

# **Federation of Holy Trinity Church of England Schools**

## **Special Educational Needs and Disabilities**

### **An information report for Parents and Carers**

Agreed September 2023    Review September 2024

This leaflet is to inform you of the types of support available for your child at the Federation of Holy Trinity Church of England Primary Schools. It will help you to understand who can help if your child needs additional support, and how this support can be accessed.

If you have any questions about our support for your child, please contact the class teacher in the first instance. If you need further support, please contact our Special Educational Needs Coordinator Mrs Sarah Cope.

The SEND Local Offer is information provided by the Local Authority outlining the services and provision available to support children and young people with SEND and their families. The NYCC Local Offer is available online <https://www.northyorks.gov.uk/children-and-families/send-local-offer>

#### **Key Questions**

- 1. How do we identify Special Educational Needs and Disabilities (SEND)?**
- 2. How do we involve children and their Parents/Carers?**
- 3. Who is responsible for ensuring my child's needs are being met?**
- 4. Who else works with the school to support children with SEND?**
- 5. How do we adapt the curriculum so that we meet the needs of our children with SEND?**
- 6. How is my child's progress assessed and reviewed?**
- 7. How do we adapt extra-curricular activities so that we meet the needs of our children with SEND?**

8. What if my child is identified as having more complex needs?

9. How do we support children with additional needs moving between phases of education?

10. What should I do if I have a complaint about the provision made at the school for my child with SEND?

11. Contact Details

### 1. How do we identify Special Educational Needs and Disabilities (SEND)?

At times some children need additional support at school. Children who experience difficulties may have needs that fall into one (or more) of four broad areas:

**Cognition and Learning needs** – your child may have difficulty with:

- Some or all of the work in school;
- Making progress in reading, writing or maths;
- Understanding information;
- Remembering information;
- Dyslexia, dysgraphia or dyscalculia.

**Social, Emotional and Mental Health needs** – your child may have difficulty with:

- Organising themselves;
- Managing their behaviour;
- Making friends or relating to adults;
- Concentration and Attention;
- Coping with everyday life at school.

**Communication and Interaction needs** – your child may have difficulty with:

- Expressing themselves;
- Understanding others;
- Autistic Spectrum Condition

**Sensory, Physical or Medical needs** – your child may have difficulty with:

- Accessing the physical learning environment;
- Have hyper-sensitivity linked to sounds, smells, touches or sight.
- Self-care and independence;
- Hypermobility or developmental co-ordination disorder;
- Require assistance or medication.

Your child may require additional special educational provision in school if:

- They have a significantly greater difficulty in learning than the majority of other children of the same age.

and/or

- They have a disability which hinders them from making full use of educational facilities generally provided for other children of the same age in a mainstream school.

## **2. How do we involve children and their Parents/Carers?**

If you tell us you think your child has a Special Educational Need, your child's class teacher will discuss this with you. School staff will observe your child closely and assess what may be causing difficulty. We will share with you what we find out and what we will do next.

If your child has identified SEND before they start at our school, we work closely with you and other people who already know your child and use the transition information available to identify how we can best meet their SEND at school.

If a teacher thinks your child may require special educational provision, our Special Educational Needs and Disabilities Coordinator (SENDCo) Mrs Cope will work with you, your child and your child's teacher to further identify need and coordinate a level of support which may include monitoring their progress as part of the SEND Register. We operate a range of systems to ensure that communication between home and school is effective for families of children with SEND depending on the needs of your child. The form this takes is flexible, but may include a home-school communication book, email communication, regular teacher meetings or meeting the SENDCo. Throughout their time in school, pupil's voice will be advocated by parents and school staff to ensure that your child is at the centre of decision making and provision. Your child will be listened to and supported, and their views will be taken into account along with those of teachers, families and professionals.

### **3. Who is responsible for ensuring my child's needs are being met?**

Many of our staff are experienced and all are trained through an ongoing cycle of continuous professional development to meet every child's needs, including those with SEND. If your child requires individualized targets and some additional provision their teacher will set up a written plan with appropriate targets and discuss these with you termly, or more often if needed. Our SENDCo will oversee provision for any children with SEND and will liaise with class teachers, teaching assistants, professionals and outside agencies to make sure that your child's needs are accurately identified and continue to be met.

We aim to ensure that every child achieves their full potential and becomes a confident learner. Our Inclusion team, including Licensed Thrive Practitioners, are also in school to offer additional Social, Emotional and Mental Health support to all children where necessary. We further support your child's social and emotional development by undertaking appropriate peer awareness activities throughout the year to ensure that every child is understood and valued in our school.

The Governing Body has a responsibility to identify a governor who has oversight of special educational needs provision in the school and is responsible for ensuring that the full governing body is kept informed of how the school is meeting statutory requirements. This role is currently undertaken by Helen Little. The SENDCo, the Deputy Headteacher and the Executive Headteacher work closely with the special educational needs governor and staff to ensure the effective day to day operation of the school's special educational needs policy.

#### 4. Who else works with the school to support children with SEND?

Outside agencies that are independent of the school, provide support over and above that available within school. Some of the Outside Agencies we work closely with are listed below:

**Educational Psychologist** – can advise on further assessment and best practice to support within school. Their input is required for a Request for Statutory Assessment.

Educational Psychology Service

E: [sen@northyorks.gov.uk](mailto:sen@northyorks.gov.uk)

**Specialist Teachers and Teaching Assistants** – additional support for sensory impairment, physical or medical difficulties, autistic spectrum condition, communication difficulties, social, emotional and mental health difficulties and learning needs.

SEND Hub

E: [NYSENDhubs@northyorks.gov.uk](mailto:NYSENDhubs@northyorks.gov.uk)

**Health Services** – Occupational therapy, Speech and Language Therapy and Physiotherapy can provide specialized programs and assistance.

Children's Therapy Team, Child Development Centre, Northallerton

T: 01423 542490 W: <https://www.hdft.nhs.uk/services/childrens-services/specialist-childrens-services>

**Mental Health Services** – Child and Adolescent Mental Health Service (CAMHS) can assess and offer advice on ADHD, anxiety and other mental health concerns.

T: 01423 726900 W: <https://www.tewv.nhs.uk/services/harrogate-community-services-for-children-andyoung-people/>

**North Yorkshire SEN And Disability Information, Advice & Support Service SENDIASS**

T: 01609 536923 E: [info@sendiassnorthyorks.org](mailto:info@sendiassnorthyorks.org)

### 5. How do we adapt the curriculum so that we meet the needs of our children with SEND?

All pupils at the Federation of Holy Trinity Church of England Primary Schools receive high quality teaching. This means that a range of teaching styles and approaches are used and that appropriate learning objectives are set for all learners with a curriculum matched to their needs. Learners have access to different types of support in lessons, including whole class, small groups or one-to-one with a Teacher or Teaching Assistant. All staff are trained in a variety of approaches to teaching and learning, through regular training sessions covering key approaches and more specific training to meet individual needs as necessary. This means we are experienced with and able to adapt to support a wide range of SEND. This may involve:

- The type and length of instructions we give.
- Individualized targets to support personal progress for every child.
- Small group or individual support.
- Additional resources such as 'Help packs', specialized work stations, ICT access, visual prompts, etc.
- Support to regulate their emotions and behaviour.

As a mainstream school we ensure that every child accesses our exciting and varied Learning Means The World curriculum, including children with additional needs. We consult with outside agencies to ensure that the physical learning environment can be accessed by all. Where appropriate, your child will be supported by alternative resources and provision so that they can access the National Curriculum in the classroom with their peers. Where children are working significantly below age related expectations individualized target work will be set to ensure they make good progress alongside their peers. On occasions where it may be necessary for a child to leave the classroom, either for a break or for intervention, they will access suitable areas within school including quiet areas such as the Hub/ Little Hub, Thrive room and the playground to support this.

#### **6. How is my child's progress assessed and reviewed?**

Parents and carers can expect to be involved in the assessment of SEND at every stage and will be regularly invited to review progress and to be part of the target setting process. In cases where a child is looked after by the Local Authority, we will liaise closely with people who know the child best to ensure their needs are well catered for. Teachers use detailed information from their tracking of children's progress to ensure all children are making progress. Teachers regularly work together to check that their judgments are correct and our Senior Leadership Team oversee and moderate this.

In addition, for children with SEND, teachers review personal targets termly and discuss these with parents. The SENDCo also closely monitors the progress of children on the SEND Register and evaluates the effectiveness and impact of their current provision through observations, teacher discussions and parent/ child communications.

## 7. How do we adapt extra-curricular activities so that we meet the needs of our children with SEND?

The Federation of Holy Trinity Church of England Primary Schools ensure that all children, including those who are vulnerable or who have special educational needs can access and enjoy extra curricular activities. Reasonable adjustments are made to ensure that everyone can access the extra curricular activities available. Examples of how this is done are listed below.

- **Homework** – expectations for all learners are high and all homework set is suitably challenging and differentiated. For learners with special educational needs who find doing school work at home too much, the option of completing their homework in school is given.
- **Worship times/ performances** – the role any child plays in a worship time or performance is dependent on their own views, however everyone has the opportunity to take part if they choose to do so.
- **Trips/ Residential** – The Federation of Holy Trinity Church of England Primary Schools will make reasonable adjustments to ensure that all pupils are able to participate in opportunities away from school premises. Thorough risk assessments are made prior to any school trip and these are discussed with both the SENDCo and a child's parents or carers as necessary. A joint decision is made as to the correct level of support required to access learning off-site, based on individuals' needs.
- **Out of School Clubs** – The Federation of Holy Trinity Church of England Primary Schools offers a number of opportunities for all children to enjoy extra-curricular activities at lunchtimes or after school and use their best endeavors to support children with SEND in accessing these alongside their peers. Where these clubs are run by an external provider the SENDCo links in with them to explore what accessibility measures may be available where required.

## 8. What if my child is identified as having more complex needs?



If the school feels that the involvement of another agency will help them to meet your child's needs you will be informed and asked to give your consent. As a multi-agency team working with your family, we may decide that an agreed written plan would be helpful. This is focused on what you as a family feel is important in supporting your child, details the support which we will put in place and holds contributions from everyone supporting your child (further details are available online in North Yorkshire's Local Offer.) If through this process it is felt your child's needs require support beyond that provided by school, we may suggest that we ask the Local Authority for a Statutory Assessment. This could lead to the creation of an Education Health and Care Plan for your child and additional funding may be put in place. If your child needs extra resources to help them with their learning, for example additional staff time, special equipment or attendance at a school with specialist resourced support, the Local Authority will provide these. This extra provision will be reviewed annually and includes the views of the child, parents, teacher, SENDCo and outside agencies. If, however, their needs can be met through School Support, this will continue to be coordinated through internal school systems.

#### **9. How do we support children with additional needs moving between phases of education?**

Mrs Cope will arrange an appropriate transition review prior to any move, including the transition to Secondary school, and relevant staff will be invited to attend these reviews. Transition meetings and, if appropriate, visits will be arranged for the pupil, often accompanied by a familiar member of staff. Your child will receive as much transition work as you and they feel necessary.

#### **10. What should I do if I have a complaint about the provision made at the school for my child with SEND?**

It is always best to approach the class teacher, SENDCo, Deputy Headteacher or Executive Headteacher first, so that your concerns can be immediately addressed. If you still feel that your concerns have not been addressed you can make a formal complaint by writing to our Chair of

Governors. Our formal complaints procedure ensures that statutory requirements are met and confidentiality is maintained.

## **11.Contact Details**

**The Federation of Holy Trinity Church of England Primary Schools** 01765 602858

<https://htjce.co.uk/>

**Special Educational Needs Co-ordinator (SENDCo) and Assistant Headteacher – Mrs Sarah**

Cope [s.cope@htceschools.co.uk](mailto:s.cope@htceschools.co.uk)

**SEND Governor/ Chair of Governors –** appointments to be made through school.

**North Yorkshire's Local Offer** <https://www.northyorks.gov.uk/children-and-families/send-local-offer>

**Independent Provider of Special Education Advice (IPSEA)** [www.ipsea.org.uk](http://www.ipsea.org.uk)

**SEND Information, Advice and Support Service (SENDIASS)**

<https://sendiassnorthyorkshire.co.uk/>