

## Mareham Le Fen Church of England Primary School - SEN Local Offer - September 2019

### What should I do if I think my child has special educational needs?

If you feel that your child has special educational needs, or you are not sure if they have additional needs, the first person to speak to is the Class Teacher. Raise your concerns with them and discuss how your child is getting on. Together you will decide on a plan of action and next steps. The Special Educational Needs Co-ordinator (SENCo) will be informed and if appropriate, the child may be placed on the Special Needs Register/School Support.

Targets may then be put together or outside agency help may be requested.

### How will the school respond to my concern?

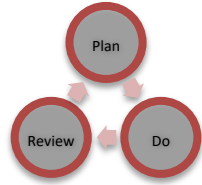
In the first instance you will have an informal discussion with the class teacher. We will listen to your concerns and discuss the situation. If we feel a longer meeting is required, this will be arranged and the SENCO may be invited. Your concerns will be looked into over an agreed length of time, with information being shared between home and school. A follow up meeting will be arranged to discuss the next steps. If appropriate, the school may request the support of external agencies.

### How will school decide if my child needs extra support?

Decisions around additional support will be made on a personal basis, taking into consideration the whole child and what will aid them with their education. This decision will be based upon the child's ability to access the curriculum and achieve within it. The class teacher, SENCO, parents and child will be involved in the decision making process.

## What will the school do to support my child?

Should your child require additional support, a programme will be decided with you, by the SENCo, and the teacher. We will agree on specific targets to work towards. We follow an 'Assess, Plan, Do and Review' cycle which means we assess the child's individual need, plan appropriate interventions, complete the intervention and then review its effectiveness and if the child needs any further support. The cycle works as follows:



## Who will support my child in school?

Your child will be supported by:

- The class teacher
- Additional adults (teaching assistants) working within class
- Volunteers who listen to children read or support in class
- Additional agency support

## What training and experience do staff have for the additional support my child needs?

The SENCO is very experienced in working in this role.

Designated staff have training in autistic spectrum disorders.

One member of staff has had training in counselling.

Teaching Assistants have had training in the delivery of a range of different interventions.

### Who else might be involved in supporting my child?

Depending on your child's need, outside support agencies may be asked to become involved, in order to support your child more fully. These include: Educational Psychologist, Specialist Teaching Service, Speech and Language Therapist, Working together team, BOSS (Behaviour outreach support), Physiotherapist, Healthy Minds and CAHMS (Child and Adolescent Mental Health Services).

### What support will there be for my child's emotional and social well-being?

The emotional and social well-being of your child is of great importance to us.  
Where appropriate, additional intervention (individual or small group) will be organised to help your child's emotional and social development.  
We work closely with outside agencies to support children with emotional and behavioural needs.  
The school values, including rewards and sanctions, are used consistently to support children's behaviour.  
We will only administer medicines if you have completed a medical form.  
If your child needs to be given medicine in school, please ask a member of staff for a form.

### How will my child be able to contribute his/her views? How will my child be involved in the process?

Your child will be asked to contribute to the cycle of 'plan, do, review' at all stages.  
Dependent upon the age and ability of the child, their views will be sought in a way that is appropriate..

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

Our curriculum is creative and has a practical element, enabling children of all abilities and needs to access the curriculum and to be supported and challenged.

ICT is used across the curriculum to enhance learning opportunities.

Classroom layouts, including seating arrangements, displays and groupings of children support each child's individual needs.

All lessons are differentiated to meet the needs of individual children, and where appropriate, additional adult support will be provided within class.

If your child needs support above and beyond what can be provided in class, additional individual or group intervention work will be offered. This can be with a teacher or a teaching assistant.

### What opportunities will there be for me to discuss my child's achievements? How will I know how my child is progressing?

Class teachers normally bring children out to the gate at the end of the day, providing an opportunity for brief informal conversations with parents.

We will hold a parents' consultation evening each term, to discuss your child's progress and attainment.

Where a review meeting is not held at parents' evening, these will be arranged for a mutually convenient time.

If you have more pressing concerns, a meeting with your child's class teacher or the SENCO can be arranged with the relevant member of staff.

In some instances, (when agreed by school and parents) a home-school book or a reward chart may be used to assist the home-school partnership for the benefit of the child.

### How does the school know how well my child is doing?

We track all children's progress closely over the year. We measure the amount of progress children make over the year, and how their attainment compares with age related expectations.

For children in Reception we assess children using the Early Learning Goals.

Any children working significantly below age expectations are assessed using P Scales. This enables us to measure small steps of progress, and set appropriate specific targets.

We assess children using teacher assessments, Assessment for Learning and standardised assessments. All of these are used to provide a clear and detailed picture of your child's progress and attainment.

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

We have a breakfast club which runs from 8.00am every day. All children are welcome to attend; it is run by school staff.

We have various trips throughout the year, including trips related to current topics and other curriculum areas.

We ensure that we have enough adults on trips to enable all children to take part. Sometimes this means that we ask parents or other volunteers to help.

### How accessible is the school environment?

The school is fully accessible to wheelchair users including toilet facilities.

We carry out an accessibility survey regularly to ensure that there are no problems.

We use technology to support children's learning and use specific equipment and resources to support individual needs.

### How will the school prepare and support my child on entry?

We organise a series of induction sessions for children starting in Reception and a meeting for new parents. Should your child benefit from a more personalised transition programme we are happy to work with you to organise this. For children starting at other times of the year or in other year groups we encourage you to look round and if possible for your child to spend an afternoon in their new class getting to know the adults, the other children and our routines.

### How will the school prepare and support my child to transfer to a new setting or school?

We work closely with the schools that the children move on to after Mareham Le Fen CE Primary. The local secondary schools organise transition events and taster days. They also work closely with our staff to share relevant information about children. If your child needs more support with transition, we will arrange this in conjunction with his/her new school.

### How can I be involved in supporting my child in school?

We encourage all parents to be actively involved in their children's education. Your child will bring their reading book home each day which we encourage you to read with them. He/she will also receive homework. Your child's individual targets will be shared with you, along with ways for you to support him/her in achieving them. We have an active PTFA who organise many events and support with fundraising. All parents/carers are invited to attend meetings, and new members are always welcome.

### How can I access support for myself and my family?

If you feel that you need further support please speak with Mrs Moore (Head teacher / SENCo) who will advise you on whom to contact. You can also contact Additional Needs at Lincolnshire County Council (01522 553332) or Parent Partnerships Service (01522 553351). The Lincolnshire County Council Local Offer can be found at: <http://www.lincolnshire.gov.uk/parents/support-and-aspiration/>

### Who can I contact for further information?

For more information speak to Mrs Moore (Head teacher and SENCO).  
Tel: 01507 568304  
Email: [enquiries@mareham.lincs.sch.uk](mailto:enquiries@mareham.lincs.sch.uk)