
ASD	Autistic Spectrum Disorder
AD(H)D	Attention Deficit (and Hyperactivity) Disorder
TAC	Team Around the Child Meeting
TAF	Team Around the Family Meeting

GLOSSARY OF PROFESSIONALS	
<ul style="list-style-type: none"> Local Authority central services such as the ASD Outreach Team or Sensory Service (for students with a hearing or visual need) Outside agencies such as the Speech and Language therapy (SALT) Service, Occupational therapy service, Physiotherapy and/or CAMHS 	
Garratt Park Advisory Service	ASD/social communication outreach advice, support with provision, resources and assessments.
Wandsworth Hearing Impaired Service	Support for students with hearing impairments
Wandsworth Sensory Service	Support for children with hearing/visual impairments
Early Years Centre (EYC)	Early identification, assessments, and support for children with ASD/social communication difficulties.
Wandsworth Speech and Language Therapy Service	Support and assessments and resources for children with communication and interaction difficulties and training for staff-in school or clinic based.
Wandsworth Occupational Therapy Service	Support and assessments and resources for children with physical difficulties, fine and gross motor and dyspraxic tendencies. Assessments will be done in the clinic and advice/strategies provided to the school and parents.
CAMHS (Child and Adult Mental Health Service) via Access	Assessments and support for children with mental, emotional or behavioural difficulties. There are different teams for those with additional special needs.
Wandsworth Physiotherapy Service	Support and assessments and resources for children with physical difficulties, fine motor and gross motor and dyspraxic tendencies. Assessments will be done in the clinic and advice/strategies provided to the school and parents.
Wandsworth Literacy and Numeracy Support	Assessments and in school provision for children with

Service	English or maths difficulties and who are on the dyslexic spectrum. Advice for class teachers and home support.
St Georges Paediatric Service	Assessments for ASD/Social communication and ADHD difficulties.
Schools and Community Psychology Service- Educational psychologist or trainee Educational psychologist	Assessments and advice for teachers and parents, some individual work with children eg therapeutic play, CBT, EP services can be found on the Traded Services Website http://info.wandsworth.gov.uk/Schoolc/Traded-Services/Products/Service-Groups/Schools-and-Community-Psychology
Behaviour Learning Support Service (BLSS)- Victoria Drive Pru	Assessments, support and advice for children with social and emotional difficulties. Within school mentor service or at the pru in small groups working. Can also provide systemic family therapy and clinical assessments through the CAMHS provision within the service.
Young Carers	Support for children with ill or disabled parents or siblings including afterschool activities and holiday activities.
School Nursing Service	Drop-in/appointments/workshops, assessments, weight/height measurements, child or family support, advice e.g on sleep, bedwetting, eating/diet, monitoring of CLA or children under children's services, children with medical conditions, attendance panels or where there are safeguarding concerns.
Wandsworth Thrive (previously Family Information Service)	Advice for parents on provisions, resources, groups, contacts etc linked to the SEN Information Report.
Positive Parent Action	Advice and support for parents with paperwork, legalities, disputes, school visits, signposting etc.
WIAS (Wandsworth Information Advice Service)(formally Parent Partnership)	Advice and support for parents with paperwork, legalities, disputes, school visits, signposting etc.
Wandsworth Bereavement service	Support for families and children with terminally ill parents or siblings and through bereavement.
Momentum	Support for children with cancer and life-long illnesses.
Triple P	Parenting courses and support and advice on managing challenging behaviour at home for children with ASD, ADHD, emotional, mental and social difficulties.
Wandsworth Special Needs Assessment Section (SNAS)	Case managers and advisors for children with or going through the process of attaining a statement or EHC Plan.

Belleville SEN Support Identification Process



Step 1 Quality First Teaching (inc.WIT)

Step 1 - Teacher begins to have a concern about a child's progress, emotional wellbeing or behaviour.

Class teacher adapts their teaching and puts additional provision in place in class.

Review (<3wk)

Good progress.
Return to regular tracking. Keep strategies in place where appropriate

Some progress made. Repeat cycle **once** more

Less than expected progress made
Despite Q1T targeted at areas of weakness

Step 2- Initial Concerns Pre SEN Support

Step 2 - Class teacher completes initial concerns record with parent.

Meet with parent/carer/child and record agreed actions and targets.

Review (3-6wk)

Good progress.
Return to regular tracking. Keep strategies in place where appropriate

Some progress made. Repeat cycle **once** more

Less than expected Progress made

1. Class Teacher Provides SENCO with initial concerns record information.
2. Senco/CT carries out further assessment to provide clear analysis of pupil's needs. (E)
3. Agree whether the child has a learning difficulty which requires SEN Provision (F)

Step 3- SEN Support

Not SEN currently underachieving address other causal factors eg attendance

Step 3 - SEN identified

Begin cycle 1 at SEN support and use **SEN Support Provision Map**
Formally record as SEN and **inform parents.**

Explanatory notes on SEN Support Identification Flowchart

A. The Code of Practice (June 2014) identifies less than expected progress as progress which (page 84):

- *is significantly slower than that of their peers starting from the same baseline*
- *fails to match or better the child's previous rate of progress*
- *fails to close the attainment gap between the child and their peers*
- *widens the attainment gap*

It can include progress in areas other than attainment – for instance where a pupil needs to make additional progress with wider development or social needs in order to make a successful transition to adult life.

B. Senco/Phase leaders to advise/support the classteacher to ensure pupil is receiving quality first teaching appropriate to their needs. eg differentiation, targeted feedback, use of in-class support. Has the classteacher been provided with advice, support and training to support this pupil?

C. Q1E might include targeting a small group for focused teacher input 2 times per week or use of a particular resource. Class/subject teacher led interventions involving working outside the classroom can be included at this stage. This should be agreed with the parent at the Initial Concerns Meeting.

D. 'Communicate' – ie let parents know results of your review in a timely manner, but this **might not** be a formal meeting which would probably be best held when further assessment/information in school has been carried out. Can be in playground/parent meeting/informal/formal meeting/phone call.

E. Assessment can include: review of records and any earlier interventions; structured observations of child undertaking work in area of weakness ; analysis of samples of relevant work eg mis-cue analysis, ABC behaviour log, audio recordings; use of school screening and assessment tools; Towre/Spar/Sandwell, could include specialist assessment depending on severity/type of need.


F. Definition of SEN in Code of Practice 2014 (page 4-5)

xiii. A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. (This is provision over and above what is described in notes B and C above)

xiv. A child of compulsory school age or a 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 (ie compared to national averages)*

has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Step 2 Pre-SEN			
<u>Belleville Initial Concerns Record</u>		Date:	
Name of child:		Class	
Name of teacher:		EAL(stage)	PP
Current Band: Reading: Writing : Maths:		Attendance:	
<u>Pupil Concerns:</u>			
<i>Literacy:</i>			
<i>Numeracy:</i>			
<i>Social/Behavioural:</i>			
<i>Physical:</i>			
<i>Speech/Language/ Communication:</i>			
<i>What provision/ support has been provided to address child's needs and how effective has this been?</i> e.g. through curriculum differentiation, modification to teaching approaches, classroom organisation, behaviour management strategies			
Provision/Support		Impact-progress and inclusion or barriers identified	
Parents & Pupil's perspective on child's strengths/additional needs:			

What are the desired outcomes for the pupil's progress for this period?

1.

2.

New Provision: Targeted Q1E/Interventions

1.

2.

Review date (<6wks):

Present:

Progress towards outcomes:

1.

2.

Review decision:

Return to school monitoring: Y / N

or Stay on Initial Concerns and further class teacher led intervention: Y / N

or Consider SEN support via Step 3 Y / N

Appendix 3

Step 3: Pre SEN – ~~SEN~~ Support

List individual assessments to be completed to support identification of need, including behaviour plans

Test	Date	Outcome
Comments/actions based on assessments:		
Observation of child? Yes/No- If yes date: Comments:		

Note of meeting – pre SEN support - This form will be shared with all professionals & parents/carers involved with child

Date of meeting:	Present:
What are the parents' views?	
What does the pupil think?	
What are schools views?	
What are pupil's strengths/preferred learning styles?	
What are the desired outcomes for the pupil's progress for this period?	
1.	
2.	
Conclusion: Return to school monitoring / further class teacher led intervention / move to SEN support (in which case a provision map needs to be completed and reviewed according to Provision Map procedures.	

Appendix 4

Parents/Carers Concerns Form

Dear Parent/Carer,

We understand sometimes as a parent/carer you may have concerns about your child, and be unsure how they are getting on at school. Or, you may have worries about your child's behaviour at home or their general development.

Your child may be struggling with coming in to school, classwork, homework or maybe having difficulties at home and you need someone to talk to about it.

This form has been put together to help you talk to the school about:

- How your child is getting on/progressing at school
- Any concerns/worries about your child at home/school that you would like to talk about with the class teacher

This form is **completely optional**. You may want to fill it in, write on it or just have it to help you think about questions you may have, or any information you may want to give the school.

Your child's behaviour at home/school:

	<ul style="list-style-type: none">• Does your child take part in things?• Are they clingy?• Are anxiety levels unusually high?• How well is your child able to sit still, focus and undertake an activity?• How well is your child at sharing/not going first?• What is your child's behaviour like at home/at school and is there a difference?
--	---

Eating and sleeping:

	<ul style="list-style-type: none">• Do you have any concerns with feeding/eating (e.g is your child fussy/not eating?)• Is your child sleeping a lot/not much?
--	---

Sensory (reaction to touch, pain, light, sound, foods):

	<ul style="list-style-type: none">• Do you have any concerns about your child's hearing/listening?• Does your child over/under-react to touch/sound/light or any other senses?• What is their co-ordination/spatial awareness like? (running/awareness of objects)
--	--

Academic progress (over or under-achieving/learning: academic/non-academic):

	<ul style="list-style-type: none">• Have you noticed your child has unusual speech/had delayed speech?• How well does your child retain information?• Does your child enjoy looking at books/reading/undertaking learning activities• How is your child getting on with reading, writing, spelling?
--	--

Social interaction/communication (with family, friends, teachers):

	<p>Are you concerned about your child's:</p> <ul style="list-style-type: none">• social interactions• Emotional expression/concerns with over or under expression• Responses to others/understanding of social cues• Ability to fit in with family/peers/staff they're in contact with?• How does your child react to new encounters/people? Do they enjoy meeting new people?• How well can your child communicate their needs to others?• How does your child express to you about how they are getting on at school?
--	---

Organisation:

	<ul style="list-style-type: none">• What is your child's memory like?• How does your child process information?• How does your child organise their things?• How well do they get themselves dressed/ready to go out/bedtime?
--	--

Medical:

	<ul style="list-style-type: none">• What is their general health like?
--	--

For further information/discussion you can always contact the following websites:

IPSEA: <http://www.ipsea.org.uk/>

Parent Partnership: www.wandsworth.gov.uk/pps

Contact A Family: <http://www.cafamily.org.uk/>



**Wandsworth
Parent
Partnership
Service**



SEN Support Provision Map:

Belleville Primary School Key Stage Provision Map cycle: Date:

Name of Child: Class:

PP/EAL/CLA/Mobile SEN Support/EHCP/Statement Teacher/TA/LSA:

Stage	Communication and Interaction		Cognition and Learning				Social, mental and Emotional Health			Sensory & Physical			
SEN Support	SLCN		Lit	Num	Gen		S	M	E	PD	VI	MSI	HI
							*	*	*	*	*	*	*
EHCP/S	SLCN	ASD	SpLD	MLD	SLD	PMLD	S	M	E	PD	VI	MSI	HI

1-Primary Need, 2-Secondary Need, 3-Tertiary Need

*Awaiting Screening

Provision /Resources	Staff/Pupil Ratio	Staff involved/when	No's weeks	No's times a week	Minutes	Start date – finish date
Provision	1: _	Staff member	12	2	30	Autumn
		Day/time/location				Spring
						Summer
						Autumn
						Spring
						Summer
						Autumn
						Spring
						Summer
						Autumn
						Spring
						Summer
						Autumn
						Spring
						Summer

SEN Support Provision Map Targets:



Name of Child:

Class:

Additional Provision:

--

Date:	Year group (Band) working at:	Reading: B, B+, W, W+, S, S+, E	Writing: B, B+, W, W+, S, S+, E	Maths: B, B+, W, W+, S, S+, E
Targets		Outcome/Progress towards target		
1.		1.		
2.		2.		
3.		3.		
Review date:		Present:		
Review decision:	Pupil remains at SEN Support Yes/No Further action required:			
Signed: Teacher:		Parent:		

Date:	Year group (Band) working at:	Reading: B, B+, W, W+, S, S+, E	Writing: B, B+, W, W+, S, S+, E	Maths: B, B+, W, W+, S, S+, E
Targets		Outcome/Progress towards target		
1.		1.		
2.		2.		
3.		3.		
Review date:		Present:		
Review decision:	Pupil remains at SEN Support: Yes/No Further action required:			
Signed: Teacher:		Parent:		

Date:	Year group (Band) working at:	Reading: B, B+, W, W+, S, S+, E	Writing: B, B+, W, W+, S, S+, E	Maths: B, B+, W, W+, S, S+, E
Targets		Outcome/Progress towards target		
1.		1.		
2.		2.		
3.		3.		
Review date:		Present:		
Review decision:	Pupil remains at SEN Support Yes/No Further action required:			
Signed: Teacher:		Parent:		