

St Stephen Churchtown Academy

Our 'Local Offer' for the inclusion of all students including those with Special Educational Needs and Disability (SEND)

Date 17.07.18

St Stephen Churchtown is a school which endeavours to provide inclusive learning for all pupils, including those with Special Educational Needs and Disabilities (SEND). All our children can enjoy and participate in a broad and exciting curriculum with additional extra-curricular activities such as trips and after school clubs available to engage their interest and develop their social, academic and physical skills. Differentiation enables all children to access learning at the level that meets their needs and allows them to achieve their full potential.

Link to Special Educational
Needs Policy
[SEN Policy](#)

Link to Equality and Diversity
Policy
[Equality and Diversity Policy](#)

Link to Accessibility Plan
[Accessibility Plan](#)




Name of the Special Educational Needs/Disabilities Coordinator: Joanne Ellis

Name of the Learning Support Co-ordinator: Rachel Geach




Head Teacher Mr Simon Welch

The levels of support and provision offered by our school

1. Listening to and responding to children and young people


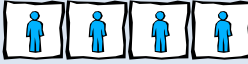

Whole school approaches The universal offer to all children and YP. 	Additional, targeted support and provision 	Specialist, individualised support and provision 
<ul style="list-style-type: none"> • The views of all children are listened to and valued. • Children’s opinions are voiced to the school through <ul style="list-style-type: none"> ➢ pupil premium and SEN questionnaires ➢ the school council ➢ school suggestion box ➢ pupil interviews ➢ class discussions • Children’s achievement both in and out of school are celebrated and shared through assemblies and displays. • Safeguarding and SEND concerns are discussed at staff meetings and briefings. 	<ul style="list-style-type: none"> • SEND children are encouraged to be involved with any feedback groups. • SEND children contribute their ideas to reviews. • SEND children are given additional support through differentiated planning, supportive resources and adult guided group work. 	Individualised support is responsive to children’s views through: <ul style="list-style-type: none"> • Children are asked their opinions and these are included in Annual reviews, TAC meetings and when writing Learning Passports. • Targets for learning passports and progress made are planned and discussed with pupils. • The children are encouraged to talk with the SENDco. • Support staff are available to advise and help children at all times. • At annual reviews, children’s’ views are an integral part of Team around the Child (TAC) meetings.

2. Partnership with parents and carers

<p>Whole school approaches The universal offer to all children and YP</p> 	<p>Additional, targeted support and provision</p> 	<p>• Specialist, individualised support and provision</p> 
<ul style="list-style-type: none"> • The school works in partnership with all parents and carers. • The parents and carers of all students are invited to parent meetings. • Children’s progress and targets are shared with parents. • Parents have the opportunity to meet with our Parent Support Advisor. • Parents and carers are made aware of who to contact if they have any concerns. <ol style="list-style-type: none"> 1) Class Teacher 2) SENDCO 3) Head Teacher • Newsletters, social media, the school website and texts keep parents and carers informed about what children are learning, school events and dates. • Through our behaviour Policy Letters are sent home to inform Parents’ of children’s good behaviour and also of inappropriate behaviour which needs a coordinated approach. • Where necessary parents are given support to access multi-agency support. • Early years reading and maths 	<ul style="list-style-type: none"> • Children have the opportunity to be involved in extra- curricular clubs and activities. • Parent meetings, differentiated homework, differentiated spellings, reading tasks and records involve parents in supporting their child’s progress. • The Head teacher, Class teachers, PSA and the SENDco are happy to arrange appointments to update parents and listen to parental concerns. • Parents are encouraged to contact school at any time to address any concerns. • Parents are informed the minute school has concerns about a child’s learning needs and are involved and informed about what strategies are being put in place to support their child. • Parental coffee mornings are held as information sharing and networking opportunities. 	<ul style="list-style-type: none"> • Parent and carers are actively invited to discuss and attend TAC, Learning Passport and Annual review meetings. • Parents and carers views are an integral part of review meetings. • Advocacy is available to ensure parent views are taken into consideration. • Documentation is available for parents and carers to read in a format accessible to them. • Support is available to discuss and explain paperwork. • The SENDco is available to discuss issues concerning children with SEND. • Home school books are provided for children when necessary. • The SENDCO liaises with other agencies and ensures parents are involved in this process and have any additional support they need. • The SENDCO and PSA support parents with issues at home and signposting where additional help is available. • Children with behavioural difficulties




workshops take place in the Autumn Term.		have individual plans and reward systems and these are shared with parents. <ul style="list-style-type: none"> • ASD coffee mornings termly to support our families with ASD.
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3. The curriculum

Whole school approaches. The universal offer to all children and YP 	Additional, targeted support and provision 	Specialist, individualised support and provision 
<ul style="list-style-type: none"> • The curriculum is designed to ensure the inclusion of all students. • All children have access to the curriculum. • Extra-curricular activities are actively encouraged and provision made to attend out of school activity opportunities. • Pupil progress is monitored half termly. • All children have access to resources to support their learning. • Writing frames are used to support learning. 	<ul style="list-style-type: none"> • Intervention work is focused on specific areas of need. The progress of children in intervention schemes reviewed regularly. Interventions are evaluated and continued, adapted or discontinued as appropriate. • Our intervention schemes include: <ul style="list-style-type: none"> ➢ Teacher/TA support in Literacy, Numeracy, social skills and behaviour for learning. ➢ Nessy ➢ FFT ➢ Rapid Phonics ➢ FunFit ➢ Lifeskills ➢ TIS • Small group peer mentoring takes place to develop children's confidence and aspirations. • Assessments including dyslexia testing are used to identify pupils who 	<ul style="list-style-type: none"> • Specific, directed planning will support children where it is not possible for them to access classwork. The planning will be linked to class work but adapted to the level of individual needs to allow progress. • Some children who have more complex and severe barriers to learning may have an adult working 1:1 with them. • Some children with specific needs may have Draw and Talk therapy or TIS. • Some children with specific needs may have individual peer mentoring. • Some children will have individual behaviour plans to address their needs. • Our Inclusion policy ensures SEND children are an integral part of our approach to learning.




need specific interventions.

4. Teaching and learning

Whole school approaches The universal offer to all children and YP 	Additional, targeted support and provision 	Specialist, individualised support and provision 
<ul style="list-style-type: none"> • Lessons are planned and differentiated to meet the needs of all students. Lessons include Visual, Auditory and Kinaesthetic teaching to support different learning styles. • Lesson objectives and success criteria are displayed and explained to all children so they know what they are leaning and what they need to do. • Teacher feedback is specific and incudes what the pupil has done well and how to improve their work. • Marking ladders and success criteria are used. • Verbal and written feedback are used with children. • Children are given Time for Improvement and Challenge which allows them to address teacher's requests and marking. • Children are encouraged to take responsibility and pride in their work through Non-negotiables and peer-marking. • Children are rewarded with stickers and smileys for good learning behaviour. 	<ul style="list-style-type: none"> • Independent work is supported with technology including <ul style="list-style-type: none"> ➢ Interactive whiteboards ➢ IPads ➢ Laptops • Readers and scribes are put in place to support children in test situations. • TA support is targeted towards specific groups. • Class teachers and TA's share information and lesson plans to ensure that pupils with SEND have targeted support and provision. 	<ul style="list-style-type: none"> • Personalised and differentiated work focussing on specific learning styles is provided, enabling children to work independently, whenever possible. • 1:1 supported is provided if needed for short intensive support sessions. • 1:1 support for more intensive support e.g. for those with physical difficulties, sensory difficulties, speech and language, visual impairment and if they have a statement/EHCP. • Specialist support and advice is available from external agencies such as: <ul style="list-style-type: none"> ➢ Educational Psychologists ➢ Physiotherapists ➢ Occupational Therapists ➢ Autistic Spectrum Support Team. ➢ Cognition and Learning Service ➢ Visual and Auditory Specialist. ➢ Early Support Team ➢ Speech and Language Therapists




<ul style="list-style-type: none"> • Children are given responsibilities within class and school to develop their engagement with the school community and independence. • Good quality training and CPD for all staff. 		
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5. Self-help skills and independence

Whole school approaches The universal offer to all children and YP 	Additional, targeted support and provision 	Specialist, individualised support and provision 
<ul style="list-style-type: none"> • Teachers plan for and encourage independent learning. • Children are given roles within the classroom and within school to encourage citizenship and independence. • Children are taught strategies to develop independence for life skills and academic work. • Children are encouraged to access resources needed for learning. • Children are taught social and problem solving skills throughout the curriculum and in PSHE lessons. • Teachers and TAs ensure children are confident in what needs to be done before beginning independent work. • Teachers talk through homework tasks 	<ul style="list-style-type: none"> • Laptops and iPads are available to support children who need to alternative methods of recording. • Life skills group for children identified with need to develop independence further. • Funfit group to support self-help skills. • Individual visual supports to develop independence in key areas of self-help. • Teachers and TAs use resources, questioning, visual supports, concrete resources and verbal prompts to develop independent working skills. 	<ul style="list-style-type: none"> • TAs working with individual children encourage the students to be as independent as possible. • ICT is used to record children's work. • Resources provided by Physiotherapy and Occupational Therapy are used to develop children's independence. • Some children may be allocated resources which enable them to have 'dual occupation' whilst listening such as fiddle toys. • Some children may have sensory resources which they have access to when needed. • Provision is made to allow children to access out of school activities.




<p>with children so that the children are confident about what they need to do.</p> <ul style="list-style-type: none"> • Children are taught throughout the school to take responsibility for entering into class and putting away their reading folders and coats, changing independently for PE, taking care of possessions and keeping their classrooms tidy. 		
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6. Health, wellbeing and emotional support

<p>Whole school approaches The universal offer to all children and YP</p> 	<p>Additional, targeted support and provision</p> 	<p>Specialist, individualised support and provision</p> 
<ul style="list-style-type: none"> • PSHE curriculum is delivered to all children. • Science and PE curriculum include healthy eating, looking after our teeth and how exercise effects the body. • Themed assemblies are used to promote awareness of important issues. • Any emotional issues, disagreements or bullying are dealt with by staff immediately and reported to class teachers. • Additional lessons are included if specific issues have arisen. • Healthy eating information boards in the dinner hall. 	<ul style="list-style-type: none"> • All adults are happy to provide pastoral care to any of our children who ask for help including: <ul style="list-style-type: none"> ➢ Teaching Assistants ➢ Teachers ➢ SENDCO • Vulnerable children are partnered with 'mentors'. • Extracurricular sports activities and out of school competitions and events are actively encouraged to increase students' health and well-being. • Children may have group intervention for social skills and anger management. 	<ul style="list-style-type: none"> • Team Around the Child meetings and reviews are supported by a range of agencies. • As needed additional support is requested from: <ul style="list-style-type: none"> ➢ CAMHs (Children and Adolescent Mental Health Service) ➢ Dreadnaughts ➢ Penhaligons' Friends ➢ School Nurses ➢ CLEAR ➢ Educational Psychologists ➢ Health visitors ➢ Speech and Language ➢ Physiotherapists




<ul style="list-style-type: none"> • School nurse termly drop in sessions. • Teachers, TAs and the SENDCO help the children to understand both their own feelings and those of others. 	<ul style="list-style-type: none"> • EYFS and KS1 have free fruit provided and milk is provided for EYFS. • Reception and KS1 have access to free school lunches to provide a nutritious, warm meal daily. • Brighter smiles team work alongside the EYFS for dental health. • Reception and Year 6 children have heights and weights monitored. • Reception children have sight screening. • Year 1 children have hearing screening. • School nurse attends coffee mornings to provide additional information and support where needed. • A term of swimming for all KS2 classes is provided. 	<ul style="list-style-type: none"> • As needed children access individual mentoring. • As needed children may have access to Draw and Talk, TIS and Circle of Friends therapy. • Health Care Plans are created to support children's medical and physical needs. • Support and monitoring is provided for children with eating and toileting difficulties. • Horse riding and swimming take place regularly.
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7. Social Interaction opportunities

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<ul style="list-style-type: none"> • All children have opportunities for social interaction in class and on the playground. • As well as regular group work in class, there are many opportunities to work in year groups, key stage groups and whole school activities. • Our school council represent the 	<ul style="list-style-type: none"> • Funfit also support social skills and interaction. • Small group TIS intervention. • KS2 Aspire Games days bring opportunities for inter-school relations. • The Big Sing for KS2 provides opportunities to interact with the local secondary school. 	<ul style="list-style-type: none"> • TA's working with individual students support development of social skills and may deliver specific programmes. • Some children may have individual Mentoring. • Hydrotherapy weekly for 30 weeks of the year. • RDA fortnightly throughout the year.

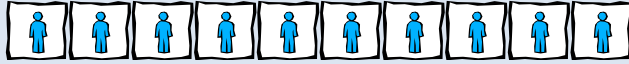


<p>children in meetings and are involved in meeting.</p> <ul style="list-style-type: none"> • School trips are run to enhance curriculum needs. • There are annual residential trips for years three to six. • Annual year two overnight stay. • Children are actively encouraged to participate in after school clubs and we celebrate achievements in out of school activities through assemblies and our newsletter. 	<ul style="list-style-type: none"> • Lego Therapy • Circle of Friends 	<ul style="list-style-type: none"> • Lego Therapy
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8. The physical environment (accessibility, safety and positive learning environment).

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<ul style="list-style-type: none"> • All areas of the school are accessible to everyone including children with SEND. • Children are in an environment where they feel safe and where bullying is minimal and dealt with promptly and effectively. • There are named Designated Safeguarding Leads: <ul style="list-style-type: none"> ➢ Mr Simon Welch ➢ Mrs Lisa James (Deputy DSL) ➢ Mrs Charlotte Smith (Deputy DSL) • All areas of the school provide a positive learning environment. 	<ul style="list-style-type: none"> • Children have quiet safe areas and are encouraged to use them to calm down. • Resources are made available to support learning and inspire confidence. • Key staff are team teach trained. • Support bars are fitted in toilets where required. • Year 5 and 6 are taught Cycle wise skills. 	<ul style="list-style-type: none"> • Specialist equipment and IT resources in classrooms enable children to be as independent as they can whenever possible. • 1:1 support is provided for all children where needed, including those with an EHCP, to ensure they can access all aspects of the curriculum. • Changing facilities, 2 adapted toilets and ceiling hoists are in place to support children who have more

<ul style="list-style-type: none"> • The rewards and sanctions system is maintained across the whole school reflecting the school rules and expected behaviour. • Teachers focus on positive rewards for good behaviour, with stickers, smileys and certificates being awarded for good behaviour. • There are trained First Aiders on site at all times to deal with accidents when required. • All EYFS staff are Paediatric First Aid trained. • All children are taught about personal safety such as road safety, Fire safety, E safety and how to call emergency services. 		<p>complex needs.</p> <ul style="list-style-type: none"> • Children with specific needs have access to sloped writing desks and chairs which support posture. • Diabetic trained staff work within areas of the school where needed. • Epilepsy trained staff work within areas of the school where needed.
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9. Transition from year to year and setting to setting

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<ul style="list-style-type: none"> • We have strong links with our key Secondary School. • Children visit their new classes at the end of the Summer term to meet their new teacher and work with their new classmates. • The Nursery and Foundation Stage work closely together. • Transition days are held for Nursery children and their Parents in the Summer 	<ul style="list-style-type: none"> • 1:1 TAs and Class TAs work with vulnerable children to make a transition book and visit new classes and new teachers individually throughout the Summer Term. • New children and their parents are welcome to visit the school for a tour prior to joining the school. • Transition coffee mornings held for Reception and Year 6 parents to 	<ul style="list-style-type: none"> • The SENDCO of the new school will be invited to the Annual Review or EHCP transfer meeting for year 6 children. • The SENDCO will support and advise parents about the transition process. • Additional transition sessions are held for those that need it and parents are welcome to be involved.

<p>Term.</p> <ul style="list-style-type: none"> Transition meetings are held between teachers and external nurseries to discuss any issues that may arise. 	<p>engage with relevant staff and discuss key issues.</p> <ul style="list-style-type: none"> Information to and from external settings shared with SENDco. TAs work closely with children with SEND prior to and during times of transition. Meeting held between Brannel SENDco and our SENDco to share information on all SEND pupils. PSA provides transition support for parents where required. 	<ul style="list-style-type: none"> Children with SEND may have extra visits to their new school in year 6. ASD champion runs meetings with parents and Brannel ASD champion.
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10. Services and organisations that we work with:

Service/organisation	What they do in brief	Contact details
Speech and Language Therapists	Support children with communication difficulties.	01872 221400 childrens.services@nhs.uk
Autistic Spectrum Team	Support children with Autistic Spectrum Disorder	Katie Frampton Autism Spectrum Advisor 01726 223356
Cognition and Learning Team	Give advice for children who have specific barriers relating to reading and writing.	01579 341268
Educational Psychologist - Steve Apted	Assess and give advice for children who have barriers to learning.	Through School 01726 822568
Early Support Team	Provide coordinating support for children who have multiple areas of physical and educational need.	Early Support Co-ordinator - Nathan Wilce Tel: 01209 615650 nawilce@cornwall.gov.uk
Early Help Hub	They provide support, advice and signposting	01872 322277

	to relevant support services for parents and schools.	
Hearing Support Services	Support children with hearing difficulties.	01726 61004
Vision Support Service	Support children with visual difficulties.	Theresa Maunder Professional Lead Vision Support tmaunder@cornwall.gov.uk
Child and Adolescent Mental Health Services (CAHMs)	Support children with mental health problems	01872 221400 childrens.services@nhs.uk
School Nurses	Support children with a range of physical, mental and behavioural needs.	01872 221400 childrens.services@nhs.uk
SEN Assessment and Provision Team	Conducts assessment for statements and EHCP and reviews and monitors implementation.	01872 322417
Family Information Service	Supports families across Cornwall with free, impartial information and advice.	0800 5878191

11. Pupil progress

Children with SEND have learning passports with specific, achievable targets to support their progress. The learning passports show what support is being put in place to enable the children to achieve their targets. These are shared with parents and pupils. Progress towards the targets is monitored closely and recorded. Parents are invited to review meetings where progress is discussed and they are involved in setting the next targets. Learning Passports are reviewed termly with parents. Any parent can request a meeting with the class teacher, the SENDCO or the Head Teacher. All children's progress is monitored closely and regularly and any concerns with progress are discussed with the Head Teacher and the SENDco.

12. How we know how good our SEN provision is

The school's Ofsted report is available on the website. But by attending meetings parents will be aware of how their children are progressing and their targets.

13. If you wish to complain

The first point of contact for concerns should be the class teacher. If you feel that there are still concerns or questions unresolved then contact the SENDco or Head Teacher to arrange a meeting.

Cornwall's Local Offer can be found on The Cornwall Family Information Services (FIS) website:

<http://cornwall.childrenservicedirectory.org.uk>

Answers to Frequently asked Questions

1 How does your school know if a pupil needs extra help?

All class teachers regularly monitor the progress of the children in their class. In addition, termly reviews and data scrutiny highlight any concerns. The SENDCO regularly discusses with teachers and closely monitors any children whose progress or behaviour may be causing concern.

2. What should I do if I think my child may have special educational needs?

Our open door policy encourages parents to chat with their child's class teacher after school. Appointments can be made at any time to see the SENDCO who is happy to listen and discuss how we can help.

4. Who is responsible for the progress and success of my child in school?

Class teachers are responsible for the children in their class. However, all staff will work in partnership with the children and their parents to help the children achieve their full potential.

4. How is the curriculum matched to my child's needs?

An exciting, balanced curriculum is adapted each lesson to include all children and their learning styles.

5. How do school staff support me/my child?

Teachers plan appropriate support for groups and individuals as needed. The SENDCO may provide additional intervention to support groups with specific needs. All staff are happy to talk to parents about their children's targets and how they can support their child's progress at home.

6. How will I, and my child, know how well they are doing?

In the Autumn and Spring Term you will be invited to a parents' open event to discuss your child's progress. Children with SEND will have an additional parent teacher meeting in the Summer Term. All children will receive a report on their progress in the Summer Term. In addition, the teachers and SENDCO are happy to meet with you at any time to discuss your child's progress. Parents of SEND children will have a termly meeting with class teachers to discuss targets being set.

7. How do I know that my child is safe in school?

All staff, including volunteers are CRB/DBs checked and we follow our safeguarding policy to protect the children. The school site has up to date health and safety risk assessments.

8 What specialist services and expertise are available or accessed by your school?

Please see the list on page 11

9 What SEND training have the staff at school had or having?

Each term a minimum of one staff meeting is spent supporting teachers in provision for children in their class with SEND. Teachers and TAs also have many training opportunities to address specific barriers to learning.

10. How will my child be included in activities outside the classroom including school trips?

Activities are planned with an awareness of the needs of all the children in the group and appropriate risk assessments made and appropriate adjustments are made to ensure inclusion.

11. How will school prepare and support me/my child through the transition from key stage to key stage and beyond?

Children are introduced to transition by transition visits and books. TA support and additional visits are arranged as necessary.

12. How are the school's resources allocated and matched to pupils' special educational needs?

The school receives funding to deliver education to all the children. Where additional support is necessary, resources are provided where possible. If a child has profound and multiple needs the school can apply for top up funding, via an Education Health Care Plan from the Provision and Assessment Team.

13 How is the decision made about what type and how much support my child receives?

All children's progress is closely monitored and where concerns are highlighted, appropriate support is put into place, reviewed and evaluated regularly.

14. Who can I contact for further information?

Please contact the school office who can direct you to our Head teacher, a senior leader, the SENDCO or class teacher as appropriate.

15 What should I do if I feel the Local Offer is not being delivered or is not meeting my child's needs?

Our open door policy is there for you to come and discuss any concerns you may have.

16 How is your Local Offer reviewed?

Our local offer is a working document which will be updated as changes occur. In addition, it will be reviewed annually.

If you have any concerns regarding this local offer, please contact:

Mrs Joanne Ellis SENDCO
Mr Simon Welch Head Teacher

Mrs Rachel Geach Learning support co-ordinator