



BRECHLEY AND MATFIELD VOLUNTARY AIDED PRIMARY SCHOOL

Special Educational Needs and /or disabilities statement

All Kent maintained schools have a similar approach to meeting the needs of pupils with Special Educational Needs and/ or Disabilities and are supported by the Local Authority to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. All schools are supported to be as inclusive as possible, with the needs of pupils with Special Educational Needs and/ or Disabilities being met in a mainstream setting wherever possible, where families want this to happen.

A. PEOPLE WHO SUPPORT CHILDREN WITH ADDITIONAL OR SPECIAL EDUCATIONAL NEEDS (ASEN) AND OR DISABILITIES WITH LEARNING IN THIS SCHOOL:

School based Information	People	Summary of responsibilities
<p>Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs SEND?</p> <p>And how can I talk to them about my child if I need to?</p>	<p>The class teacher</p>	<p>He/ She is responsible for:</p> <ul style="list-style-type: none"> • Ensuring that all children have access to good or outstanding class room teaching and that the curriculum is adapted to meet your child's individual needs (also known as differentiation) • Checking on the progress of your child through monitoring and assessment. Planning for and delivering any additional help your child may need (this could be things like targeted work, additional support, adapting or varying resources) and discussing amendments made with the SENCO as necessary

		<ul style="list-style-type: none"> • Writing Individual Education Plans (IEP)/Group Education Plans/Positive Behaviour Plans, and sharing and reviewing these with parents once each term and planning for the next term • Ensuring that all members of staff working with your child in school are aware of your child's individual needs and/or conditions and what specific adjustments need to be made to enable them to be included and make progress • Ensuring that all members of staff working with your child are supported in delivering the planned work and/ or individual programmes for your child. This may involve the use of additional adults, outside specialist help and specially planned learning tasks and resources • Ensuring that the school's Special Needs Policy is followed in their classroom and for all the pupils they teach with any ASEN and/ or disabilities <p>If you would like to discuss your child's needs with their class teacher, please contact the school office to arrange a mutually convenient appointment</p>
	<p>The Special Educational Needs Co-Ordinator (SENCo)/ Inclusion Manager</p>	<p>He/ She is responsible for:</p> <ul style="list-style-type: none"> • Coordinating all the support for children with special educational needs and/or disabilities and developing the school's Special Needs Policy to make sure all children get a consistent, high quality response to meeting their needs in school <p>Ensuring that you are:</p> <ul style="list-style-type: none"> • involved in supporting your child's learning • kept informed about the support your child is receiving • involved in reviewing how they are doing • part of planning ahead for them • 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... • Updating the school's SEND register (a system for ensuring all special educational and physical needs of pupils in this school are known and understood) <p>Monitoring your child's progress and needs by:</p> <ul style="list-style-type: none"> • ensuring that records are kept and reviewed

		<ul style="list-style-type: none"> • ensuring that new targets are set when goals are met • ensuring that adjustments are made when conditions develop/ new diagnosis' are made • To provide specialist support and arrange training for teachers and support staff in the school so they can help your child and other pupils with ASEN and/ or disabilities in the school to achieve their potential <p>The SENCO/Inclusion manager can be contacted by appointment at the school office</p>
	The HeadTeacher	<p>He/ She is responsible for:</p> <ul style="list-style-type: none"> • The day to day management of all aspects of the school, this includes the support for children with ASEN and/ or disabilities • He/ She will give responsibility to the SENCo and class teachers but is still responsible for ensuring that your child's needs are met • He/ She must make sure that the Governing Body is kept up to date about any issues in the school relating to Special Needs <p>The Head Teacher can be contacted by appointment at the school office</p>
	The SEND Governor	<p>He/she is responsible for :</p> <ul style="list-style-type: none"> • Making sure that the school has an up to date Special Needs Policy • Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school • Making sure that the necessary support is made for any child who attends the school who has ASEN and/ or disabilities <p>The SEND governor can be contacted by appointment via the SENCo or the school office</p>

B. HOW COULD MY CHILD GET HELP IN SCHOOL?

Children in school will get support that is specific to their individual needs. This may be provided by the class teacher or may involve:

- Other staff in the school
- Staff who will visit the school from the Local Authority central services and agencies such as the ASD Outreach Team or Sensory Service (for students with a hearing or visual need)
- Staff who visit from outside agencies such as the Speech and Language therapy (SALT) Service

	Types of support provided also showing the stage of the Code of Practice (the document that schools use to plan their SEN and/ or disabilities input) children will be at when receiving this input.	What would this mean for your child?	Who can get this kind of support?
What are the different types of support available for children with ASEN and/ or disabilities in this school?	Class teacher input via good or outstanding targeted classroom teaching.	<ul style="list-style-type: none"> • The teacher will have the highest possible expectations for your child and all pupils in their class • All teaching is based on building on what your child already knows, can do and can understand • Your child will experience different ways of teaching to enable him/her to be fully involved in their learning. This may involve things like using more practical learning or providing different resources amended for your child • The teacher will use specific strategies which may be suggested by the SENCO or staff from outside agencies to enable your child to access the learning task 	All children in school should be getting this as a part of good and outstanding classroom practice.
	Specific group work within a smaller group of children. This group may be: <ul style="list-style-type: none"> • run in the classroom or outside • run by a teacher or a teaching assistant who has had training to run these 	Your child's teacher will carefully monitor your child's progress and discuss any concerns with the SENCo/Inclusion Manager <ul style="list-style-type: none"> • Any gaps in your child's understanding/ learning will be identified • .Your child's teacher will plan group sessions for your child with targets to help your child to make more progress • A Learning Support Assistant/teacher or outside professional (like a Speech and Language Therapist) will run these small 	Any child who has specific gaps in their understanding of a subject/area of learning. Some of the children

	<p>groups</p> <p>These are often called Intervention groups by schools.</p> <p>Stage of (A)SEN Code of Practice: School Action, which means they have been identified by the class teacher as needing some extra support in school but no referrals have been made to outside agencies.</p>	<p>group sessions using the teacher's plans</p>	<p>accessing intervention groups may be at the stage of the SEN Code of Practice called School Action, which means they have been identified by the class teacher as needing some extra support in school.</p>
	<p>Specialist groups run by outside agencies e.g; Speech and Language therapy OR Occupational Therapy groups AND/OR Individual support for your child of 20 hours and below in school. Stage of (A)SEN Code of Practice:</p> <p>School Action Plus, which means they have been identified by the class teacher/SENCo as needing some extra specialist support in school from a professional outside the school. This may be from:</p> <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) 	<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 class room teaching and intervention groups, referrals will be made to outside agencies to advise and support the school in enabling your child to make 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 and child's teacher to better understand their needs and make recommendations. These may include: <ul style="list-style-type: none"> Making changes to the way your child is supported in class e.g some individual support or changing some aspects of teaching to support them better Provide target setting using their specific expertise Your child's involvement in a group run by school staff under 	

	<ul style="list-style-type: none"> • Outside agencies such as the Speech and Language therapy (SALT) Service 	<p>the guidance of the outside professional e.g a social skills group or sensory circuit</p> <ul style="list-style-type: none"> • Group or individual work directly with outside professional (like a speech and language Therapist) will run these small group sessions using the Teacher's plans • The school may suggest that your child 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 	
	<p>Specified Individual support for your child of more than 20 hours in school. This is usually provided via a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP). This means your child will have been identified by the class teacher/SENCO as needing a particularly high level of individual and small group teaching (more than 20 hours a week), which cannot be provided from the resources already delegated to the school.</p> <p>Usually, if your child requires this high level of support they may also need specialist support in school from a professional outside the school. This may be from:</p> <ul style="list-style-type: none"> • Local Authority central services such as the ASD 	<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 detail about this in the Local Authority based Local Offer, on the LA web site • 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 School Action Plus • After the reports have all been sent in 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 to make good progress. If this is the case they will write a Statement of Special Educational Needs or an EHC Plan. If this is not the case, they will ask the school to continue with the support at School Action Plus 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 Statement or EHC Plan will outline the number of hours of individual/small group support your child will receive from the LA and how the support should be used and what strategies must be put in place. It will also have long and short term goals for your child • The additional adult may be used to support your child with 	<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

	<p>Outreach Team or Sensory Service</p> <ul style="list-style-type: none"> • Outside agencies such as Speech and Language therapy (SALT) Service, Occupational therapy service, Physiotherapy and/or CAMHS 	<p>whole class learning, run individual programmes or run small groups including your child</p>	
<p>How can I let the school know I am concerned about my child's progress in school?</p>	<ul style="list-style-type: none"> • If you have concerns about your child's progress you should speak to your child's class teacher initially • If you are not happy that the concerns are being managed and that your child is still not making progress you should speak to the SENCO/ Inclusion Manager or Head Teacher • If you are still not happy you can speak to the school SEND Governor 		
<p>How will the school let me know if they have any concerns about my child's learning in school?</p>	<p>When a teacher or a parent has raised concerns about your child's progress, and targeted teaching has not met the child's needs, the teacher must raise this with the SENCO</p> <ul style="list-style-type: none"> • Schools also have meetings every term between each class teacher and senior staff members in the school to ensure all children are making good progress. This is another way your child may be identified as not making as much progress as they could be • If your child is then identified as not making progress the school will set up an meeting to discuss this with you in more detail: <ul style="list-style-type: none"> • To listen to any concerns you may have • To plan any additional support your child may receive • To discuss with you any referrals to outside professionals to support your child's learning 		
<p>How is extra support allocated to children and how do they move between the different levels?</p>	<p>The school budget, received from Greenwich LA, includes money for supporting children with ASEN and/ or disabilities</p> <ul style="list-style-type: none"> • The Head teacher decides on the budget for Special Educational Needs and/ or Disabilities in consultation with the school governors, on the basis of the current needs of the children in the school • The Head teacher and the SENCO discuss all the information they have about ASEN and/ or Disabilities in the school, including: <ul style="list-style-type: none"> • the children getting extra support already • the children needing extra support • the children who have been identified as not making as much progress as would be expected 		

	<ul style="list-style-type: none"> • The Head teacher and SENCO use these discussions to decide what resources/training and support is needed • All resources/training and support are reviewed regularly and changes are made as needed
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<p>Who are the other people providing services to children with ASEN and/ or disabilities in this school?</p>	<p>A. Directly funded by the school</p>	<ul style="list-style-type: none"> • Teaching Assistants • Counsellors • Additional Speech and Language Therapy input to provide a higher level of service to the school • Additional Educational Psychology input to provide a higher level of service to the school • Additional Children and Adult Mental Health Services • Parent Support Advisor
	<p>B. Paid for centrally by the Local Authority but delivered in school</p>	<ul style="list-style-type: none"> • Autism Outreach Service • Educational Psychology Service • Sensory Service for children with visual or hearing needs • STEPS (Assessment, advice and resources for children with literacy or numeracy difficulties including Dyslexia) • Speech and Language Therapy (provided by Health but paid for by the Local Authority) • Occupational Therapy • Music Therapy • CENMAC

		<ul style="list-style-type: none"> • Early Intervention Family Support Services • Physiotherapy • Hydrotherapy • Professional training for school staff to deliver medical interventions
	C. Provided and paid for by the Health Service (NHS Trust) but delivered in school	<ul style="list-style-type: none"> • School Nurse • Physiotherapy – specific to need
	D. Voluntary agencies	<ul style="list-style-type: none"> • VRH (Volunteer Reading Help) • BDA • MENCAP • National Autistic Society
How are the adults in school helped to work with children with SEN and/ or disabilities and what training do they have?	<ul style="list-style-type: none"> • The SENCo's job is to support the class teachers in planning for children with ASEN and/ or disabilities • The school has a training plan for all staff to improve the teaching and learning of children including those with ASEN and/ or disabilities • 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, STEPS and Sensory service, school nurse • This training is then shared with other staff members in school in order to share the expertise • 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/ Inclusion Manager. 	
How will the teaching be adapted for my child with learning needs (SEN)?	<ul style="list-style-type: none"> • Class Teachers plan lessons according to the specific needs of all groups of children in their class and will ensure that learning tasks are adjusted in order to enable your child to access their learning as independently as possible • Specially trained support staff can adapt the teachers 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 	
How have we made this school physically accessible to children	The school will assess the needs of the child and the building to ensure that all children are safe, the school does have steps leading to the playground and lunchroom.	

<p>with specific physical needs (disability)?</p>	<ul style="list-style-type: none"> • The school ensures that children with poor fine motor control have access to specific cutlery, pencil grips, scissors and sloping desks when appropriate and as directed by OT • Buildings and equipment have been modified with paint so that children with visual impairments are able to see corners and edges to avoid accidents independently • We ensure that equipment used meets the needs of all children regardless of their needs
<p>How will we measure the progress of your child in school? And how will I know about this?</p>	<ul style="list-style-type: none"> • Your child's progress is continually monitored by his/her class teacher through observation, assessment and review • His/her progress is reviewed formally every term and a National Curriculum level given in reading, writing, numeracy • If your child is in Year 1 and above, but is not yet at National Curriculum levels, a more sensitive assessment tool is used which shows their level in more detail and will also show smaller but significant steps of progress. These levels are called 'P levels' • At the end of FS2 (Reception Class) teachers use the evidence they have gathered to make judgements of each pupil's attainment. These judgements are shared and are published nationally • At the end of Year 2 and Year 6 all children are required to be formally assessed using Standard Assessment Tasks (SATs). This is something the government requires all schools to do and the results are published nationally • Children at School Action and School Action Plus are closely documented using a provision map which will be reviewed each term and the plan for the next term made • The progress of children with a statement of SEN/ EHC Plan is formally reviewed at an Annual Review with all adults involved with the child's education • The SENCo/Inclusion Manager will monitor the progress of all children who are involved in individual or group interventions and work with staff to plan next steps and targets for these children • If your child has a Statement of Special Needs, detailed records of their learning and the progress they are making towards their targets will be kept. These records are shared between class teachers and teaching assistants and are monitored by the SENCo Inclusion Manager <p>The progress your child is making will be shared with you at academic review days (parent consultations)</p> <p>You will receive a full report of your child's achievements at the end of each academic year.</p>
<p>What support do we have for you as a parent of child with Additional/Special Educational Needs and/ or</p>	<p>All parents will have a meeting with the Headteacher or Assistant Headteacher prior to their child's start date and this is an opportunity to share any concerns about your child's needs</p> <ul style="list-style-type: none"> • Prior to entry, parents with a child who already has a statement will be invited to a TAC

<p>disabilities?</p>	<p>(Team Around the Child) meeting which will be attended by all agencies who have been involved in order to share information to support that child</p> <ul style="list-style-type: none"> • Parents of children joining Nursery and Reception will be offered a home visit from the class teacher and teaching assistant during which you can discuss your child's strengths and needs in order for the school to be made aware of any additional support your child may need • 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 will ensure that we are doing similar things to support them both at home and school and we can share what is working well in both places • The SENCo (or Headteacher) 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 and with the person involved directly, or where this is not possible, in a report. The SENCo will also arrange to meet with you to discuss any new assessments and ideas suggested by outside agencies for your child • IEPs/GEPs/Provision Map (or PLPs) will be reviewed with your child's involvement each term. Your child's teacher will be available to discuss the targets on the IEP/GEP/Provision Map with you • Homework will be adjusted as needed in line with 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 <p>In addition: 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.</p>
<p>How will we support your child when they are leaving this school? OR moving on to another class?</p>	<p>We recognise that 'moving on' can be difficult for a child with ASEN and take steps to ensure that any transition is as smooth as possible.</p> <p>If your child is moving to another school:</p> <ul style="list-style-type: none"> • We will contact the new school's SENCo and ensure he/she 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 • We will ensure that the relevant staff members from the receiving school are invited to the final annual review for children with a statement before a planned move

	<p>When moving classes in school:</p> <ul style="list-style-type: none">• Information will be passed on to the new class teacher IN ADVANCE and, in most cases, a planning meeting will take place with the new teacher. All IEP/GEPs/Provision Maps (PLP's) will be shared with the new teacher• A social story book will be made for your child if it is felt that s/he would benefit from it <p>In Year 6</p> <ul style="list-style-type: none">• The SENCo/Y6 Teacher will attend the Primary Transition Day to discuss the specific needs of your child with the SENCo of their secondary school• 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 some cases staff from the new school will visit your child in this school
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We are confident that our school is able to fully support the needs of your child in partnership with you and any external agencies as appropriate. We trust that you have found this information helpful and informative. Please do not hesitate to contact the school if you would like any further information and/or support.