



## Summerville Primary School – SEND Local Offer 2024-2025

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#Disclaimer: The school offer is correct at the time of production. All aspects of school life are subject to change and development. We will endeavour to update this offer at all times of change.

### Children and Families Act (2014) Special Educational Needs and Disability – The Local Offer Information

*The Special Educational Needs (Local Offer Information) Regulations (2014), prescribes the information that schools must publish on their own website and also be available through the local authority's published Local Offer. This document is adapted from guidance provided by Salford Council, and details the purpose of the Local and School Offer available at Summerville; where all staff and governors are dedicated to providing all children will an inclusive and personalised education.*

## Teaching and Learning

1. What additional support can be provided in the classroom?

Our aim is to offer a high standard of teaching to all pupils in our school. We take an active and positive approach to supporting the learning needs of all pupils using such ideals as: personalised curriculums, interventions and Quality First Teaching (QFT). In addition to this, school does offer additional support in many different ways for pupils with SEND. This may include:-

- Adapted work. All our staff are trained to adapt learning and tasks so that every child is able to learn at their own level.
- Staff work together to support all children's personalised learning objectives on their individual education plans (IEPs) which have SMART targets (specific, measurable, attainable, realistic and that they can be achieved in a timely manner). Targets are planned to outline next steps in learning to support pupils' needs.
- School works closely with outside agencies to help make sure that all children are able to access the curriculum.
- Support from a Learning Support Assistant (LSA): a member of staff who works under the direction of the class teacher and phase leader or school SENDCo. In our school LSA's are responsible for supporting the learning of small groups, working 1:1, delivering pre-teach and interventions to children.
- We have a team of 10 LSA's who work across the school.
- All classes have a visual timetable. They also have access to increased use of visual aids, task boards and where needed, individual workstations.
- Classrooms have calm boxes and access to sensory resources and sensory breaks for any child who needs these.
- School staff implement specialist advice and support from outside professionals e.g. speech and language, physiotherapy/occupational therapy programmes and advice from Salford Learning Support Team and the Primary Inclusion Team.
- Support from the pastoral team which is often related to behaviour or wellbeing. This includes support from our Children and Families Officer, Mandy Gilluley, who is trained in therapeutic interventions and provides enhanced SEMH/ nurture support for children experiencing difficulties.
- Our Children and Families Officer: Mandy Gilluley is also responsible for attendance and punctuality and is the lead professional for TAF meetings and parental engagement She is one of the safeguarding officers in school alongside our head teacher and deputy head teacher.
- We have a therapeutic nurture room with access to play and sensory resources.
- If additional funding is allocated from SEND to a child through an Education Health Care

	<p>Plan, we will use this funding to provide additional support for the child; this may be provision of additional adult support at key times or for a specific resource. If we think your child needs additional support from an LSA on a regular basis, we will tell you.</p> <ul style="list-style-type: none"> <li>• We make reasonable adjustments to ensure that the needs of children with SEND are met. The needs of all our learners are in line with our duties under the Single Equality Act 2010</li> </ul>
<p>2. What provision do you offer to facilitate access to the curriculum and to develop independent learning? (This may include support from external agencies and equipment/facilities)</p>	<ul style="list-style-type: none"> <li>• The type of support a child receives depends upon the type and extent of their specific need and the availability of support staff within the setting.</li> <li>• Children with an EHCP will receive provision as is detailed in their plan, although some may require above this in order to achieve success and we will endeavour to support this where possible.</li> <li>• All interventions and support are dependent upon the need of the individual. This is developed by professionals, parents, SENDCo, SLT and class teachers.</li> <li>• Parents are encouraged to form an integral part of a child's learning journey as their views and opinions are greatly valued and will ensure that support is accurate, effective and personalised. Parents will also be requested to contribute to more formal discussions e.g. EHCP meetings, parents evenings.</li> <li>• All support programmes are reviewed after each session and adapted to ensure the individual achieves success in measurable terms, with more robust analysis and alterations considered half termly and/or in conjunction with pupil progress meetings.</li> <li>• Pupils are encouraged at all stages of learning to take responsibility for their progress. This is achieved by setting SMART targets with the child (where appropriate).</li> <li>• Where a child has more complex needs, parents, school and a wider body of professionals meet regularly to support the needs of the pupil.</li> <li>• School have access to a wider group of professionals to seek advice and support</li> <li>• Speech and language therapists, physiotherapists and occupational therapists may offer assessments and advice within school rather than in the clinic.</li> <li>• Summerville was involved in a CAMHS school pilot programme. The school SENDCO is trained to refer pupils to CAMHS and paediatrics through school health and to the Salford neuro developmental pathway.</li> <li>• The school also has access to i-reach where a CAMHS children and young person's practitioner works with pupils and parents in school once a week for a block of support.</li> <li>• We have a service level agreement with Salford's Educational Psychology Service and our assigned educational psychologist is Joanne Snee. Parental consent is always obtained before any involvement of the educational psychologist.</li> <li>• We access external agencies to support special additional needs including:- School Health, Learning Support Services (LSS) ; Primary Inclusion Team (PIT) Speech and Language (SALT), Ethnic Minority Achievement Service (EMTAS) Occupational Therapy (OT) and Physiotherapy.</li> </ul>

	<ul style="list-style-type: none"> <li>• LSA's through school are trained to deliver speech and language interventions such as 'Talk Boost' and WellComm.</li> <li>• 3 Learning support assistants and the school SENDCo are ELKLAN trained</li> <li>• We use co-operative learning structures (Kagan) in the classroom.</li> <li>• Some children need particular pieces of equipment to help them work and learn more independently. In our school we have; <ul style="list-style-type: none"> <li>- Laptops, iPads and recording devices which can be used for recording work if a child has writing difficulties.</li> <li>- We use coloured overlays for children experiencing visual stress.</li> <li>- We provide sensory breaks and resources for pupils with sensory needs.</li> <li>- Our classrooms offer lots of visual prompts and supports for those children that have learning difficulties. We use Boardmaker symbols to support pupil's communication skills, reduce anxiety and develop children's independence. Every class uses a visual timetable through the day.</li> <li>- Physical aids, such as different sized pencils and grips, writing wedges, ear defenders, weighted lap belts/ blankets, wobble and move to sit cushions, chair bands, etc.</li> </ul> </li> </ul> <p>We make reasonable adjustments to ensure that children with SEND are not treated less favourably. The needs of all our learners are in line with our duties under the Single Equality Act 2010.</p>
<p>3. Staff specialisms/expertise around SEN or disability</p>	<ul style="list-style-type: none"> <li>• Mrs Forman is our SENDCo. She is approachable and always willing to work with families and support their children's needs. She holds a post graduate award in special educational needs and has attended a wide range of training over time.</li> <li>• The children and families officer and LSA's offer therapeutic 1:1 and group interventions to children who have SEMH needs.</li> <li>• Place2Be counselling service is on site 1 day a week. This service offers play therapy and time to talk sessions for children to support their well-being and mental health. Counselling sessions for parents are also available.</li> <li>• 4 members of staff, including the school SENDCO have undertaken more in depth training to developing speech and language skills in children (ELKLAN).</li> </ul> <ul style="list-style-type: none"> <li>• LSA's are professionally trained in the delivery of specific interventions <ul style="list-style-type: none"> <li>➤ KS1 Talk Boost</li> <li>➤ In the Early Years staff are trained in undertaking Wellcomm and Colourful Semantics speech and language interventions.</li> <li>➤ Fischer Family Trust Reading and writing intervention.</li> <li>➤ Better Reading Partners</li> </ul> </li> </ul>

- 1:1 and group Little Wandle phonic/ reading interventions.
- Reading Inference
- Write Away Together
- 1<sup>st</sup> Class @ Number
- Precision Teaching
- Memory skills Intervention

The school SENCO has attended Dyslexia training and can carry out GI Assessment screeners for Dyslexia. We implement strategies to support all pupils, such as:

- Reducing visuals stress where possible (black writing on white paper)
- Reducing demand on pupils working memory, for example by adapting activities and use of ICT.
- Children have access to the IDL programme for Literacy and Numeracy: award winning software designed to support pupils with difficulties in Maths and English, including pupils with dyslexia and or dyscalculia
- Resource banks for staff
- Promotion of strategies to improve individuals processing capacity
- Increased use of visual aids to reduce transference of information.

Social skills interventions including:-

- Lego Therapy
- Circle of Friends
- Emotional coaching.

Designated staff at school are trained in :-

- Writing social stories and comic strip scenarios.
- Delivering social skills interventions, e.g. Lego therapy
- Completing CAMHS and Neuro developmental referrals.
- Undertaking GI Assessment Dyslexia screening
- Providing Dyslexia support
- Visual stress screeners
- Sensory checklists
- Undertaking Digit span memory assessments
- Delivering anxiety interventions and support
- ADHD
- ASD

	<ul style="list-style-type: none"> <li>• Two members of staff, Miss Jordan and Miss Gilluley are Attachment Leads.</li> <li>• All staff have had in depth Attachment training.</li> <li>• Three staff are trained in supporting bereaved children.</li> <li>• We are working towards becoming an Emotionally Friendly school and an Attachment Aware school.</li> </ul>
<p>4. What ongoing support and development is in place for staff regards supporting children and young people with SEND?</p>	<p>Staff members are given ample opportunity to develop their own knowledge and skill set in line with their personal preferences and whole-school initiatives and areas identified for future development (ascertained from Performance Management Meetings and the School Improvement Plan (SIP)). The SENDCo, SLT and Class Teachers work together to determine which courses staff should attend including any in-house training, external training and professionally led staff meetings/training that may be beneficial when supporting pupils needs.</p> <p>Whole school CPD training offered includes:</p> <ul style="list-style-type: none"> <li>• ADHD</li> <li>• Attachment and well-being support</li> <li>• Team Teach self-regulation strategies</li> <li>• ASD</li> <li>• Behaviour and SEMH programmes</li> <li>• Supporting EAL pupils in/out of the classroom</li> <li>• Attachment Training</li> <li>• Precision teaching</li> <li>• Speech and language needs</li> <li>• CPD training is offered yearly for all staff to update on SEND procedures and current legislation.</li> </ul> <p>We act on advice regarding staff training from arrange of outside agencies who work with us in school:-</p> <ul style="list-style-type: none"> <li>• Senior Educational Psychologist: Joanne Snee.</li> <li>• Springwood Special School, Alder Brook Pupil Referral Unit and the Primary Inclusion Team.</li> <li>• EMTAS Support for specified EAL and GRT children.</li> <li>• Speech and language therapists</li> <li>• Our school SENDCo is trained to make referrals to the neuro developmental pathway and to CAMHS through the 0 to19 school health team.</li> <li>• Salford Learning support -Cognition and Learning Team, Autism and social Communication Team, Hearing Impairment Team and the Visual Impairment Team,</li> </ul>

<p>5. What arrangements are made for reasonable adjustments in the curriculum and support to the pupil during exams?</p>	<ul style="list-style-type: none"> <li>• Examination exemptions (scribes/readers/extra time etc).</li> <li>• Y6 Booster groups to prepare children for exams.</li> <li>• Experienced staff used as scribes, prompters and readers during SATs tests.</li> <li>• Applications made for additional time, rest breaks, early opening if needed.</li> <li>• Breakfast club during SAT's week for Year 6 Children.</li> <li>• Brain breaks during tests.</li> <li>• Emotional support available for all pupils when needed.</li> <li>• Support for parents on how to support their children is always offered.</li> </ul>
<p>6. How do you share educational progress and outcomes with parents?</p>	<ul style="list-style-type: none"> <li>• Parents Evenings twice a year.</li> <li>• Annual school reports.</li> <li>• Meetings with parents as appropriate.</li> <li>• Open door policy.</li> <li>• Early Years Foundation Stage Key Person Meetings with on-going access to children's profiles which are regularly updated.</li> <li>• Pastoral Support Plan Meetings.</li> <li>• Review of EHCPs annually (6 monthly for children under 5 years of age).</li> <li>• Review of IEPs three times a year and are shared with the child (when appropriate) and their family.</li> <li>• Parents/carers are encouraged to be fully involved in their child's learning and progress throughout the year.</li> </ul>
<p>7. What external teaching and learning do you offer?</p>	<ul style="list-style-type: none"> <li>• The Ethnic Minority Achievement Service support identified EAL and GRT pupils in school</li> <li>• Learning Support Service provide support for identified areas of need, e.g. strategies to support children with ASD, dyslexia, visual/hearing impairment.</li> <li>• We have small group maths tuition for children in Y6 delivered by The Tutor Trust.</li> <li>• The Primary Inclusion Team deliver small group behaviour interventions and support.</li> </ul>
<p>8. What arrangements are in place to ensure that support is maintained in "off site provision"?</p>	<ul style="list-style-type: none"> <li>• We have a strong link with Alder Brook PRU and when pupils attend there on short or long term placements we make a daily phone call, visit once a week and have regular updates and contact.</li> <li>• Should further off site provision be needed we would liaise closely with the provision regarding, curriculum, progress and attendance.</li> </ul>
<p>9. What work experience opportunities do you offer?</p>	<ul style="list-style-type: none"> <li>• High school work experience placements.</li> <li>• Placements for Teaching Assistant training.</li> <li>• Placements for student teachers for both BEd and PGCE courses.</li> <li>• We have trained teachers through Teach First and Schools Direct.</li> </ul>
<p><b>Annual Reviews</b></p>	
<p>1. What arrangements are in place for review</p>	<p>At Summerville we follow the Government and LA advice when reviewing EHCP's:</p>

<p>meetings for children with Statements or Education, Health and Care (EHC) Plans?</p>	<ul style="list-style-type: none"> <li>• Each year, Child Centred Reviews take place, where parents, schools and professionals meet to discuss progress and next steps (children with an EHCP).</li> <li>• <b>All</b> parents of SEND pupils are invited to review and discuss their child's progress on a termly basis with the SENDCo. An open-door policy is in place if parents wish to come in to school and discuss any concerns with the SENDCo. Any initial concerns should first be discussed with the class teacher.</li> <li>• The SENDCo ensures all documentation from all parties is copied and shared.</li> <li>• Invitations sent to parents/carers and all professionals involved, by the SENDCo.</li> <li>• Review meeting held at convenient location.</li> <li>• Review meeting held at a convenient date and time of day.</li> <li>• Translator provided if needed.</li> <li>• Consultation with key staff prior to the meeting.</li> <li>• Obtaining reports of those unable to attend.</li> <li>• Making parents/carers aware of parent partnership support – SIASS.</li> <li>• Ensuring that parents/carers feel welcomed and that meetings are a time to celebrate and ensure all needs are being met, changes that need to be made are embraced to ensure maximum support and that identified outcomes and objectives are relevant.</li> <li>• A detailed report is written by the SENDCo after the EHCP meeting and shared with all parties and is sent to Salford LA SEN department.</li> </ul>
<p>2. What arrangements are in place for children with other SEN support needs</p>	<ul style="list-style-type: none"> <li>• Class sizes are kept to a maximum of 30.</li> <li>• LSA's are placed to meet the needs of the cohort and to support learning.</li> <li>• Place2Be counselling service on site 1 day a week, led by a mental health practitioner who liaises with key staff, parents, carers and children.</li> <li>• Play Plans and IEPs reviewed and updated at least four times yearly.</li> <li>• All children discussed by class teacher with headteacher and SENDCo at termly pupil progress meetings.</li> <li>• We review the SEN register termly and where children have made good progress we remove them.</li> <li>• If we have concerns about a child, for example they are not making progress despite intervention and monitoring we will consult with parents and add them to the register, involving outside agencies for advice and support as deemed appropriate.</li> <li>• We monitor and evaluate the intervention programmes we then put in place to ensure they are having a positive impact.</li> </ul>
<p><b>Keeping Children Safe</b></p>	
<p>1. What handover arrangements will be made at the start and end of the school day? Do you have parking areas for pick up and drop offs?</p>	<ul style="list-style-type: none"> <li>• All children are welcomed into the school building by members of staff.</li> <li>• Our entrance area is welcoming and a space where parents can wait for children.</li> <li>• Parents/carers wait for children by the side doors at the end of the day and staff call</li> </ul>

	<p>children's names when they see the parents. Younger children in our EYFS are taken to their waiting parent.</p> <ul style="list-style-type: none"> <li>• Staff are notified if there is a change in who is picking up the child.</li> <li>• Staff are available at the start and end of each day.</li> <li>• There are no designated parking areas around school and we ask all parents and carers to park safely and courteously.</li> <li>• Individual transition plans can be put in place to support children experiencing difficulties separating from parents.</li> </ul>
<p>2. What support is offered during breaks and lunchtimes?</p>	<ul style="list-style-type: none"> <li>• A high ratio of staff to children is ensured at playtime</li> <li>• At least one member of staff is allocated to each class at lunchtimes.</li> <li>• Additional support is provided for individual or groups of children as needed.</li> <li>• Members of the Senior Leadership Team are present on the playground, in the dining room and on the corridor at lunchtimes to support pupils needs.</li> <li>• Children able to stay indoors with a key adult at lunchtime and playtime if worried or upset</li> <li>• Children able to eat lunch outside the dining room in a quieter space with a key member of staff, if needed.</li> <li>• Children able to go home for lunch if needed.</li> </ul>
<p>3. How do you ensure pupils stay safe outside the classroom? (e.g. during PE lessons and school trips)</p>	<ul style="list-style-type: none"> <li>• Staff are aware of key children to monitor and support during key transition points during the school day.</li> <li>• Risk assessments and pre visits are conducted prior to any school visit.</li> <li>• Online risk assessments completed and referred to a Local Authority Officer as required.</li> <li>• Individual risk assessments are carried out for individual children with additional needs if this is deemed necessary to ensure their safety.</li> <li>• PE lessons always conducted by a school based teacher / member of staff and additional risk assessments undertaken as needed.</li> <li>• We have 5 paediatric, 5 emergency first aiders and 2 first aid at work trained staff in school</li> <li>• Annual PE equipment check by external agent.</li> <li>• Annual Health and Safety Audit.</li> <li>• High staff ratios on all school visits.</li> <li>• Additional adults taken if needed to support vulnerable children.</li> </ul>
<p>4. What are the school arrangements for undertaking risk assessments?</p>	<ul style="list-style-type: none"> <li>• We use Salford Evolve for all off site trips.</li> <li>• Ratios are always adhered to for all off site trips.</li> <li>• On site risk assessments are completed as part of our health and safety policy.</li> <li>• Individual risk assessments are carried out for individual children with additional needs if this is deemed necessary to ensure their safety.</li> </ul>
<p>5. Where can parents find details of policies on bullying?</p>	<ul style="list-style-type: none"> <li>• Policies can be found on the school website. Alternatively paper copies can be obtained from the school office.</li> </ul>

<b>Health (including Emotional Health and Wellbeing)</b>	
1. What is the school's policy on administering medication?	<ul style="list-style-type: none"> <li>• We have a managing medicines policy that is adhered to and monitored. We implement statutory guidance on Supporting Children at School with Medical Conditions (February 2014). All cases are dealt with on an individual basis. A copy of the policy can be obtained from the school office.</li> <li>• For medication to be administered in school, it must be prescribed by a doctor and have a named chemist on the label.</li> <li>• Parents/Carers must sign a consent form at the office the first morning they need the medicine to be administered.</li> <li>• Children on long term medical care will have an individual care plan completed with parents/carers and SENDCo if deemed necessary. A medical professional's advice is sought for more complex conditions.</li> <li>• We have an intimate care policy. Toileting and intimate care plan can be completed with the parent and/or child (if appropriate) to ensure that the best care for pupils.</li> </ul>
2. How do you work with the family to draw up a care plan and ensure that all relevant staff are aware of the plan?	<ul style="list-style-type: none"> <li>• A meeting is conducted between parents, SENDCo, school staff, school nurse and any other professionals involved.</li> <li>• The care plan is then shared with all parties involved directly with the child and monitored by the lead professional.</li> <li>• Parents/carers are consulted should there be any adjustments to the plan.</li> <li>• Equally, parents/carers can come into school and meet with the SENDCo if they feel the plan needs to be altered. The school will follow advice and guidance from the LA.</li> </ul>
3. What would the school do in the case of a medical emergency	<ul style="list-style-type: none"> <li>• Call 999.</li> <li>• Contact a qualified first aider.</li> <li>• Ensure access to the child's medical care plan.</li> <li>• Ensure that the child is safe and comfortable.</li> <li>• Move pupils away from the injured child to minimise stress and anxiety.</li> <li>• Contact parents/carers, arrange for them to be collected and pay for a taxi if required.</li> <li>• Two members of school staff, one of which must be a qualified first aider, to accompany child to hospital in the absence of parents.</li> <li>• Offer of a member of staff to stay with the parent &amp; child if needed/requested.</li> </ul>
4. How do you ensure that staff are trained/qualified to deal with a child's particular needs?	<ul style="list-style-type: none"> <li>• All staff members are given ample opportunity to develop their own knowledge and skill set in line with their personal preferences and whole-school initiatives and areas identified for future development (ascertained from Performance Management Meetings and the School Improvement Plan (SIP)).</li> <li>• The SENDCo, SLT and Class Teachers work cohesively to determine which courses staff should attend including any in-house training, external training and professionally led staff meetings/training that may be beneficial when supporting pupils' needs.</li> </ul>

	<ul style="list-style-type: none"> <li>• All staff receive Safeguarding/Child protection training every 18 months.</li> <li>• Specialist training is sought from appropriate health professionals for all relevant staff.</li> <li>• The school works with a range of professionals who provide training for specific learning needs.</li> </ul>
5. Which health or therapy services can children access on school premises?	<ul style="list-style-type: none"> <li>• Place2Be – Onsite therapeutic counselling service (1 day a week – on a Wednesday)</li> <li>• The following services can be provided on the school site – School nurse, Speech and Language, Occupational Health, Physiotherapy, Learning Support, Educational Psychology.</li> </ul>
<b>Communication with Parents</b>	
1. How do you ensure that parents know “who’s who” and who they can contact if they have concerns about their child/young person?	<ul style="list-style-type: none"> <li>• As well as a parents meeting to welcome new families to the early years, an induction pack is given to all Nursery and Reception children prior to them starting.</li> <li>• Children due to start in Nursery and Reception are invited to Play and Stay sessions in the summer term prior to them starting. Home visits are undertaken for new to early Years families before they join the school.</li> <li>• From Reception onwards, all class teachers hold welcome meetings early in the Autumn Term.</li> <li>• In the summer term all class teachers provide social stories illustrated with photographs for families to share with their child to help them to get to know their new school environment and key staff.</li> <li>• Names of staff and information are published on the school website</li> <li>• Home visits can be made if requested by parents.</li> <li>• Regular newsletters to parents.</li> <li>• Parents/carers are made aware of who to contact at each stage.</li> <li>• Open door policy.</li> <li>• Learning mentors to support any parent/carers need or concerns.</li> <li>• SENDCo keeps in contact with parents/carers on a regular basis to discuss areas of need or support.</li> </ul> <p>*online meetings may be arranged rather than face to face if required.</p>
2. Do parents have to make an appointment to meet with staff or do you have an Open Door policy?	<ul style="list-style-type: none"> <li>• Wherever possible parents will be seen straight away however, due to the teaching commitments of members of staff, an appointment may need to be made. All parents are seen as swiftly as possible.</li> </ul>
3. How do you keep parents updated with their child/young person’s progress?	<ul style="list-style-type: none"> <li>• Parents Evenings (2 times yearly)</li> <li>• 3 x yearly IEP review / target setting meetings or phone calls.</li> <li>• EHCP Annual review meetings.</li> <li>• Multi agency meetings.</li> <li>• Informal progress meetings are instigated when necessary.</li> <li>• Parent workshops.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reports to parents once a year.</li> <li>• Weekly whole school celebration assemblies.</li> <li>• Assemblies to celebrate festivals and special events.</li> <li>• Attendance assemblies.</li> <li>• School website.</li> <li>• Letters home.</li> <li>• Telephone calls.</li> <li>• Daily face to face updates where possible.</li> </ul>
4. Do you offer Open Days?	<ul style="list-style-type: none"> <li>• Tours of the school can be quickly arranged. Just give us a call.</li> <li>• Literacy and maths workshops.</li> <li>• Invitations to special events.</li> </ul>
5. How can parents give feedback to the school	<ul style="list-style-type: none"> <li>• Parents/carers are asked to complete a questionnaire twice yearly at parents evening</li> <li>• Link to parent view on school website.</li> <li>• Surveys via parent pay.</li> <li>• Messages in child's home/school diary.</li> <li>• Appointment with Head teacher/Chair of Governors.</li> <li>• By letter to Head teacher/Chair of Governors.</li> </ul>
<b>Working Together</b>	
1. Do you have home/school contracts?	<ul style="list-style-type: none"> <li>• Our Home School Agreement is available on the website.</li> </ul>
2. What opportunities do you offer for pupils to have their say? e.g. school council	<ul style="list-style-type: none"> <li>• Head Boy / Head Girl.</li> <li>• Deputy Head Boy / Deputy Head Girl.</li> <li>• School Council.</li> <li>• Termly pupil questionnaires.</li> <li>• Worry Box.</li> <li>• Kindness Box.</li> <li>• Place 2 Talk.</li> <li>• Key staff, including senior leaders, the school SENCO and subject leaders regularly speak to randomly selected children to seek their views.</li> <li>• The school SENDCO and members of the senior leadership team shadow a different child with SEND each term through a typical day in school, to gain an insight into what a full day in school is like for pupils through the school with additional needs. This enables us to constantly seek to improve and fine tune our provision.</li> </ul>
3. What opportunities are there for parents to have their say about their son/daughter's education?	<ul style="list-style-type: none"> <li>• The school offers two parent/carer meetings a year by phone or in person.</li> </ul>

	<ul style="list-style-type: none"> <li>• Parents/carers are asked to complete questionnaires and surveys at least twice a year and regularly encouraged to use Parent View.</li> <li>• Review meetings.</li> <li>• Open door policy.</li> <li>• Arranging meetings with teachers/headteacher.</li> <li>• We welcome any additional information regarding our pupils and the school SENDCo or your child's class teacher will be pleased to hear any update or concerns you may have to share.</li> </ul>
4. What opportunities are there for parents to get involved in the school or become school governors?	<ul style="list-style-type: none"> <li>• When a there is a vacancy for a parent governor a letter is sent to all parent/carers and they are invited to apply as per the application process.</li> <li>• Parent/carers are welcome to approach school to volunteer in school.</li> </ul>
5. How does the Governing Body involve other agencies in meeting the needs of pupils with SEN and supporting their families? (e.g. health, social care, voluntary groups)	<ul style="list-style-type: none"> <li>• Link Special Educational Needs Governor.</li> <li>• The SENDCo meets regularly with the SEN Governor and provides yearly updates to the Governing Body via a report.</li> <li>• Link Safeguarding and Looked After Children Governor.</li> <li>• Link Literacy and Mathematics Governors.</li> <li>• Attendance and Behaviour Governor.</li> <li>• Educational Welfare Officer (0.5 days).</li> <li>• Place2Be on site - Wednesday</li> <li>• Support from CAMHs.</li> <li>• Educational Psychology - Joanne Snee.</li> <li>• Multi Agency reviews are used as a supportive tool to encourage all agencies to have a holistic view of a child's needs.</li> </ul>
<b>What Help and Support is available for the Family?</b>	
1. Do you offer help with completing forms and paperwork? If yes, who normally provides this help and how would parents access this?	<ul style="list-style-type: none"> <li>• Yes – Head teacher, Deputy Head teacher, SENDCo, Assistant Head teacher and the Children and Families Officer can arrange to meet parents and complete paperwork with them.</li> <li>• SIASS can be contacted to support parents/carers <a href="#">Salford Information Advice and Support Services (SIASS) • Salford City Council</a></li> <li>• Translators can be booked to support our EAL families.</li> </ul>
2. What information, advice and guidance can parents and young people access through the school? Who normally provides this help and how would they access this?	<ul style="list-style-type: none"> <li>• Leaflets available in school.</li> <li>• The school SENDCO is happy to offer advice and or signpost parents to appropriate support from outside agencies.</li> <li>• Advice through Senior Leadership Team.</li> <li>• Advice from Learning Mentor in school and Educational Welfare Officer.</li> </ul>

<p>3. How does the school help parents with travel plans to get their son/daughter to and from school?</p>	<ul style="list-style-type: none"> <li>• If a child has an EHCP, parent/carers can request assistance with travel via Salford transport. The information can be gained via <a href="mailto:TransportSEN@salford.gov.uk">TransportSEN@salford.gov.uk</a>.</li> <li>• We are understanding when children are late if having to travel a long distance or have exceptional circumstances which impact on punctuality.</li> </ul>
<p><b>Transitions</b></p>	
<p>What support does the school offer for year 6 pupils transitioning to secondary school? (e.g. visits to the school, buddying)</p>	<ul style="list-style-type: none"> <li>• Parents are invited to visit school with their child. This enables them to explore the building and to meet staff and current pupils. Videos of the EYFS setting are accessible on the school website to enable families to get a taste of the setting when visits are temporarily suspended.</li> <li>• In the Nursery/Reception classes, a carefully planned transition takes place over the period of several weeks. They work closely with other settings. This is to ensure that children settle well within a smaller group initially and allows staff the opportunity to get to know both child and parents well. The Nursery Teacher and LSA will undertake Home Visits for all Nursery pupils prior to them starting and stay and several play sessions are offered. Individualised arrangements can be put in place for children with additional needs who require extra transition.</li> <li>• Before moving into year 1, the year 1 teacher will spend time in Reception with the children and the children will have the opportunity to spend time in the year 1 classrooms during quieter parts of the day.</li> <li>• Towards the end of each academic year, once class teachers have been allocated to year groups, children are given the opportunity to spend sessions with their future teacher and LSA's. In addition to this, some pupils who find transitions challenging may receive additional time with new teaching staff.</li> <li>• Teachers provide children with social stories, illustrated with photographs of their new classroom and teaching staff the term before transition, to familiarise them with what to expect and look forward to.</li> <li>• Towards the end of year 6, time is spent talking about the changes between Primary and High schools and visits are arranged to the high schools. Additional visits with may be arranged for those children who find transition challenging. Emotional support is offered, if deemed necessary, with sessions with place2Be.</li> <li>• Years 6 teachers and key staff involved with particular children meet with high school staff to share information about each child.</li> </ul>

	<ul style="list-style-type: none"> <li>• Transition Days to local high schools are held in both Years 5 and 6.</li> <li>• Extra visits planned for Year 6 leavers with additional needs.</li> <li>• Y6 teachers spend one day a term in Buile Hill Academy as part of their Teaching &amp; Learning week observing Y7 pupils and their learning</li> <li>• Key staff from secondary school visit Summerville to meet children and introduce themselves.</li> <li>• School staff deliver 'Three Wishes and a Key' transition programme to all Y6 children in small groups over the school year.</li> </ul>
1. What advice/support do you offer young people and their parents about preparing for adulthood	<ul style="list-style-type: none"> <li>• An expectation that all children make at least expected progress in reading, writing and mathematics from starting points and as many children as possible are 'Secondary ready'.</li> <li>• Promoting the importance of good attendance and punctuality.</li> <li>• Promoting good behaviour and attitudes for the world of work and to be happy in personal life.</li> <li>• Provide good role models of behaviour to pupils by the way staff treat each other and the pupils.</li> <li>• Emotional literacy curriculum.</li> <li>• Strong PSHE curriculum including sex and relationships/drug and alcohol awareness/Anti Bullying/Anti Social behaviour/all forms of discrimination</li> </ul>
<b>Extra-Curricular Activities</b>	
1. Do you offer school holiday and/or before and after school provision? If yes, please give details.	<ul style="list-style-type: none"> <li>• Where possible school holiday clubs provided by the school.</li> <li>• Before school club – Monday – Friday: 7:45am – 8:30am £3.00</li> <li>• After School Clubs – Monday – Thursday: 3:15pm – 4:15 pm £3.00</li> </ul>
2. What lunchtime or after school activities do you offer? Do parents have to pay for these and if so, how much?	<ul style="list-style-type: none"> <li>• We offer an after school club timetable Monday-Thursday. Please see the timetable on our school website.</li> </ul>
3. How do you make sure clubs, activities and residential trips are inclusive?	<ul style="list-style-type: none"> <li>• All children are invited to attend all clubs suitable for their year group.</li> <li>• All trips, including residential are fully inclusive.</li> </ul>
4. How do you help children and young people to make friends?	<ul style="list-style-type: none"> <li>• We have a whole school ethos where everybody is treated with respect. The ethos is modelled by staff and pupils. We have 4 core values, Challenge, Respect, Excellence and Self Belief. Children and staff work together to model these values. They are celebrated through adult praise and celebration assemblies.</li> <li>• We follow a 'No Outsiders' curriculum throughout the school which</li> </ul>

	<p>teaches the children about the Equalities Act through story books. The aim of which is to create a positive culture in school where all groups of people are welcome. Our school ethos promotes a culture of inclusion and collaboration, where we celebrate individual strengths and positively promote individual differences.</p> <ul style="list-style-type: none"> <li>• Through our curriculum a lot of emphasis is put on developing children's social skills to prepare them for future years.</li> <li>• We award a weekly 'Kindness Cup' to children who have been extra kind to others.</li> <li>• We celebrate themed weeks linked to friendship e.g. Anti Bullying Week. Random Acts of Kindness Week, Interfaith Week, World Peace Day, Black History Month, Refugee Week.</li> <li>• Unstructured times of the day such as playtime and lunchtimes are well supported by senior leaders, TA's, the school learning mentor, nurture staff and, in addition to this, welfare staff at lunchtimes.</li> <li>• We are currently working towards becoming an Emotionally Friendly School.</li> <li>• We are currently working on becoming a 'School of Sanctuary'.</li> <li>• We have special interventions to encourage and support friendships (including Circle of Friends).</li> <li>• Social skills interventions are offered such as Lego therapy to develop children's skills in this area.</li> <li>• We use Restorative Justice to resolve conflicts between children.</li> </ul>
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## GLOSSARY OF SEN TERMS

	<b>Annual Review</b>	All statements and Education, Health and Care Plans must be reviewed annually (every 6 months for children under 5). The Annual Review ensures that that once a year the parents, the pupil, the Local Authority, the school and all professionals involved consider the progress the pupil has made over the last 12 months, and whether amendments need to be made to the statement or Education, Health and Care Plan.
<b>ADHD/AD D</b>	<b>Attention Deficit Hyperactivity Disorder/Attention Deficit Disorder</b>	ADHD/ADD is a disorder that appears in early childhood. ADHD/ADD makes it difficult for students to hold back their spontaneous responses (responses can involve everything from movement to speech to attentiveness). Students with ADD are not diagnosed as having excessive hyperactive behaviour but display all other symptoms. Children with ADD/ADHD may be: Inattentive, hyperactive, and impulsive (the most common form)

		<ul style="list-style-type: none"> <li>• Inattentive, but not hyperactive or impulsive.</li> <li>• Hyperactive and impulsive, but able to pay attention.</li> </ul>
	<b>Assessment</b>	<p>This involves building a picture of your child's abilities, difficulties, behaviour, their special educational needs and the support required to meet those needs. Assessment is an important part of deciding whether your child's progress rate is as good as is expected. Teachers carry out routine assessments regularly.</p> <p>More specialised assessments may be required if progress is not at an expected rate. This may be carried out by the SENDCo, an Educational Psychologist or an Advisory Teacher.</p> <p>A statutory assessment is a formal procedure which involves the collection of information from as many people as possible who have detailed knowledge about your child. This may lead to the issue of a statement of special educational needs.</p>
<b>ASD</b>	<b>Autistic Spectrum Disorder</b>	<p>Autistic spectrum disorders are characterised by difficulties interacting and communicating. The characteristics of autism can be described as the 'triad of impairment':</p> <ul style="list-style-type: none"> <li>• Socialisation - poor social skills;</li> <li>• Communication - difficulties with speech language and communication;</li> <li>• Imagination - rigid thought and resistance to change.</li> </ul> <p>The commonly used terms 'autism' and 'Asperger syndrome' are autistic spectrum disorders.</p>
	<b>Children and families Officer</b>	<p>A children and families officer ensures all children are able to access and benefit from the best educational opportunities by supporting parents/carers with their individual needs. They promote:-</p> <ul style="list-style-type: none"> <li>• positive links between home, school, local organisations and agencies so that families receive the best care and support available to them.</li> <li>• Improved wellbeing of our children and their families.</li> </ul>
	<b>Clinical Psychologist</b>	<p>Clinical Psychologists help parents and children who are experiencing emotional and/or behavioural difficulties in their home environment.</p>
	<b>Code of Practice</b>	<p>The SEND Code of Practice (often referred to as 'The Code') gives practical guidance on how to identify, assess and support children with special educational needs. All early education settings, state schools and Local Education Authorities must take account of this Code when they are dealing with children who have special educational needs.</p>
	<b>Adapted Curriculum</b>	<p>A curriculum that is specially adapted to meet the special educational needs of all children.</p>
	<b>Dysarthria</b>	<p>Dysarthria is a motor speech disorder. The muscles of the mouth, face and respiratory system may become weak, move slowly or not move at all following a stroke or other brain injury. Dysarthria can also be caused by cerebral palsy and muscular dystrophy. It can cause slurred speech, speaking softly or barely able to whisper, slow rate of speech, rapid rate of speech, drooling or poor control of saliva, chewing and swallowing difficulty.</p>

	<b>Dyscalculia</b>	Children with dyscalculia have difficulty in acquiring mathematical skills. Children may have difficulty understanding simple number concepts, lack an intuitive grasp of numbers and have problems learning number facts and procedures. Dyscalculia is a type of Specific Learning Difficulty (SpLD). See under SpLD below.
	<b>Dysgraphia</b>	Dysgraphia makes the act of writing difficult. It can lead to problems with spelling, poor handwriting and putting thoughts on paper. People with dysgraphia can have trouble organising letters, numbers and words on a line or page. This can result partly from trouble processing what the eye sees (visual-spatial difficulties) or trouble processing and making sense of what the ear hears (language processing difficulties).
	<b>Dyslexia</b>	Children with dyslexia have a marked and persistent difficulty in learning to read, write and spell, despite making good progress in other areas. Areas of difficulty include: working memory, organisation, reading comprehension, handwriting, punctuation, concentration, sequencing words and numbers. Students with dyslexia may also mispronounce common words or reverse letters and sounds in words. Dyslexia is a type of Specific Learning Difficulty (SpLD). See under SpLD below.
	<b>Dyspraxia</b>	A disorder that affects the co-ordination of movement. This can affect co-ordination of the speech organs (oral dyspraxia) or other actions e.g. eating, dressing or writing. Dyspraxia is a type of Specific Learning Difficulty (SpLD). See under SpLD below.
<b>EHCP</b>	<b>Education, Health and Care Plan</b>	<p>From 1<sup>st</sup> September 2014, Education, Health and Care Plans (EHCPs) are be issued instead of statements of SEN. An EHCP is a document that describes a child or young person's special educational, health and social needs, the support they need and the outcomes they would like to achieve.</p> <p>An EHCP can only be issued after a child or young person has gone through an Education Health and Care (EHC) needs assessment.</p> <p>Not all children with special educational needs (SEN) will need an EHCP; lots of children will be supported by schools at SEN Support.</p> <p>EHCPs are for children and young people whose SEN need more help than would normally be provided in their school or setting. At this point an education, health and care needs assessment can be requested.</p> <p>Although the Plan can include Heath and Social Care needs, a child will not get a plan if they only have health or social care needs that do not affect their education.</p> <p>An EHCP has the same statutory protection as a statement but it can be issued at and maintained to any point from birth to the age of 25. The criteria and procedure for securing an EHCP for your child is detailed as part of Salford's Local Offer.</p>

<b>EP</b>	<b>Educational Psychologist</b>	Most, but not all, Educational Psychologists are employed by local authorities (LAs). Their main work is with schools and pre-school settings to provide advice, support and staff training for children with SEN. They may perform assessments of children with SEN and produce a report as part of the statutory assessment.
	<b>Exam Special Arrangements</b>	Special arrangements can be made for pupils who are disadvantaged during exams because of certain difficulties such as dyslexic tendencies. Readers, scribes and or extra time can be arranged, for pupils who meet the exam board criteria, in order that the disadvantage they have can be redressed.
	<b>Exam Special Concessions</b>	Special concessions can be arranged for pupils who qualify for these e.g. the exam paper can be enlarged or written in Braille for pupils with visual difficulties or a scribe can be used if a pupil breaks an arm before the exam etc.
	<b>Governors</b>	Each school has a board of Governors that is responsible to parents, funders and the community for making sure the school provides a good quality education.
<b>HI</b>	<b>Hearing Impairment</b>	Children with a hearing impairment range from those with a mild hearing loss to those who are profoundly deaf. They cover the whole ability range. For educational purposes, children are regarded as having a hearing impairment if they require hearing aids, adaptations to their environment and/or particular teaching strategies in order to access the concepts and language of the curriculum.
	<b>Inclusion</b>	Inclusion is the process by which schools and other establishments change their principles, policies, practices and environments to increase the presence, participation and achievement levels of children with special educational needs and/or a disability.
<b>IEP</b>	<b>Individual Education Plan</b>	An IEP sets out the special help that a child will receive at school or early years setting to meet his or her special educational needs (SEND). It is not a legal requirement for your child to have an IEP but it is good practice for parents and the child to be involved in drawing it up and reviewing it if there is one. An IEP should be reviewed regularly and at least twice a year. If there is no IEP, the school should have another method of recording how it is meeting your child's SEN.
<b>LD</b>	<b>Learning Difficulties</b>	A child has learning difficulties if he or she finds it much harder to learn than most children of the same age.
	<b>Learning Mentors</b>	Learning Mentors work with school pupils and college students to help them address barriers to learning and improve achievement. The work they do depends on the priorities of the school they work in but can include running after-school clubs, anti-bullying programmes or helping young people to revise.
<b>LSA's</b>	<b>Learning Support Assistants</b>	Almost all schools now employ learning support assistants to support whole classes, small groups or individual pupils. Teaching assistants may be called other things, such as teaching assistant (TA) or special support assistant (SSA) particularly if they support a child with special needs.

<b>LEA</b>	<b>Local Education Authority</b>	Each council has an LEA. The LEA is responsible for the education of all children living within the council's area and has some responsibility for all state schools in our area. In Salford, the LEA is combined with the children's social services departments and is known as Children's Services. Children's Services have the same responsibilities for educational provision for children with special educational needs as LEAs.
<b>MLD</b>	<b>Moderate Learning Difficulties</b>	Children with moderate learning difficulties have much greater difficulty than their peers in acquiring basic literacy and numeracy skills and in understanding concepts. They may also have associated speech and language delay, low self-esteem, low levels of concentration and under-developed social skills.
	<b>National Curriculum</b>	This sets out a clear, full and statutory entitlement to learning for all children, setting out what should be taught and setting attainment targets for learning. It also determines how performance will be assessed and reported. The national curriculum is taught in a way that meets the needs of individual children, e.g. setting goals that are achievable.
	<b>National Curriculum Inclusion Statement</b>	A detailed statement within the national curriculum, setting out the principles that schools must follow, to make sure that all children have the chance to succeed.
	<b>Nurture Room</b>	Room where vulnerable pupils can work 1:1 or in small groups, with support, in a nurturing atmosphere to support their well being and social emotional and mental health.
	<b>OFSTED</b>	OFSTED stands for the Office for Standards in Education. OFSTED is the inspectorate for children and learners in England and they oversee the quality of the provision of education and care through inspection and regulation. They inspect childcare providers, schools, colleges, children's services, teacher training and youth work.
<b>PPO</b>	<b>Parent Partnership Officer</b>	Provides impartial advice and information to parents whose children have special educational needs. The service offers neutral and factual support on all aspects of the SEND framework to help parents play an active and informed role in their child's education.
	<b>Personalised Learning</b>	Personalised learning is about tailoring education to meet individual needs, interests and aptitudes to ensure that every pupil achieves and reaches the highest standards possible, no matter what their background or circumstances or level of ability.
	<b>Phonics</b>	A system of teaching reading and spelling that stresses basic symbol-sound relationships and how this works in decoding words.
	<b>Phonological Difficulties</b>	A child with phonological difficulties finds it hard to select and use the correct sounds necessary for speech.
<b>PD</b>	<b>Physical Difficulty</b>	There is a wide range of physical disabilities and pupils cover the whole ability range. Some children are able to access the curriculum and learn effectively without additional educational provision. They have a disability but do not

		<p>have a special educational need. For others, the impact on their education may be severe. In the same way, a medical diagnosis does not necessarily mean that a child has SEN. It depends on the impact the condition has on their educational needs.</p> <p>There are a number of medical conditions associated with physical disability which can impact on mobility. These include cerebral palsy, heart disease, spina bifida and hydrocephalus, muscular dystrophy. Children with physical disabilities may also have sensory impairments, neurological problems or learning difficulties. Some children are mobile but have significant fine motor difficulties which require support.</p>
	<b>Physiotherapists</b>	Physiotherapists see children who have difficulties with movement (e.g.: walking, kicking a ball). The therapist will assess the child's movements and identify what the physical problems are and then devise a treatment plan.
	<b>Responsible Person</b>	The person (either the headteacher/deputy headteacher, chair of the governing body or SEND Governor), who has responsibility for making sure that staff know about a child's special educational needs.
<b>SENDCo</b>	<b>Special Educational Needs Co-Ordinator</b>	A Special Educational Needs Co-ordinator or SENDCo is a teacher who has the responsibility for overseeing the day-to-day SEND provision within his or her school. The SENDCo and your child's teacher/s should work together to plan how his/her needs should be met.
<b>SEND</b>	<b>Special Educational Needs and/or disabilities</b>	A child or young person has special educational needs and disabilities if they have a learning difficulty and/or a disability that means they need special health and education support, we shorten this to SEND. Children with special educational needs have significantly greater difficulty in learning than most children of the same age or have a disability. These children may need extra or different help from that given to other children of the same age. Approximately one fifth of all children may have an SEND at some point in their school career.
	<b>Special Educational Provision</b>	The special help given to children with special educational needs which is additional to or different from the provision generally made for other children of the same age.
	<b>SEN Support</b>	SEN Support is a system in schools to put in place provision to help a child make progress, possibly with support from other services such as the Learning Support Service, Educational Psychologist or Speech and Language Therapist.
<b>SpLD</b>	<b>Specific Learning Difficulties</b>	See Dyslexia, Dyscalculia and Dyspraxia above.
	<b>Special Educational Needs (SEND) Code of Practice</b>	See 'Code of Practice' above.
	<b>Statutory Assessment</b>	This is the legal process for producing an Education, Health and Care Plan (EHCP). Parents, a young person over the age of 16 who is deemed capable and a variety of professionals can request a statutory assessment. Parents and/or the young person themselves if they are deemed capable, must give their permission for this to go ahead. Not all Statutory Assessments result in the issuing of an Education, Health and Care Plan. From September 2014, Statutory Assessment can be carried out at any time between a child's birth and the age of 25, although there will be very few young people undergoing the process for the first time beyond the age of 16.

	<b>Transition</b>	Transition is when a child moves from one setting to another, such as from home to a child-minder, to nursery, to primary school, to secondary school, or from education into adult life. Planning for transition is important if your child has a significant level of need where advance preparations may need to be made in the new setting to ensure it is successful.
<b>VI</b>	<b>Visual Impairment</b>	Vision loss to such a degree that additional support is required. Refers to people with irretrievable sight loss and does not include those whose sight problems can be corrected by spectacles or contact lenses, though it does include those whose sight might be improved by medical intervention. This simple definition covers a wide spectrum of different impairments.