

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

If your child is already in school you should contact the class teacher in the first instance to discuss your concerns. They will liaise with the schools Special Educational Needs Co-ordinator (SENCo) who will arrange to meet you to listen carefully to your concerns and to decide upon an appropriate plan of action. This may involve providing support for your child with our own school staff, referring for further advice or support from other professionals or signposting you to other agencies which may be able to support you and your child.

If your child is new to the school please contact the school office (0113 2253040) to make an appointment to see the Headteacher (Ms Harbrow) to discuss your child's needs.

How will school support my child with Special Educational Needs?

We have a staged approach to meeting the needs of children who have SEND (Special Educational Needs and Disabilities).

Initially the SENCo (Mrs Burdekin) will arrange to meet with you to collect any information you can provide and to seek your views about what you would like to happen to meet the needs of your child. She will also collect information from all the staff working with your child in school. Where appropriate, and with your permission, she will ask for information from any other professionals working with the child already.

Having collated this information the SENCo and class teacher will write a personalised plan for your child which you will receive a copy of. The plan will be explained to you when it is given to you. This plan will be regularly reviewed (at least once per term) and updated with the class teacher and SENCo. You will be invited to the meeting to contribute to the review and planning of new targets. The plan will be overseen by the class teacher and will tell you who is working with your child to deliver the plan. Often, but not always, any other professionals who have seen your child will also attend the review meeting.

The next stage following a review may be, depending on the needs of your child, that we make referrals, with your permission, to other professionals who can support us in further understanding and providing for the needs of your child. We currently work closely with the Educational Psychology team; Complex Needs team; School Nursing team; Speech and Language Therapy team; Visual and Hearing Impairment services; Occupational Therapy and Physiotherapy teams. They will usually arrange to meet the child in school to carry out some assessments. Often they will want to speak to you to find out more about your child. They look at the provision already in place in school and suggest additional provisions or strategies if appropriate. Usually they will write a report about what they have done and what they want school to do. You will be given copies of these reports.

Occasionally some children have very high levels of complex need. In these cases the Local Authority may issue an Education, Health and Care Plan (EHCP) which will outline the provision that should be made by all the services involved to meet the needs of the child.

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

Class teachers, working in partnership with the SENCo, provide the highest quality teaching and learning by ensuring the curriculum is differentiated and adapted to meet the child's specific needs. Progress is rigorously and regularly monitored and evaluated to inform the next steps in the child's learning. Depending on the specific needs of the child they may be working during lessons in a small group or on a one to one basis with a teacher or teaching assistant for some aspects of their learning or they may be using specific resources to support them with their learning. The child may also have additional interventions to support their learning. In exceptional cases they may be supported by additional personnel.

How will I know how well my child is doing and how will you support me with their learning?

In addition to the Parent Consultation evenings held throughout the year you will be invited to the review of your child's personalised education plan. These will take place on a regular basis (at least once per term). At these meetings your contribution in discussing the progress made by your child and being involved in setting new targets is highly valued. It also provides school with an opportunity to support you through sharing the teaching strategies we use and to demonstrate and explain how you can best support your child with their learning at home. We operate an 'open door' policy and are always happy to advise parents as to how they can support their children's learning at home. Please contact the SENCo (Mrs Burdekin 0113 2253040) for an appointment.

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

Holy Trinity prides itself on having a supportive and caring ethos. All our staff ensure that the children have the highest levels of pastoral care possible. In addition we have a Learning Mentor who, depending on the specific needs of the child, can provide one to one mentoring support or small group nurture or social skills support.

We also have, through our local cluster of schools, access to a large range of additional support services including a Family Support Worker and Counselling Services (TAMHS). Access to these services is through a referral process to the Targeted Support and Guidance panel that meets each month. With parental consent we seek advice or make referrals to get the best support we can as quickly as possible. Where necessary, if several agencies are working with your child, in order to provide an effective team around the child, with your permission, we may initiate a CAF (Common Assessment Framework).

Miss Hopkinson, who works in the office, oversees the administering of medicines in school. She is a fully trained First Aider. If you have any concerns about your child's medication needs please arrange to discuss them with her.

All our staff are trained in Child Protection and Safeguarding procedures. We also have two fully trained designated members of staff for Child Protection: Mrs Burdekin (Deputy Headteacher) and Ms Harbrow (Headteacher).

What specialist services and expertise are available at or accessed by the school?

The SENCo at school is Mrs Burdekin. The Learning Mentor is Mrs Al-Kaseed.

As mentioned previously we are able to access a wide range of additional services these include: Educational Psychologist; Complex Needs team; Visual Impairment service; Hearing Impairment service; Behaviour Support Workers; Pupil Development Centre; Speech and Language Therapist; Family Support Worker; Counselling services; School Nursing team. We also work closely with Physiotherapists; Occupational therapists; Social Workers.

What staff training is in place to support children with SEND?

There is an on-going programme of professional development training for all staff which reflects the current needs of the school. Recent training (2013-14) includes: Child Protection and Safeguarding; First Aid; Using models and images to support children in maths lessons; Durham Maths; Fisher Family Trust Reading Recovery; Team Teach; Phonics training; Attendance and Behaviour Management.

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

All children with SEND are encouraged and supported to access the full range of learning opportunities including those that take place outside the classroom and school trips. In consultation with parents school ensures reasonable adjustments are made to enable access whenever possible.

How accessible is the school?

The school is made up of several buildings, including a two story building, all on the same site. The two storey building has a lift for wheelchair access. At present the rest of the school has wheelchair access. We have a disabled toilet in the reception class cloakroom.

How will the school prepare and support my child to join your school and how will you support them to move on to High School?

If we know your child has SEND before they start in Foundation Stage we will arrange to meet with you to discuss their needs and current provision. We will also, with your permission, speak to other professionals working with them and, where appropriate, visit them in their current setting. We can then make any necessary referrals to other professionals and arrange a bespoke transition package for them through discussion with you.

When your child moves to High School we contact the SENCo who usually comes to school to meet the child and to discuss their needs and current provision with school staff. Depending on the specific needs of the child and in discussion with the child and you we can then plan a package of support which is additional to the support all children moving up to High School receive. This may include additional visits or meeting specific members of staff to talk over concerns or worries.

How are the school's resources allocated and matched to the children's needs?

Most of our SEND funding comes through a designated amount received through central capitation. This funding is to be used for children with SEND to provide support which is additional to or different from the support available to all the children in school to meet specific needs. Resources are therefore allocated on an individual needs basis. The funding is used to best meet the needs of the particular children it is being used for e.g. provide small group or individual provision or additional resources. If a pupil has particularly high levels of need the school can apply for 'top up'

funding which is allocated based on stringent criteria laid down by the Local Authority. This funding is often but not always used to provide a keyworker to support the child to access a personalised timetable, support with personal care etc. All funding is closely monitored by the SMT, the Governing Body and the Local Authority.

How is the decision made about what type and how much support my child will receive?

At the review meetings which are held each term, the type and amount of provision your child is receiving will be discussed and decisions made about what the following term's provision should be. The class teacher, SENCo and you are invited to the review meeting. Sometimes other professionals who have been working with your child will also attend.

How are parents involved in the school?

The Governing Body has a parent governor who acts as a link between the school and all parents. Our Parent Governor is Mrs Kath Coleman. Parents are also kept informed about what is happening in school through the weekly newsletter. We have parents consultation evenings throughout the year and information evenings when we explain specific aspects of the teaching and learning in school. We have a very active parent/teacher association (PTA) who arrange a variety of events throughout the year. They always welcome new members. Some parents also volunteer in a variety of capacities within school.

Who can I contact for further information?

If you are considering applying for a school place for your child please contact the school office on 0113 2253040.

If you wish to discuss your child's SEND or require information about the Local Authority Local offer please ring the office to arrange an appointment with our SENCo Mrs Burdekin.