



St Matthew's Primary School's Local Offer

1. How does the school know if children/ young people need extra help and what should I do if I think my child may have special educational needs?

- All pupils are rigorously tracked in literacy and numeracy. If there are concerns about progress or if any child needs extra support then this is identified early and acted upon. This may mean small group intervention or individual support. These interventions may be daily or two or three times a week and will vary from ten minutes to approximately forty minutes, depending on the intervention. Teachers, along with the assessment co-ordinator, monitor the success of these interventions, judging their effectiveness by the impact on pupil's progress.
- If your child is new to our school then progress will be discussed with the previous school or nursery.
- If you think your child has special needs and this has not already been identified by the school, then an appointment can be made to see the class teacher, the Inclusion manager, Mrs Rawnsley or Headteacher, Mrs Loftus, and your child's needs can then be discussed.

2. How will school staff support my child?

- The school Inclusion Manager will keep in touch with all class teachers, Teaching Assistants, Learning Support Assistants, Education Support Assistants and Curriculum Leaders to ensure that your child's needs are met and targets in their Pupil Profile are reviewed. The frequency of the support your child receives will depend on their level of need.
- The Inclusion Manger will involve you in all support plans for your child. School staff will measure the impact of the support given to your child and the progress your child is making.

3. How will the curriculum be matched to my child's needs?

- The school recognises that children are at different levels in their learning and learn in different ways. To support all children the school delivers the curriculum in different ways. We offer small group support and individual support when needed.
- If your child has been identified as having special needs we closely monitor progress using Pupil Profiles. All parents are invited to

contribute to their child's Pupil Profile and we will keep you informed of any progress that is made in meeting the targets in the plan.

4. What support will there be for my child's overall well being?

- The school will keep in close contact with you about your child's overall wellbeing. We use Circle Time to ensure that all children are listened to and we have a School Council for children to share their views and ideas.
- We are in close contact with the school nurse and parents can ask for an appointment. We have named staff who are trained to administer any medicines your child may need.

5. What specialist services and expertise are available at or accessed by the school?

- The school can access specialist support from Special Schools for children with Social, Emotional and Behavioural Difficulties, children with Learning Difficulties and Children with a diagnosis of Autistic Spectrum Disorder.
- The school receives support from the Educational Psychology Service and SENISS (Special Educational Needs Inclusion Support Service).
- The school employs a counsellor/play therapist to support children with social, emotional and behavioural difficulties. The school will liaise with you if we feel that this intervention would be beneficial to your child.
- The school employs a speech therapist one day per week to work with children who have been identified as having a speech and language difficulty or who may benefit from working in a social skills group.
- We can make referrals, with your consent, to many specialist services including CAMHS (Child and Adolescent Mental Health Service) and SLT (Speech and Language Therapy Service)
- School staff are trained in a variety of specialist areas and can access the expertise of teachers from other schools in their Primary Consortia.

6. What training do the staff supporting children and young people with SEND receive?

- The Inclusion Manager attends Local Authority Briefings to keep up to date with any legislative changes in SEN.
- The Inclusion Manager and support staff can access training through their primary Consortia.

- All staff in the school receive training to meet the needs of all the children attending the school at any point in time. This may include Dyslexia Training, Autistic Spectrum Disorder awareness training, Visual Literacy etc.

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

- Where possible, provision will be made for all pupils to access all areas of the curriculum including extra-curricular activities. We will always contact you before a planned activity if we think your child may require additional support to meet required health and safety standards. This may involve a specific risk assessment to identify any additional support needs your child may have to ensure full participation.

8. How accessible is the school?

St Matthew's Primary School is a 2 storey building. Key Stage 1 occupy the ground floor and adaptations have been made to ensure that there are no steps for the children to negotiate. Key Stage 2 occupy the first floor. By September 2016, a lift will have been installed to support children who may need to access the upper floor.

9. How will the school support my child to join the school and how will the school support my child in transferring to the next stage of education?

- You will be invited to look around the school and meet senior staff. Your child will also be invited to visit and stay for a short session before starting school.
- We will contact any early years settings, or other schools your child has attended to gather information about their needs.
- We will contact any specialist services that support your child and ask you to invite them to a Team Around the Child meeting at school to ensure that we are working in partnership to achieve the best outcomes for your child.
- We support pupils moving to new settings and Key Stages by making opportunities available to them to attend the new setting for discreet activities, assemblies and playtimes.
- We develop a transition plan in partnership with you, your child, the new setting and specialist staff supporting your child to ensure that they enjoy a smooth transition.

10. How are the school's resources allocated and matched to a child's or young person's special needs?

- The school's SEN budget is allocated to meet the needs of the children on the SEN Register.

- The progress and attainment of all children is tracked and resources are allocated according to need.
- The SEN budget is used to ensure that school staff are qualified and trained to support your child and to purchase specialist help if needed. For example, we purchase a Service Level Agreement with SENISS to support children who have specific learning difficulties.
- We also use the budget to ensure that children's individual needs are met from specific interventions and programmes, where appropriate.

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

- In school we adopt a graduated response to meeting need. This means we record concerns about a pupil at pupil profile meetings and determine a timescale for a classroom based intervention and expected outcome.
- We will consult with you on progress and if expected outcomes are not met agree a timescale for withdrawal from class to a small group intervention.
- We will review with you the impact of interventions and if appropriate access further support from outreach services at the Primary Consortia.
- We will always plan your child's support with you, review progress and try to meet needs within our own resources.
- If your child requires additional specialist support we will discuss with you the pathways to more specialist support/provision.

12. How are parents involved in the school? How can I be involved?

- We invite specialist agencies into school to talk to you about how they can support you and your child.
- We hold regular parents evenings for you to talk to your child's teachers about their progress.
- We are happy to offer individual appointments to discuss specific issues with you about your child's progress.
- We invite parents to help out with school trips.
- We have an open door policy, parents are welcome to make an appointment to speak to a member of staff if they have an issue of concern. The Inclusion Manager's timetable is very flexible to accommodate meeting with parents.
- We have a PTA with regular fund raising events.

13. Who can I contact for further information?

If you require more information about our school please go to our school website: www.stmatthewsprimaryschool.co.uk.

If you would like to talk to a member of staff please contact your child's teacher, the Inclusion Manager, Mrs Rawnsley, the Head Teacher, Mrs Loftus or the Pastoral Care Manager, Mrs Grier.

The Local Offer can be found in the Family Services Directory on the city council website: www.liverpool.gov.uk