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## **Birchensale Middle School**

### **SEN Information Report September 2017**

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#### **Transition Arrangements:**

We recognise that transitions can be difficult for a child with SEN, and we take steps to ensure that any transition is as smooth as possible.

#### **When your child is transferring from First School to Middle School:**

- the Head of Year 5/Learning Mentor/SENCO will visit the school to meet with the children and their teachers/teaching assistants
- pupils will visit Birchensale and take part in a treasure hunt and other fun activities to help familiarize them with the school
- pupils will attend Birchensale for two transition days along with all their peers
- If your child would be helped by a book/passport to support them in becoming familiar with their new school, then one will be made for them.
- Additional visits can be arranged following the transition days should your child be feeling anxious
- The learning mentor will make home visits during the Summer Holiday for pupils who continue to feel anxious.

#### **When your child is transferring from Middle School to High School:**

- The High School SENCO/Head of Year 9 will meet with SENCO/staff at Birchensale to discuss pupils' needs and share information.
- Pupils will have an opportunity to visit their High School prior to the two main transfer days
- Pupils will attend the two transition days at their High School
- Further visits to high school can be arranged should pupils continue to feel anxious.

#### **If your child is joining us from another school:**

- The SENCO/Learning Mentor/Head of Year may visit the school or have a telephone conversation to discuss your child's needs and how they can best be supported when they join the school.
- If your child would be helped by a book/passport to support them in becoming familiar with their new school, then one will be made for them.
- Your child will be able to visit our school and stay for a taster session, if this is appropriate.

**If your child is moving to another school:**

- We will contact the school SENCO and ensure he/she knows about any special arrangements or support that need to be made for your child. Where possible, a planning meeting will take place with the SENCO from the new school.
- We will make sure that all records about your child are passed on as soon as possible.
- If your child would be helped by a book/passport to support them in moving on, then one will be made for them.

**When moving classes in school:**

- 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. IPMs will be shared with the new teacher.
- If your child would be helped by a book/passport to support them in understand moving on, and then one will be made for them.