



**Caldecote Primary School**

**SEND and Inclusion Policy**

**May 2020**

***Addendum for Covid May 2020***

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*Caldecote Primary School is committed to the promotion of equality and diversity. All our policies follow the principles outlined in our Equality & Diversity Policy*

### **Introduction**

Children are considered to have special educational needs if they have significantly greater difficulty in learning than other children of the same age. Children's learning difficulties show themselves in a variety of ways. Some are temporary, others more permanent. They may be mild, requiring minimal support, but others may be serious, requiring more long-term intervention and greater support.

Under the Equality Act 2010 you are disabled if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

There are 4 primary areas of special educational needs:

- Communication and Interaction
- Cognition and Learning
- Social, Mental & Emotional Health
- Sensory and/or Physical development.

In this policy we detail how we aim to make provision for all such children at Caldecote Primary School.

### **Aims and Objectives**

- To work in partnership with children and their families at every stage of the SEND process;
- to create an environment that meets the special educational needs of each child;
- to ensure that the special educational needs of children are identified, assessed and provided for;
- to make clear the expectations of all partners in the process;
- to identify the roles and responsibilities of staff in providing for children's special educational needs;
- to enable all children to have full access to all elements of the school curriculum.

### **Educational Inclusion**

We respect the fact that children:

- have different educational and behavioural needs and aspirations;
- require different strategies for learning;
- acquire, assimilate and communicate information at different rates;
- need a range of different teaching approaches and experiences.

Teachers respond to children's needs by:

- providing support for children who need help with communication and language;
- planning to develop children's understanding through the use of all available senses and experiences;
- planning for children's full participation in learning, and in physical and practical activities;
- helping children to manage their behaviour and to take part in learning effectively and safely;
- helping individuals to manage their emotions, particularly trauma or stress, and to take part in learning.

Support staff assist teachers in responding to children's needs by:

- sharing in the assessment of needs and planning of objectives;
- carrying out differentiated activities or programmes of work, with small groups or individuals, as specified by the teacher;
- using suitably modified resources or activities to help meet specific objectives.

### **Roles and Responsibilities**

The Headteacher and Governing Body determine the school's general policy and resources allocation. The teaching staff are responsible for meeting SEND in their own class and liaise with the SENCo, who co-ordinates SEND within the school. The SENCo in turn keeps the Governing Body fully aware of SEND issues.

In this school the appointed SENCo is Miss Martin.

The Special Educational Needs Co-ordinator (SENCO):

- manages the day-to-day operation of the policy; co-ordinates the provision for and manages the responses to children's special needs;
- supports and advises teachers and support staff;
- maintains the school's SEN register;
- contributes to and manages the records of all children with special educational needs;
- manages the school-based assessment and completes the documentation required by outside agencies and the LA;
- acts as the link with external agencies and other support agencies;
- acts as the link with parents;
- maintains resources and a range of teaching materials to enable appropriate provision to be made
- monitors and evaluates the special educational needs provision and reports to the governing body;

- manages a range of resources, human and material, linked to children with special educational needs.

### **The Role of the Governing Body**

Working within available resources the Governing Body does its best to secure the necessary provision for any pupil identified as having special educational needs.

The governors ensure that all teachers are aware of the importance of providing for these children. The Governing Body has decided that children with special educational needs will be admitted to the school in line with the County agreed admissions policy.

### **Allocation of resources**

The Headteacher is responsible for the operational management of the specified and agreed resourcing for special needs provision within the school, including the provision for children with statements of special educational needs/Education Health Care Plans.

The Headteacher/SENCo agrees with staff how to use funds directly related to needs and this is linked to the school improvement plan.

### **Assessment**

Early identification of special educational needs is vital. The class teacher informs the parents at the earliest opportunity to alert them to concerns and attempt to enlist their active help and participation.

The class teacher and the SENCo assess and monitor the children's progress in line with existing school practices.

The SENCo works closely with parents and teachers to plan an appropriate programme of intervention and support.

The assessment of children reflects as far as possible their participation in the whole curriculum of the school. The class teacher and the SENCo can break down the assessment into smaller steps in order to aid progress and provide detailed and accurate indicators.

### **The SEND Process**

The process:

- Encourages the participation of pupils and their families;
- Integrates the work of education, health and care providers;
- Follows a cyclical, graduated approach of **ASSESS – PLAN – DO - REVIEW**

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**The school uses the following graduated approach to respond to children's special educational needs:**

**1. Placing children on our SEND register** Where a pupils' attainment or progress is cause for concern teachers will share their concern with the child's parents and the SENCo. Teaching and learning these children receive will be monitored and they may be offered some additional support (through the school's Provision Mapping process). Their progress will be closely monitored.

**2. Placing children on the school's SEND Provision Map**

Where there is concern that 'everyday' high quality teaching is not enough to support their needs there is a discussion with relevant staff, parents/carers and the child as appropriate. If it is decided that additional provision is required specific learning programmes (in addition to those usually on offer in the classroom) are drawn up. The provision is recorded on the school Provision Map and the child's progress is carefully monitored.

**3. Personal Support Plans**

If, despite receiving differentiated learning opportunities a child:

- makes little or no progress even when teaching approaches are targeted particularly in a child's identified area of weakness;
- shows signs of difficulty in developing English or mathematical skills, which result in poor attainment in some curriculum areas;
- presents persistent emotional or behavioural difficulties, which are not met by the behavioural management techniques usually employed in the school;
- has sensory or physical problems, and continues to make little or no progress despite the provision of specialist equipment;
- has communication and/or interaction difficulties, and continues to make little or no progress despite the provision of a differentiated curriculum;

There is often the need for greater involvement of external agencies e.g Working Together Team (Outreach), Educational Psychologists. Pupils will probably need a more individual intervention programme and these will be recorded on a Personal Support Plan.

Where schools seek the help of external support services, those services will need to see the child's records in order to establish which strategies have already been employed and which targets have been set and achieved. They can then advise on new and appropriate targets for the child's Personal Support Plan and on accompanying strategies. The targets set may require specialist assessment arrangements to measure the child's progress. If so, outside specialists, for example Educational Psychologists may be required for this. The SENCo will liaise with the educational psychologist making sure that the Child Psychology Service gives appropriate advice and support to both parents and colleagues.

The SENCo, class teacher, and external specialists, should consider a range of different teaching approaches and appropriate equipment and teaching materials, including the use of information technology. The external specialist may act in an advisory capacity, or provide additional specialist assessment or be involved in teaching the child directly. The delivery of the interventions recorded in the Personal Support Plan continues to be the responsibility of the class teacher.

**4. Application for an Education, Health & Care (EHC) Plan** Where a child's needs are considerable and there is little progress following interventions and support from professional agencies the decision may be taken to request an EHC Plan. This process will involve presenting to County detailed records of our provision and its impact for their consideration. Parents and carers will be fully involved in the process and have the opportunity to contribute to the reports.

### **Partnership with parents**

Our *School Information Report* can be found on the school website

<http://www.caldecoteprimaryschool.org.uk/page/default.asp?title=Home&pid=1>

The school website also has details of our policy for special educational needs, and the arrangements made for these children in our school. A named governor takes a special interest in special needs and is willing to talk to parents.

At all stages of the special needs process, the school keeps parents fully informed and involves both parents and pupils. We take account of the wishes, feelings and knowledge of pupils and parents at all stages. We encourage parents to make an active contribution to their child's education.

At the start of each year, the class teacher will arrange an meeting early in the term with parents of children on the SEND register. This is an opportunity to establish a positive relationship and share any concerns parents may have. There will be other regular meetings throughout the year to share progress with children and their parents/carers. We inform the parents of any outside intervention, and we share the process of decision-making by providing clear information relating to the education of children with special educational needs.

### **Monitoring and evaluation**

- The SENCO monitors the movement of children within the SEN system in school.
- The SENCO provides staff and governors with regular summaries of the impact of the policy on the practice of the school.
- The SENCO is involved in supporting teachers involved in drawing up the School Provision Map and Personal Support Plans for children.
- The named governor with responsibility for special needs is kept informed of developments.
- The Governing Body reviews implementation of the policy regularly.

SENCo: Miss Martin

Appointed Governor: Mary Ann Claridge

### **Policy Review and Approval**

This policy will be reviewed in line with the school's policy review programme.

SENCo: .....

Date: .....

Headteacher: .....

Date: .....

### **ADDENDUM FOR COVID**

At Caldecote Primary School, we will continue to support our families and pupils with SEND as school reopens and pupils return. This support includes a phone call from a member of staff to discuss the best way to support individuals and create a support plan tailored to the child's needs. Initial email contact was made with all parents of pupils on the SEND register at the end of the summer term to explain that the school would be in touch early in the new school year to discuss support for their child when returning to school. Additional to the support we can provide as a school, the Local Offer has information on support available from other agencies.

<https://www.cambridgeshire.gov.uk/residents/children-and-families/local-offer/local-offer-send-services-coronavirus-information>