



## **SEN and Disability**

### **Local Offer: Primary Settings**

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: Moor Nook Community School

School Number: 06016

<b>School/Academy Name and Address</b>	Moor Nook Community School, Ribbleton Hall Drive, Preston, Lancashire, PR2 6EE		<b>Telephone Number</b>	01772 796009
			<b>Website Address</b>	www.moornook.co.uk
<b>Does the school specialise in meeting the needs of children with a particular type of SEN?</b>	<b>No</b>	<b>Yes</b>	<b>If yes, please give details:</b>	
	No			
<b>What age range of pupils does the school cater for?</b>	Ages 3 to 11			
<b>Name and contact details of your school's SENCO</b>	Andrea Jaeger (See address & telephone number above)			

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your school/academy.

<b>Name of Person/Job Title</b>	Andrea Jaeger		
<b>Contact telephone number</b>	01772 796009	<b>Email</b>	senco@moornook.lancs.sch.uk

## Accessibility and Inclusion

### What the school provides:

Moor Nook's School buildings are well designed to meet the needs of all pupils:

- There are 5 classrooms on the ground floor and use of these classrooms can be rotated to meet pupils' needs.
- All public-access rooms, including front and back entrances, toilets, library, dining room and hall are on the ground floor, with no steps.
- A disabled toilet was installed in 2007 and the school has a changing facility, with an upstairs disabled toilet also added in 2015.
- There is a lift to enable access from the ground floor to the first floor, and vice versa.
- The school has a showering facility on the ground floor.
- Disabled access and parking is available in the visitor's car park, with a ramp from the playground.
- There is a temporary ramp to access the school field, when needed.
- Blinds are on the majority of windows to reduce glare and all areas are carpeted to reduce noise.
- Lighting and paint colour on the lower corridor improved to assist accessibility.
- Outdoor covered play area in the Foundation Stage, alongside a selection of outdoor activities and equipment, which were added in 2017.
- Furniture is modern and of a suitable height appropriate to the age group of children being taught in that classroom.
- The school has a range of Computing (ICT) technologies including IPADs, headphones, laptops, computers and interactive whiteboards installed in every classroom.
- There is a sensory room.
- There is a canopy to provide a shaded area for pupils at break and lunch times.
- On the playground, there is a range of children's outdoor activities equipment for supervised use at lunch and break times. This was added in the year 2018-2019.

## Teaching and Learning

### What the school provides:

Moor Nook Community School provides a range of Teaching and Learning Support:

- Early identification is vital and outside agencies can help advise on the provision of intervention strategies and resources.
- The class teacher raises concerns with the SENCO and then informs the parents at the earliest opportunity to alert them to their concerns and enlist their active help and participation.

- The Senior Leadership Team, Class Teacher and the SENCO assess and monitor the children's progress in line with existing school practices.
- Class Teachers provide an appropriate programme of intervention and support. This may be via an Individual Education Plan (IEP) or Individual Behaviour Plan (IBP). In the Foundation Stage, this is called a Targeted Learning Plan.
- In the case of children with HI, VI, ASD or medical needs, specialist support, such as the Lancashire Inclusion Service or NHS Specialists (School Nurse, Speech Therapist, Physiotherapist etc.), provide advice about equipment, training, teaching and learning.
- When sitting examinations, children with SEND can be supported 1:1, have timed breaks, be granted additional time, sit exams in a quiet setting or in a small group, to aid concentration. Guidance for this will be sourced from the Standards & Testing Agency for the current year.
- The SEND Provision Map records the type of intervention a pupil is receiving and the progress the child is making.
- In addition, school tracking systems monitor pupils' progress throughout each key stage.
- A purchased Tracker System is also used to track progress and provides data about key groups of pupils e.g. SEND, Pupil Premium etc.
- In the Foundation Stage, Key Stage 1 and Key Stage 2, Teaching Assistants support pupils in and outside the classroom.
- Children may be withdrawn for various programmes such as Phonics Support, Numeracy Wave 2 and Lancashire Reading Partners.
- Teaching Assistant support is planned on a circular programme so that a pupil does not miss the same lesson, core subjects or their favourite subjects.
- The school has a Learning Mentor who works with children having emotional or behavioural difficulties to develop skills such as positive attitudes to themselves, building relationships with others and personal safety.
- The Learning Mentor can work with both children and families, plus the school can also offer individual pupils counselling and play therapy, when appropriate.
- For further information regarding identification and assessment processes at Moor Nook Community School please see the SEND Policy.

## Reviewing and Evaluating Outcomes

### What the school provides:

The school follows the Lancashire Guidelines for Annual Review Meetings for children with **Education, Health and Care (EHC) Plans**:

- The school operates an Open-Door policy with regards to any concerns a parent may have – parents can make appointments before or after school, and in some cases during the school day.
- Parents contribute and take an active part in Annual Reviews and receive copies of all relevant paperwork concerning their child.
- Pupils are also asked to make a contribution to the review.
- All outside agencies are invited to attend the review and their reports are shared with all parties, including staff and parents.

- IEPs are produced termly or half termly, depending on the circumstance and pupil.
- When liaising with professionals, the school maintains a chronology of who has visited the pupil and support/advice that has been shared with them, using the C-POMS system.
- In the Foundation Stage a Key Worker is available to liaise with parents or a home-school diary can be implemented.

For children with other **SEN Support** needs:

- The school operates an Open-Door policy with regards to any concerns a parent may have – parents can make appointments before or after school, and in some cases during the school day.
- Pupils' progress is monitored throughout the school using the school's tracking arrangements.
- Pupils with SEND are also monitored on the Provision Map.
- IEPs are produced termly or half termly depending on the circumstance and pupil.
- When liaising with professionals the school maintains a chronology of who has visited the pupil and support/advice that has been shared with them, using the C-POMS system.
- In the Foundation Stage a Key Worker is available to liaise with parents.

For **all pupils** at Moor Nook Community School:

- The school operates an Open-Door policy with regards to any concerns a parent may have – parents can make appointments before or after school, and in some cases during the school day.
- Parents are also invited to attend a Parent's Evening, each term, to discuss the effectiveness of provision and their children's progress in all aspects of the Curriculum.
- A Pupil Progress Meeting is held each term with the Class Teacher and SLT to discuss the effective use of resources and interventions to support all pupils in making progress.

## Keeping Children Safe

### What the school provides:

Keeping Children Safe is a fundamental part of Moor Nook Community School's day:

- The Head Teacher and Health & Safety Representative (Mrs. Lowe) carry out Risk Assessments where and when necessary.
- Pupils in Foundation Stage are dropped off and collected at the classroom entrance. Children will only be handed over to an adult, who has permission to collect the pupil.
- Pupils in Key Stage 1 and 2 are encouraged to enter the school playground from 8:45am, where two members of school staff are on duty, and enter the school

independently from 8:50.

- Pupils who attend the before school Breakfast Club are in the school's care from 8:30am and will join the children on the playground at 8:45am.
- Pupils in Key Stage 1 and 2 exit through different areas and are handed over to an adult who has permission to collect the pupil. In Key Stage 2, children can walk home independently, with permission from a parent/ carer.
- There are parking areas by the school for pick up and drop off points, but parents/carers are encouraged to collect their children from the correct entrance.
- At least three members of staff supervise each lunch break.
- Welfare Staff and the Learning Mentor supervise children in the play areas at lunch times, with support from the Senior Leadership Team.
- Teaching Assistants offer support via a Computer Club, at lunchtime.
- When planning and implementing school trips, the Visit Leader is responsible for the relevant Risk Assessments, the Educational Visits Co-ordinator (EVC – Mr Blackburn) and Head Teacher (Ms. Clough) monitor these.
- Parents can access the Anti-Bullying Policy on the school website or request a copy from the school's secretary.

## **Health (including Emotional Health and Wellbeing)**

### **What the school provides:**

The Safe Keeping and Administration of medication:

- Only medicines prescribed by a doctor will be administered.
- Short-term medicines e.g. antibiotics or medicine on general sale, will not be administered by staff at Moor Nook.
- "When needed" medication will not be administered by Moor Nook staff - with the exception of Asthma or an EpiPen.
- Medicines must be dispensed from the labelled container, or, in the case of medicines, should be measured from a measuring cup or spoon.
- All medicines will be secured in a lockable cupboard, inside the Deputy Head's Office or when needing refrigeration, will be kept safely in the Staff Room – where children have no access.
- As each dosage is given, the details must be kept in a register. This will be stored in the locked cupboard, with the medicines.
- All staff should be made aware of any health problem that may need urgent medical attention e.g. asthma, heart condition, diabetes, epilepsy etc.
- Care plans are passed on to the relevant Class Teacher and the master copy is kept in their SEND records, with an additional copy in the school's pupil data folders, in the school's office.
- Pupils with Asthma will be encouraged to administer asthma medicines themselves. If necessary, the school will make arrangements to assist a child in administering the asthma medicine. Whenever possible, pupils should self-administer asthma medicines under the supervision of staff.
- All support and welfare staff receive regular First Aid Training, to ensure staff are familiar with what action to take in the event of an emergency. In addition, EpiPen training has been provided by the School Nurse or other NHS

professional to ensure the relevant staff are conversant with the appropriate action or medical procedure required.

- For more information on Medicine Administering and Safe-Keeping or Health please see the school's Health and Safety Policy and Guidelines.
- The school can also offer individual pupils counselling and play therapy, when this is felt appropriate.

## Communication with Parents

### What the school provides:

At Moor Nook, we believe that parents and carers have a valuable role to play in the education of their children and would encourage and support parental involvement in every aspect of school:

- Parents will be asked to read, discuss and sign a home-school agreement, which acknowledges their valuable educational role.
- The website contains details of all staff currently employed by the school and the School Prospectus also provides this information.
- The school operates an Open-Door policy with regards to any concerns a parent may have – parents can make appointments before or after school, and in some cases during the school day.
- There are two parent evenings a year to provide opportunities for parents to discuss the progress of their child.
- In the final term each pupil will receive an end of year report and parent/carers are invited to come into school and discuss this.
- Across the school, a parent questionnaire is also provided for parents to record their views and suggestions, following a parents' evening.
- Parents are invited to stay after their child's assembly to informally meet with the Class Teacher, Teaching Assistant, Learning Mentor and Headteacher.

## Working Together

### What the school provides:

At Moor Nook Community School pupils, parents/ carers and the community are encouraged to take an active part in school life:

- The School Council, led by Mr Blackburn, enables pupils to contribute their own views. Their class elects Student Council Representatives, from Years 1 to 6.
- Parents can discuss their child in Parent Evenings, Annual Reviews and IEP reviews.
- Moor Nook Community School also has an "open door" attitude and parents/ carers are able to speak to members of staff before and after school. Special appointments can also be made during school time, if necessary.
- The school has a Parent Teacher Association. This group includes a mixture

of parents, community members, teachers and the Head.

- A fortnightly newsletter is sent to all parents on a Tuesday. Parents can also view this on the website or request for this to be emailed to them. The newsletter encourages parents to attend events in school e.g. Class Assemblies, Christmas Fairs, Bonfire Bingo etc.
- Parents are invited to stay after their child's assembly to informally meet with the Class Teacher, Teaching Assistant, Learning Mentor and Headteacher.
- Elections to the school's Governing Body are held in the event of a vacancy arising. More information about the Governing Body can be found on the school's website.

## **What help and support is available for the family?**

### **What the school provides**

At Moor Nook Community School we want to help:

- The Class Teacher, Learning Mentor, Senior Leadership Team and Head Teacher can offer help with forms or advice, if this is required.
- Families can request support from the Learning Mentor, who is available to work with both pupils and parents.
- A fortnightly newsletter is sent to all parents on a Tuesday. Parents can also view this on the website or request for this to be emailed to them.
- If a parent required a Travel plan to get their child to and from school this would be organised by the class teacher, SENCO and Head Teacher.

## **Transition to Secondary School**

### **What the school provides:**

Transition to High School is an important stage in a pupil's life:

- The SENCO and Year 6 teachers meet with the Year 7 Co-ordinator/ SENCO/ Support Staff of feeder High Schools to discuss the children who will transfer to their school. They will exchange information about the child's learning style, SEND (including Able & Talented), behaviour and friendships groups.
- In July, all pupils visit their forthcoming Secondary School for taster sessions.
- Additional transition visits to secondary schools can be made available with the Learning Mentor and Teaching Assistant, should this be required.

## Extra Curricular Activities

### What the school provides:

All pupils, including those with SEND, can be involved in the full life of the school, if they wish. This includes full opportunities, where reasonable, to:

- Homework (Sent to all pupils on a Tuesday evening, plus home reading/ phonics/ spellings)
- After School Clubs (A wide range of learning, sports and creative clubs are available)
- Assemblies (Each class performs an assembly during the school year)
- School Plays and Productions (Performances at Christmas and the end of the year)
- Trips (Educational Visits are actively encouraged at Moor Nook Community School, including a residential trip to the Lake District)
- School Teams
- PE (Sport) / Swimming
- Breakfast Club (From 8:30 to 8:45am)
- Lunch Time Clubs (Computer club)
- The Learning Mentor delivers SEAL training to promote friendships, teamwork, self-esteem and the development of social skills for some pupils, when required