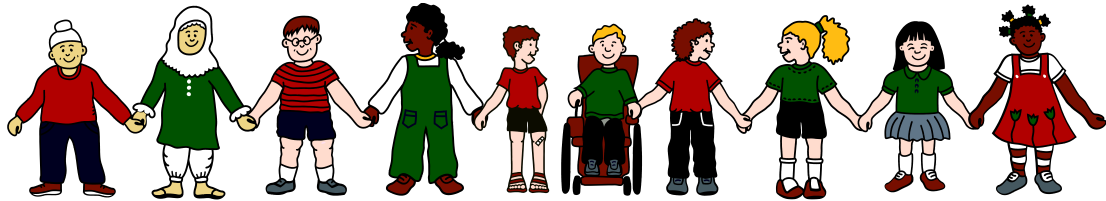


**THE GILES  
NURSERY  
AND  
INFANTS' SCHOOL**



**Special Educational Needs and Disabilities  
Information Report**

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**Contents**

*Contents* ..... 1

*Introduction*..... 2

1. *How does will the school know if my child requires SEN support?* .....2

2. *What should I do if I think my child has SEN?*.....3

3. *How will the school support my child?* ..... 3

4. *How will I know how my child is doing?* ..... 3

5. *How will the school’s approach to teaching and learning be matched to my child’s needs?* .....4

6. *What support will there be for my child’s overall wellbeing?* ..... 4

7. *What training have the staff had who are supporting children with SEND?*..... 5

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

9. *How will you help me to support my child’s learning?*.....5

10. *How does the school enable constructive partnership working with families?* ..... 6

11. *How will my child be included in activities outside the classroom, including school trips?* .....6

12. *How accessible is the school environment?*..... 6

13. *Who can I contact for further information?* ..... 6

14. *How will the school prepare and support my child to join the school, or transfer to a new school or the next stage of education?* .....7

15. *How are the school’s resources allocated and matched to children’s special educational needs?* ..7

16. *How are decisions made about the range of support my child will receive?* ..... 8

17. *Where can I find out about the local authority’s Local Offer of services and provision for children and young people with SEND?*..... 8

## Introduction

Representative parents and schools in Hertfordshire have developed a template that schools can use to set out their 'offer'. This is based on key questions that parents have said they would find helpful to be addressed and these have been cross-referenced with the requirements in the Code. In our report below you will find answers to the questions parents have asked. The report provides a clear and detailed picture about facilities for supporting pupils with SEND (Special Educational Needs and Disabilities) and their families in our school.

### 1. How does the school know if children need extra help?

The SEND Code of Practice (2015) states that: "A child or young person has SEND if they have a learning difficulty or disability which calls for special education provision to be made for him or her."

Our school has a clear, child centred, approach for identifying and responding to SEND. We use the early identification process, the benefits of which are widely recognised. All our class teachers utilise both formal and informal assessments, in addition to observations, to identify pupils who aren't making the expected level of progress, either in their schoolwork, or socially. This can be characterised by progress which:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or improve upon the child's previous rate of progress
- Fails to close the attainment gap between the child and their peers
- Widens the attainment gap

When the class teacher notices that a pupil is falling behind, they will first try to identify any gaps in the child's learning. Once gaps have been identified, the class teacher will give the pupil extra classroom support to try to fill it. Pupils who don't have SEN usually make progress quickly once the gaps in their learning have been filled.

If the pupil is still struggling to make the expected progress, the teacher will talk to the SENCO, and will contact you to discuss the possibility that your child has SEN.

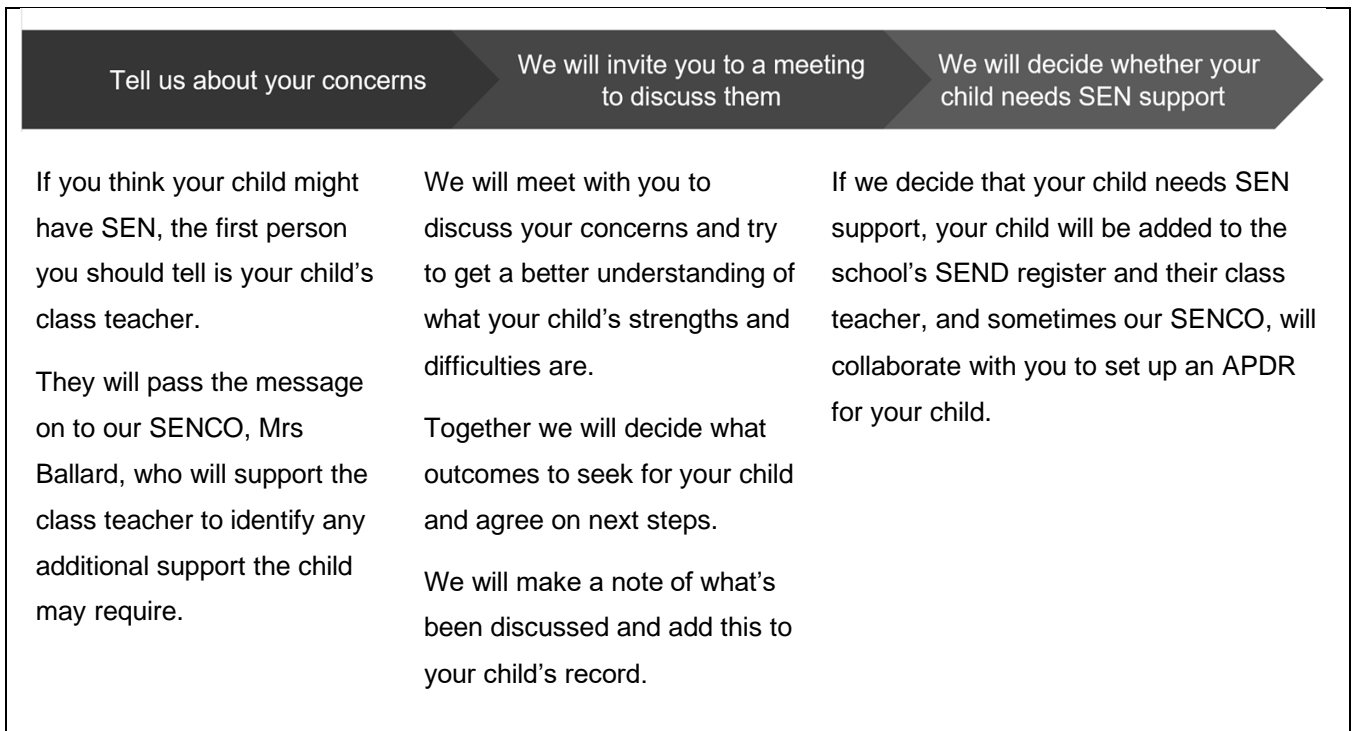
The SENCO will have discussions with your child's teacher/s, to see if there have been any issues with, or changes in, their progress, attainment or behaviour. They will also compare your child's progress and development with their peers and available national data.

The SENCO will ask for your opinion and, where appropriate, speak to your child to get their input as well. They may also ask for the opinion of external experts such as a speech and language therapist or a specialist advisory teacher.

Based on all of this information, the SENCO and class teacher will decide whether your child needs SEN support.

If your child does need SEN support, their name will be added to the school's SEN register, and the class teacher and SENCO will work with you to create an Assess, Plan, Do, Review Record (APDR) for your child which sets clear targets and details the support your child will receive in school.

## 2. What should I do if I think my child has SEND?



## 3. How will the school support my child?

The support your child requires will be detailed in the Assess, Plan, Do, Review Record (APDR). The teacher, support staff, and sometimes the SENCo, will agree in consultation with you and your child the adjustment, interventions and support to be put in place. Such support can be wide-ranging depending on a child's needs and might include, for example, offering extra visual aids, extra adult support in a group or individually or extra resources. At this stage we will also agree with you the expected impact on progress, development or behaviour, along with a clear review date. All teachers and support staff who work with your child will be aware of your child's needs, the outcomes sought, the support provided and any teaching strategies that are recorded.

## 4. How will I know how my child is doing?

Each term your child's class teacher will share your child's targets with you and you will also be invited to attend a parent consultation to discuss their progress. At the end of each school year you will also be provided with a report outlining your child's progress. If your child has an APDR, we will arrange to meet you approximately 3 times in a year, depending on your child's needs, so as to enable maximum parental involvement regarding the approaches and teaching strategies that are being used. Parents of pupils with SEND and pupils themselves are involved in the setting of desired outcomes, monitoring impact of provisions and review of their progress.

## **5. How will the school's approach to teaching and learning be matched to my child's needs?**

Your child's teacher/s is/are responsible and accountable for the progress and development of all the pupils in their class.

High-quality teaching is our first step in responding to your child's needs. We will make sure that your child has access to a broad and balanced curriculum in every year they are at our school.

We will adapt how we teach to suit the way the pupil works best. There is no 'one size fits all' approach to adapting the curriculum, we work on a case-by case basis to make sure the adaptations we make are meaningful to your child.

These adaptations include, but are not limited to:

- Adapting our curriculum to make sure all pupils are able to access it, for example, by grouping, 1-to-1 work, adapting the teaching style or content of the lesson, etc.
- Adapting our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
- Adapting our resources and staffing
- Using recommended aids, such as writing slopes, coloured overlays, visual timetables, larger font, etc.
- Teaching assistants may support pupils on a 1-to-1 basis
- Teaching assistants may support pupils in small groups

## **6. What support will there be for my child's overall wellbeing?**

Pupils may experience a wide range of social and emotional difficulties in school, which manifest in many ways. Pupils may become withdrawn or isolated, or display challenging, disruptive or disturbing behaviour. Our school has clear processes to support its pupils to manage their mental well being. We do this using various methods as outlined in our Health and Safety and Behaviour policies. Therapeutic behaviour management is a key feature of our behaviour policy and is effectively implemented by all staff. Regular circle-times take place in class to deal with difficult issues that may arise in the playground or during lessons. Assemblies on social and emotional learning take place every week, through a scheme called Jigsaw, and are aimed at helping children become socially and emotionally aware. Successes are celebrated explicitly and implicitly in class and in the whole school at all times. One of the aims of the school is to ensure that everybody feels safe at all times. We focus greatly on helping our pupils to grow into emotionally secure people and look after the holistic development of all our children.

Our staff are trained in protective behaviours. Where necessary the protective behaviour work is carried out by our family support worker work with children and their families to help them overcome difficulties. We use the 'Therapeutic Thinking' (previously known as Hertfordshire Steps) approach throughout school to look at behaviour difficulties and support children to develop more positive behaviours.

## **7. What training have the staff had who are supporting children with SEND?**

The teachers and all staff in the school take part in training constantly throughout the year to help them gain expertise in various aspects of special needs. Training in specific programmes of intervention has included the following:

- Helping pupils with social communication difficulties – Chatterbox, emotional regulation
- Helping children with emotional and behavioural needs - protective behaviours, Hertfordshire STEPS, Larwood in-reach support
- Helping children with speech and language difficulties – Elklan, WellComm, SCERTS, Makaton, Word Aware, Pie Corbett, Visual Coding, Mighty Writer
- A variety of interventions for English and Mathematics, e.g. the Early Literacy strategy, Talk for Writing programme, Phonological awareness and Phonics, training for numeracy, Early Literacy support and working memory

## **8. What specialist services and expertise are available at, or accessed by, the school?**

The school uses the expertise of all its staff to support children with various forms of SEND. When unable to meet a particular pupil's needs, the school requests the assistance of a robust network of external professionals with various forms of expertise, including:

- Health service professionals such as the school nurse, health visitors, community paediatricians, the speech and language therapy service, the physiotherapy service and the occupational therapy service.
- Education support services such as the external family support worker, specialist teachers for behaviour / autism / specific learning difficulties, early years advisory teachers, the Woolgrove outreach team, the Greenside outreach team, the Tier 2 behaviour support team and the Larwood outreach team.

## **9. How will you help me to support my child's learning?**

When a child is identified as having SEND, your child's class teacher will meet with you at least three times a year to share your child's targets, as well as supportive strategies and interventions with you, so that you can carry on using these at home. Our Family Support Worker and SEN team are also available to give advice on the telephone or by making an appointment and discussing a referral to outside agencies where appropriate.

The SEN team hold informal half termly drop in sessions available for anyone to attend if you have concerns about your child, or would like to meet other parents who may have concerns.

## **10. How does the school enable constructive partnership working with families?**

As above. We will be meeting with you at least three times a year and will share with you your child's strengths and difficulties and also take feedback from you about your concerns. We will then work together to set some goals or targets and review these every few months. We encourage parents to be involved at every stage. We also have a parent representative on our Governing Body who works together with the school to look at SEN issues and provision.

## **11. How will my child be included in activities outside the classroom, including school trips?**

It is our aim to provide equal opportunities to all children and to make reasonable adjustments at all times so that all our children with SEND are able to take part in all aspects of the curriculum, including school trips as far as possible and in line with health and safety considerations. All trips are risk-assessed in great detail and checked by our Educational Visits Coordinator and Head Teacher in accordance with Hertfordshire County Council's regulations. Your child's class teacher will share any proposed adjustments and accessibility arrangements with you prior to the event.

## **12. How accessible is the school environment?**

As a school we use our best endeavours to make sure that every child with SEND gets all the support they need by ensuring that children with SEND can engage in all the activities in school alongside children who do not have SEND. We make a wide range of reasonable adjustments to prevent our children with SEND from being put at a substantial disadvantage. Our school includes a Speech and Language Base and children with Education Health and Care Plans (EHCPs) come from all over the county to this base. Where necessary, a taxi service is provided for these children to transport them to and from the school. For parents and pupils who do not speak English, we use a range of resources to support understanding including staff members who speak additional languages and translating tools including a document translating tool on the school website. We include every child in all our activities where it is safe and appropriate for us to do so and make sure that all our children can access all our facilities. We have level access to our facilities and an accessible toilet. Please refer to our Equalities Scheme and Accessibility Plan on our website.

## **13. Who can I contact for further information?**

When a parent has a concern about their child their first point of contact should be their child's class teacher, who will be able to guide and advise them. For further information parents can also make an appointment to meet the school SEN Team; Mrs Charlotte Ballard, Miss Vicky Stanton or the Head Teacher, Mrs Rouane Mendel. Contact details can be found on the school website.

## **14. How will the school prepare and support my child to join the school, or transfer to a new school or to the next stage of education?**

As part of SEND support, we plan and prepare for a smooth transition before any of our pupils move into another key stage or school, or when a pupil joins our school from a different setting. To support the transition process, information is shared between the two key stages or settings in detail. To maintain confidentiality, we agree with parents the information that can be shared as part of the planning process. When children enter or leave our school from a different school we organise a detailed transition meeting and also have regular and frequent meetings with parents to share information to support a smooth transition. We also have a very extensive transition package when our Year 2 children leave our school and move to our local feeder school, The Giles Junior School. Children with SEND who need some extra transition work are provided with this as well as use of 'passports', extra visits to the school, SENCo handover, etc. We also access the Transition Support Team through the Education Support Centre for additional work on transition where needed.

### **15. How are the school's resources allocated and matched to children's special educational needs?**

All mainstream schools are provided with resources to support those with additional needs, including pupils with SEND. Schools have an amount identified within their overall budget, called the notional SEND budget. This is not a ring-fenced amount, and it is for the school to provide high quality appropriate support from the whole of its budget.

It is for schools, as part of their normal budget planning, to determine their approach to using their resources to support the progress of pupils with SEND, the SENCo, Head Teacher and governing body establishes a clear picture of the resources that are available to the school. They consider their strategic approach to meeting SEND in the context of the total resources available, including any resources targeted at particular groups, such as the pupil premium. This enables schools to provide a clear description of the types of special educational provision they normally provide and will help parents and others to understand what they can normally expect the school to provide for pupils with SEND. Schools are not expected to meet the full costs of more expensive special educational provision from their core funding. They are expected to provide additional support, which costs up to a nationally prescribed threshold per pupil per year. The responsible local authority, usually the authority where the child or young person lives, may provide additional top-up funding where the cost of the special educational provision required to meet the needs of an individual pupil exceeds the nationally prescribed threshold. There is a limited county budget for this additional provision and a stringent application process.

It is important to note that in Hertfordshire there is additional funding attached to an Education and Health and Care Plan (EHCP).



## **16. How are decisions made about the range of support my child will receive?**

As a school we ensure that our pupils and their parents are involved in all discussions and decisions about their individual support and about the school provision. We also take steps to ensure that our pupils and their parents are actively supported in contributing to needs assessments, developing and reviewing provision and Education, Health and Care plans. We consider our parents' views to be very important and we encourage you to share your knowledge about your child and act upon your contributions. At times, parents, teachers and other professionals may have differing expectations of how a child's needs are best met. Sometimes these discussions can be challenging but it is in the child's best interests for a positive dialogue between parents and teachers to be maintained to work through points of difference and establish what action is to be taken.

## **17. Where can I find out about the local authority's Local Offer of services and provision for children and young people with SEND?**

You will find the local authority's Local Offer on their website that can be accessed via this link: [The Hertfordshire Local Offer](#)

In the Local Offer, the local authority publishes information about provision that is available across education, health and social care for children and young people in the area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) plans.