



Special Educational Needs and Disabilities- LOCAL OFFER

WHO IS RESPONSIBLE FOR SEND?

Mrs S Carter - Harlington Lower School - harlingtonlower@harlington.cbeds.co.uk

Mr J Callender – Sundon Lower School – sundonlower@sundon.cbeds.co.uk

HOW DOES THE SCHOOL KNOW IF CHILDREN NEED EXTRA HELP AND WHAT SHOULD I DO IF I THINK MY CHILD HAS SPECIAL EDUCATIONAL NEEDS OR A DISABILITY?

At Harlington and Sundon Academy Trust children are identified as having SEND through a variety of ways including the following:-

- Liaison with pre-school/previous school
- Child performing below age expected levels
- Concerns raised by parent
- Concerns raised by teacher for example behaviour or self-esteem is affecting performance
- Liaison with external agencies e.g. Educational Psychologist
- Health diagnosis through paediatrician

HOW CAN I RAISE CONCERNS IF I NEED TO?

- Talk to us – contact your child's class teacher first. Then if necessary contact the SENDCo (Special Educational Needs and Disabilities Co-ordinator) or Head Teacher.

HOW WILL SCHOOL SUPPORT MY CHILD?

- Our SENDCos oversee all support and progress of any child requiring additional support.
- The class teacher will oversee, plan and work with each child with SEND in their class to ensure that progress in every area is made.
- There may be a Teaching Assistant working with your child either individually or as part of a group if this is seen as necessary by the class teacher. The regularity of these sessions will be explained to parents when the support starts.



WHO WILL EXPLAIN THE SUPPORT GIVEN TO MY CHILD?

- The class teacher will meet with parents at least once a term to discuss your child's needs, support and progress.
- For further information the SENDCo is available to discuss the support in more detail.

HOW ARE TRUSTEES INVOLVED AND WHAT ARE THEIR RESPONSIBILITIES?

- The SENDCo meets with the SEND Trustee every term to inform them about the progress of the children with SEND; confidentiality is maintained at all times.

HOW WILL THE SCHOOL ENSURE THAT MY CHILD WILL BE INCLUDED IN ALL ACTIVITIES AT SCHOOL, AFTER SCHOOL CLUBS AND ON SCHOOL TRIPS?

- Pupils with SEND are encouraged to participate in all school activities.
- Access to after school clubs is provided and support is given by trained activity leaders.
- School trips are accompanied by a high ratio of adults to children.
- Parent/carers are invited to accompany school trips if appropriate.

WHAT SUPPORT IS AVAILABLE FOR MY CHILD?

- Curriculum differentiation
- Access to Teaching Assistants
- Specific individual support, e.g. Speech and Language Programme
- Support for health needs
- Grouping of pupils
- Intervention groups, e.g. Early Literacy Support, Sounds Write/Read Write Inc

HOW WILL THE SCHOOL KNOW HOW WELL MY CHILD IS DOING AND HOW WILL THEY INFORM ME ABOUT THIS?

- The class teacher monitors each child's progress and discusses with the SENDCo and the parent/carer.
- The class teacher agrees targets with the parent/carer and records these on a 'My Support Plan' (MSP).
- Every term the targets are reviewed and the child's progress is discussed with the parent/carer.
- Every half term pupil progress meetings are held with the Head teacher to discuss the children's progress and what support is needed.

The Harlington & Sundon Academy Trust



HOW WILL MY CHILD BE ABLE TO CONTRIBUTE THEIR VIEWS?

- Children who have MSP's discuss their targets with the class teacher.
- If your child has an EHCP Plan their views will be sought before any review meetings.

HOW DO WE LIAISE WITH EXTERNAL AGENCIES?

- We work closely with outside agencies; we phone or email for advice and make referrals as needed.
- We have access to a range of agencies including Speech and Language, Occupational Therapy, Educational Psychology Service, CAMH (Child and Adolescent Mental Health), CHUMS (Child Bereavement Trauma and Emotional Wellbeing Service), Child Development Centres, Jigsaw Centre, School Nursing Service.

HOW WILL THE SCHOOL SUPPORT MY CHILD IN CHANGING CLASSES AND/OR MOVE TO A NEW SCHOOL?

- We encourage all new children to visit the school prior to starting. For children with SEND we encourage further visits to help them to be familiar with their surroundings. We may also visit them in their current school.
- We liaise closely with staff when receiving and transferring children to different schools ensuring all relevant paperwork is passed on and all needs are discussed and understood.

WHO CAN I CONTACT FOR FURTHER INFORMATION?

- First point of contact is your child's class teacher to discuss any issues/concerns.
- You could arrange a meeting with Mrs Carter at Harlington Lower or Mr Callender at Sundon Lower who are the SENDCos.
- Look at the SEND policy on our website.
- Look at the Central Bedfordshire Local Offer - <http://www.centralbedfordshire.gov.uk/localoffer>