

Dog Kennel Hill Primary School



Special Educational Needs Working Party of the Governing Body of Dog Kennel Hill School
Minutes Meeting Monday 3 November 2014

Peter Bibby (Convenor)
Robyn Harrison Yvonne Golds

1. Appointment of a minute taker

The Convenor agreed to take the minutes.

2. Minutes of meeting Monday 19 May 2014

Minutes of the previous meeting were noted.

4) The workshop for parents concerned about specific literacy difficulties/dyslexia took place as recommended by the Working Party. Parents of about 40 children for whom we are providing special educational assistance were specifically invited. Between 15 and 20 attended.

The Working Party recommends: A workshop for all parents concerned about specific literacy difficulties/dyslexia be run annually.

5) Robyn Harrison has been appointed the Designated Teacher for looked after children.

The working party recommends: Considering that about 20% of adoptions break down, the Designated Teacher for looked after children should continue to have oversight of children who are adopted having been looked after.

3. Future of the Working Party

The minutes of the Governors meeting of 16 June record that:

A decision on whether to continue with a SEN Working Party be deferred to the next meeting to allow time for a meeting between the Chair, Executive Head and the Chair of the SEN Working Group to be arranged to discuss the matter.

Since then four members of the working party have left the governing body.

The Governing body has not yet decided how to carry out the reconstitution which is required by law.

Robyn Harrison wanted the continuing support of the working party and appreciated the expertise of members in particular Peter Bibby. Yvonne Golds explained that she had too many committee commitments as a Governor of Dog Kennel Hill.

The working party is not viable unless we have the support and confidence of the Governing body and we have sufficient members to have informed discussion.

4. DKH SEN Parent Support Group

A group of parents are setting up a SEN parent support group. They held their first meeting on 2 October. Peter Bibby attended the meeting. The minutes say:

He (Peter Bibby) went on to say that both School head and SENCo will welcome us and wont be difficult just because the group is being difficult.

The next meeting of the SEN support group is on 26 November which coincides with the Governors' meeting.

Our working party resolved to support the SEN Parent Support Group and to seek their assistance with producing the School SEN offer. This will assist the School in discharging our responsibilities under Section 30 of the Children and Families Act 2014.

5. Attendance at Annual Reviews

It has been the practice of the Working Party for a member who is not on the school staff to attend the annual reviews of children with statements of special educational needs. Parents have found this support from Governors invaluable and Governors have learnt from the children, their parents, the school staff and other experts. The practice is, we suppose, unique to Dog Kennel Hill. It requires greater time commitment than Governors generally are likely to have available. With the Working Party reduced to only two eligible governors, the practice could not be continued this term.

The Working Party resolved to cease the practice of attending annual reviews of children with statements of special educational needs

6. Provision map and costings for individual children

At the meeting in May, Eileen Wray brought the current SEN register and the Provision Map for 2013-2014. She subsequently completed the provision map and costings on

an Excel spreadsheet. With the departure of Eileen Wray, this has been lost. We did not achieve the planned collaboration with the resources committee and Robert Ashdown our finance officer

Robyn Harrison will need some assistance and training with setting up the Excel spreadsheet for 2014/2015 and some administrative assistance with keeping it up to date.

The working party agreed that the map identifying provision for each child without the costings should be completed by October half term and with costings by Christmas. It is important that these costings are shared with Robert Ashdown and the Resources Committee.

The provision map will include a column to record the impact/outcome of the interventions on a termly basis. We considered that half-termly frequency was not achievable.

7. School SEN Offer

Section 30 of the Children and Families Act 2014 requires the school to assist Southwark Local Authority in producing the "Local Offer" which is intended:

- To provide clear, comprehensive, accessible and up-to-date information about the available provision and how to access it, and
- To make provision more responsive to local needs and aspirations by directly involving disabled children and those with SEN and their parents and service providers in its development and review.

Robyn Harrison circulated a draft of the School offer in advance of the meeting, which is attached to these minutes. Peter Bibby and Robyn Harrison had already discussed an earlier draft.

The Working Party discussed some minor changes:

Avoid abbreviations. Put the timings, eg beginning of term, in the table of interventions. Add with parental permission for assessment by an educational psychologist. Remove the blue tone because it is a problem for photocopying.

The Working Party expressed out thanks to Robyn Harrison for all the work.

Peter Bibby agreed to proof read the offer.

The Working Party agreed to publish the offer on the school web site, when the web site is back in action.

The Working Party agreed to ask the SEN parent support group to consider the development of the school offer and anything they would like included in it.

The offer is long and detailed. The Working Party think it desirable to produce a shorter and more readable version.

8. Date of next meetings, if the working party continues

At the meeting in May 2014, the Working Party agreed dates for our next three meetings. Those dates were

26 January 2015	6:30 at 62 Oakhurst Grove
18 May 2015	6:30 at 62 Oakhurst Grove

DOG KENNEL HILL PRIMARY SEND SCHOOL

OFFER

Special Educational Needs and Disability (SEND)

We welcome children with Special Educational Needs at Dog Kennel Hill Primary School. We will provide support for their needs and opportunities for their strengths.

We will:

- Identify those pupils who have special educational needs or disabilities and meet their needs.
- Talk to parents about their needs and agree the best provision with them.
- Involve children in decisions about their education.

At Dog Kennel Hill we have a number of ways in which we gather information about children and any additional needs that they might have. The table below is an outline of different assessments that we may carry out and interventions that your child may benefit from

Year Group	Common Assessments	Interventions available
Nursery	<ul style="list-style-type: none"> • Home visits & discussions with parents • Baseline assessments • Language assessments • Early Years and Foundation Stage Profile 	<ul style="list-style-type: none"> • Additional Speech and Language Groups • Additional support for children with English as an additional language
Reception	<ul style="list-style-type: none"> • Home visits • Baseline assessments • Language assessments (informal) • Speech and Language assessments (age 5 upwards) • Early Years and Foundation Stage Profile • Phonics assessments • Educational Psychologist assessments (where significant areas of need have been identified) 	<ul style="list-style-type: none"> • Speech and Language Groups • Additional support for children with English as an additional language • Additional phonics support • Additional handwriting support • Learning Mentor support • Place 2 Be counselling
Year 1	<ul style="list-style-type: none"> • Phonics assessments • Half termly assessments in Reading, Writing and Maths • Speech and Language assessments • Educational Psychologist assessments (where significant areas of need have been identified) 	<ul style="list-style-type: none"> • Additional phonics support (ELS) • Additional handwriting support • Speech and Language groups (provided by Speech and Language Therapist or Learning Support Assistant) • Learning Mentor support • Place 2 Be counselling
Year 2	<ul style="list-style-type: none"> • Phonics assessments 	<ul style="list-style-type: none"> • Additional phonics support (ELS)

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	<ul style="list-style-type: none"> • Half termly assessments in Reading, Writing and Maths • Dyslexia screening • Speech and Language assessments • Educational Psychologist assessments (where significant areas of need have been identified) 	<ul style="list-style-type: none"> • Additional handwriting support • Additional maths support (1st Class at Number) • Small group and 1:1 dyslexia sessions for children identified by Year 2 dyslexia screening • Speech and Language groups (provided by Speech and Language Therapist or Learning Support Assistant) • Learning Mentor support • Place 2 Be counselling
Year 3	<ul style="list-style-type: none"> • Half termly assessments in Reading, Writing and Maths • Dyslexia testing (children new to the school or needs newly identified) • Speech and Language assessments • Educational Psychologist assessments (where significant areas of need have been identified) 	<ul style="list-style-type: none"> • Additional literacy support • Additional handwriting support • Additional maths support (Power of 2) • Small group and 1:1 dyslexia sessions for children • Speech and Language groups (provided by Speech and Language Therapist or Learning Support Assistant) • Learning Mentor support • Place 2 Be counselling
Year 4	<ul style="list-style-type: none"> • Half termly assessments in Reading, Writing and Maths • Dyslexia testing (children new to the school or needs newly identified) • Speech and Language assessments • Educational Psychologist assessments (where significant areas of need have been identified) 	<ul style="list-style-type: none"> • Additional literacy support • Additional handwriting support • Additional maths support (Power of 2) • Small group and 1:1 dyslexia sessions for children • Speech and Language groups (provided by Speech and Language Therapist or Learning Support Assistant) • Learning Mentor support • Place 2 Be counselling
Year 5	<ul style="list-style-type: none"> • Half termly assessments in Reading, Writing and Maths • Dyslexia testing (children new to the school or needs newly identified) • Speech and Language assessments • Educational Psychologist assessments (where significant areas of need have been identified) 	<ul style="list-style-type: none"> • Additional literacy support (FLS) • Additional handwriting support • Additional maths support (Power of 2) • Small group and 1:1 dyslexia sessions for children • Speech and Language groups (provided by Speech and Language Therapist or Learning Support Assistant) • Learning Mentor support • Place 2 Be counselling
Year 6	<ul style="list-style-type: none"> • Half termly assessments in 	<ul style="list-style-type: none"> • Additional literacy support

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	<p>Reading, Writing and Maths</p> <ul style="list-style-type: none"> • Dyslexia testing (children new to the school or needs newly identified) • Speech and Language assessments • Educational Psychologist assessments (where significant areas of need have been identified) 	<ul style="list-style-type: none"> • Additional handwriting support • Additional maths support (Power of 2) • 1:1 and small group maths tuition • Small group and 1:1 dyslexia sessions for children • Speech and Language groups (provided by Speech and Language Therapist or Learning Support Assistant) • Learning Mentor support • Place 2 Be counselling
<p>Where particular areas of need are identified the Inclusion Leader will track progress using BSquared assessments and support teachers with planning to ensure more rapid progress.</p>		

Children are involved in setting targets for themselves each term with regards to their learning. These are clearly displayed in literacy and maths books. Children are encouraged to self and peer assess their work regularly, so that they become skilled at pinpointing where their difficulties lie and have more of a stake in setting their targets.

Care plans for children with medical needs are written by parents and the school nurse together and reviewed each year. Teachers are made aware of medical needs and training is regularly given to staff to ensure the safe administration of medicine.

Who are the best people to talk to in this school about my child’s difficulties with learning/ Special Educational Needs (SEN) disability or medical issues?

Class Teacher

If you have concerns about your child you should speak to your child’s class teacher first. You may then be directed to the Inclusion Leader. The Class Teacher is responsible for:

- ✓ Adapting and refining the curriculum to respond to strengths and needs of all pupils.
- ✓ Checking on the progress of your child and identifying, planning and delivery of any additional support.
- ✓ Contributing to devising personalised learning plans to prioritise and focus on the next steps required for your child to improve learning.
- ✓ Applying the school’s SEN policy.
- ✓ Line managing additional TA support that is available within every class.
- ✓ Following any recommendations made by the Inclusion Leader or external specialist.
- ✓ Carrying out ongoing assessment within class.

Inclusion Leader and SENCo – Robyn Harrison

At any point you may speak to the school’s Inclusion Leader about your child’s needs. You can request a meeting through the class teacher or directly through the school office. The Inclusion Leader is responsible for:

- ✓ Coordinating day to day provision for children with SEN
- ✓ Line Managing the specialist SEN “team” of staff and developing the school’s SEN policy.

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- ✓ Providing specialist advice and facilitating training to ensure that all staff are skilled and confident about meeting a range of needs.
- ✓ Making referrals to and liaising with a range of agencies outside of school who can offer advice and support to help pupils overcome any difficulties.
- ✓ Assessing or organising assessment of children where there are additional concerns.
- ✓ Ensuring that parents are: 1. Involved in supporting their child's learning and access 2. Kept informed about the range and level of support offered to their child 3. Included in reviewing how their child is doing 4. Consulted about planning successful movement (transition) to a new class or school
- ✓ Analysing progress of SEN children
- ✓ Updating the school's SEN register
- ✓ Reporting to Governors
- ✓ Ensuring that the Administration of Medicines policy is adhered to and that the medical needs of children are met
- ✓ Monitoring and organising provision for children who are Looked After
- ✓ The Inclusion Leader is also a Specialist Dyslexia Teacher

The Executive Head – Galiema Amien-Cloete and Head of School – Wayne Cooper

The Head Teachers are responsible for:

- ✓ The day to day management of all aspects of the school, including the provision made for pupils with SEN
- ✓ They will give responsibility to the Inclusion Leader and class teachers but are still responsible for ensuring that your child's needs are met.
- ✓ Organisation of appropriate training in relation to SEN
- ✓ Delegating support staff to classes
- ✓ The Head Teacher must make sure that the Governing Body is kept up to date about any issues in the school relating to SEN.

The Chair of the governors' SEN Working Party – Peter Bibby

The chair of the SEN Working Party and other governors on this Working Party are responsible for:

Supporting school to evaluate and develop quality and impact of provision for pupils with SEN across the school.

Speech and Language Therapist (SALT) – Lindsay Harvey

The school employs a speech and language therapist who is based at the school for 3 days per week. She is responsible for:

- ✓ Assessing children identified as being at risk of a speech and language delay or disorder
- ✓ Setting targets to identify the child's additional needs
- ✓ Providing recommendations regarding how to meet the needs
- ✓ Modelling, monitoring the provision, and reviewing the progress made by children with speech and language difficulties

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- ✓ Communicating with parents
- ✓ Liaising with the school's SEN team and class teacher's

If you would like to speak to the speech and language therapist this can be arranged through the Inclusion Leader.

Specialist Language Teaching Assistants – Zoe Heals and Jean Parker

Zoe and Jean work under the supervision of Lindsay in Key Stage 1 and 2 respectively. They are responsible for:

- ✓ Reporting to the Inclusion Leader and speech and language therapists on children's progress and difficulties
- ✓ Creation of resources recommended by the SALT therapist
- ✓ Delivery of programmes and activities suggested by the therapist or Inclusion Leader
- ✓ Communicating with Class Teachers
- ✓ Carrying out screening/review tests where children are identified as at risk of SALT difficulty
- ✓ Contributing to meetings with regards to specific children where this is appropriate.
- ✓ Contributing to target setting for children

Specialist Literacy Teaching Assistant – Amanda Freshwater & Helen Mardling

Amanda is a Teaching Assistant who has completed accredited training to enable her to support children with literacy needs and Specific Learning Difficulties (Dyslexia). She is also assisted by Helen who is a qualified teacher and highly skilled in supporting children with literacy difficulties. They are responsible for:

- ✓ Reporting to the Inclusion Leader and class teachers
- ✓ Creation or organisation of resources recommended by Inclusion Leader or Class Teacher
- ✓ Assessing children for literacy difficulties (Amanda only)
- ✓ Delivery of programmes and activities suggested by the Inclusion Leader or Class Teacher
- ✓ Carrying out screening/review tests (High frequency word reading or spelling assessments) (Amanda only).
- ✓ Contributing to meetings with regards to specific children where this is appropriate.
- ✓ Contributing to target setting for children

Specialist Numeracy Teacher – Marion Cranmer

Ms Cranmer is a qualified Teacher. She is responsible for:

- ✓ Reporting to the Inclusion Leader and class teachers
- ✓ Assessing and analysing errors children make in Maths assessments and class based work
- ✓ Target setting for children with numeracy difficulties based on error analysis
- ✓ Delivery of Intervention for children with numeracy difficulties (e.g. Springboard Maths)
- ✓ Creation of appropriate resources for children with SEN needs
- ✓ Delivery and/or coordination of After School booster provision for children including the More Able children

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Extra Literacy Teacher – Norma Powell

Mrs Powell is a qualified Teacher. She is responsible for:

- ✓ Reporting to the Inclusion Leader and class teachers
- ✓ Assessing and analysing difficulties children are having in their literacy development in groups and in class based work
- ✓ Target setting for children with literacy difficulties based on error analysis
- ✓ Creation of appropriate resources for children with SEN needs

Safeguarding and Interventions Officer – Sarita Batchelor

Sarita can be contacted via the school office or directly at the school gates in the morning or at the end of the day. Sarita is responsible for:

- ✓ Monitoring lunch time provision
- ✓ Monitoring Attendance
- ✓ Liaising with external professionals and families to provide appropriate service for vulnerable families
- ✓ Directing the Learning Mentor
- ✓ Attending meetings and providing support for children with safeguarding needs including those on Child Protection plans, Child in Need plans and those that are Looked After. (LAC)

Learning Mentors – Deone Payne-James & Catherine Frizzell

Deone and Catherine can be contacted via the school office or directly at the school gates in the morning or at the end of the day.

- ✓ Supporting play during lunch times and running lunch time clubs
- ✓ Supporting children with secondary transfer
- ✓ Organising and supporting lunch time activities such as: Knitting Club & Origami Club
- ✓ Providing support for new arrivals to the school
- ✓ Supporting children with emotional or behavioural difficulties in school through 1:1 sessions, small group sessions or in class sessions
- ✓ Supporting children with Autistic Spectrum Condition and the adults working with them (Catherine only)
- ✓ Supporting children with social difficulties or difficulties with friendship groups

Place 2Be – Yvonne Fernandez (project leader)

The school provides counselling service for children provided by Place 2Be. The service is in school 3 days per week and places are allocated according to particular areas of need. Place 2Talk is also available for children at lunchtimes – here children are able to self-refer and make an appointment to talk about issues that are bothering or upsetting them.

School Nurse – Shamsu Abdulle

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The school nurse visits Dog Kennel Hill School on a regular basis and is available to meet parents by appointment. To arrange a visit contact the Inclusion Leader or Bonnie South in the school office. She is responsible for:

- ✓ Liaising with the inclusion Leader and other members of staff
- ✓ Writing and reviewing individualised Health Care Plans for children aged 5 and over.
- ✓ Providing training for members of staff (e.g. epilepsy training or sickle cell training)
- ✓ Carrying out Health reviews for children on Child Protection Plans or children who are Looked After.
- ✓ Attending meetings for children where there are safeguarding concerns
- ✓ Contributing to EHC plans where a child has a medical need
- ✓ Liaising with parents regarding medical needs

Administration of Medicine Assistant – Bonnie South

Bonnie is responsible for the safe storage of medicine in school. You can contact her directly at the school office. She is responsible for:

- ✓ Liaising with the inclusion Leader, school nurse, parents teaching staff
- ✓ Ensuring safe storage of medicine
- ✓ Disseminating Care Plans
- ✓ Maintaining a medical needs register
- ✓ Ensuring administration of medicine is recorded appropriately

Wider World of School; Approaches to extra-curricular activities and pastoral care

Admissions

Students with SEN are allocated places in two separate & distinct ways:

Those pupils with statements or EHC plans have a separate admissions procedure overseen by Southwark's SEN team. Applications for children with special needs or with a disability will be treated fairly.

Those pupils who have SEN but do not have a statement or EHC plan are admitted via the normal school admissions criteria. Detailed information and guidance of how to apply for a place at Dog Kennel Hill School both if your child has an EHC plan or statement of special educational needs, or if s/he has special needs but does not have a statement, can be found on the following link www.southwark.gov.uk/schooladmissions

Any Special Needs that are identified on admission are discussed with parents allowing the school to provide support to and put into place support mechanisms to cater for the child's Special Educational Needs or Disabilities.

When a child is admitted to the school "In Year", parents will be invited to meet with the executive head or head of school prior to the start date.

Environment and reasonable adjustments

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What support can be offered to help my child develop good learning behaviour and a sense of wellbeing?

- The school building is a two storey building with a lift that can access all floors, which generally allows easy access. Teachers adapt classroom layouts to cater for children with special needs and or a disability. Rails have been added to foundation stage class toilets. There is a toilet for people with disabilities within the on both the bottom and top corridors, and in the new reception classrooms.
- Coloured overlays are available for dyslexic pupils.
- Use of electronic equipment such as lap-tops, alternative keyboards, voice recorders are available.
- It is also possible to provide modified worksheets for children with visual impairment difficulties.
- Writing slope boards, pencil grips, rocket pencils/pens, alternative scissors (e.g. loop scissors) use of 'wobble boards' or move 'n' sit cushions are available for children with dyspraxia or ADHD.
- The school has an accessibility plan that is reviewed regularly.

Pastoral Support/Unstructured parts of the day

Strategies to support the development of pupils' social skills and enhance self-esteem

- Small group programmes including social skills group
- Lunch-time clubs, gardening club, judo, music and dance clubs
- Learning mentor support
- Regular 'celebration of success' opportunities particularly during 'Good Work' and 'Merit' assemblies and class assemblies
- Place 2Be and Place 2Talk
- Playground "big brothers and sisters"
- Wide range of after school activities
- Specific lunch time support for children with significant difficulties.

Transition support, visits and events

- Reduced, adapted or modified time-table
- Use of social stories, especially for transition
- Regular contact & liaison with parents
- Transition meetings
- Risk assessments
- Year 6 transition programme.
- Year 6 travel programme (Southwark citizenship training)
- Team Around the Child (TAC) or Family (TAF) meetings to support transition.

Behaviour Support

- School sanctions and reward system as set out in School Behaviour policy
- Individualised positive behaviour system for individual children with particular need
- Learning Mentor Support
- Lunch time clubs
- Behaviour Support Advice accessed (Summer House Pupil Referral Unit)
- Place 2Be/Place 2Talk
- Regular reviews with Parents

Intimate Care/Toileting Needs

- The school has an intimate care/ toileting policy that sets out procedures that should be followed to

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support children who have toileting issues.

- A disabled toilet is available on both the top and bottom corridors and in the new reception classrooms.
- Children with toileting needs in Key Stage 1 or 2, will have a have a toileting plan that is discussed and agreed with parents.
- Symbols and social stories are used to support parents where children have toilet needs.
- The Inclusion leader will seek specialist advice from the Local Authority for children with particular toileting needs and parents will also be encouraged to attend 'Poos and Pees' or CAMHs (when toileting needs appear to be emotionally related).

Medical Needs

- Separate policy and system for administration of medication
- Care plans for pupils with medical need
- Support staff to assist pupils with personal care as specified by clinical plans
- Trained paediatric first aiders (to support children)
- Trained First Aider at Work (to support adults)

Extra-Curricular Activities

The school provide a wide range of extra-curricular activities that are available for children who attend the school. The Safeguarding and Interventions officer coordinates this provision. After school or lunch time school activities may vary but currently include:

- Art Club
- Artis Performing Arts
- Minecraft Club
- Computer Club
- Film Club
- Homework Club
- Judo club
- Netball and football clubs
- Music/singing club
- Dance Club
- More able booster maths clubs
- Maths booster club
- Mental maths booster club
- Gardening Club

Approaches to Teaching and Learning

Curriculum and Teaching Methods

How will teaching be adapted to meet the needs of my child?

All children are entitled to excellent classroom teaching also known as Quality First Teaching. Teachers will have the highest possible expectations for all pupils in their class, basing their teaching on what children can do, what they know and what they can understand. Daily planning takes into account individual pupils' needs and requirements, is multi-sensory and engaging. Differentiation to ensure both success and challenge in learning is provided by additional materials/ resources/ additional support or adapted activities. Homework

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is also differentiated. Children in Key Stage 2 have access to homework clubs enabling them to receive help where necessary or when they are not able to access the internet at home.

Grouping arrangements are generally organised flexibly with opportunities for both ability and mixed setting to maximise learning opportunities for all.

Additional adults are used flexibly to help groups and individual pupils with a long term goal of developing independent learning skills.

Monitoring takes place to avoid pupils becoming over reliant and dependent on this adult support. Some interventions may change as progress and needs are monitored.

Types of Intervention

How will my child's access to learning be supported?

In class

- By Quality First Teaching
- Differentiated activities including alternative recording methods
- "Steps to success" or success criteria used in every lesson
- Extension activities
- In class support programmes
- Access to learning support staff in class
- Mentoring support
- Specific differentiation or modification of resources e.g. use of Communicate in Print/Picture aids etc.
- Visual timetables, Now and Next boards, Communication tools, basic makaton for class & individuals
- Guided reading programmes in all classes
- Regular teaching of phonics in Reception and Key Stage 1 and teaching of spelling rules in Key Stage 2
- Use of IT programmes in class to reinforce strategies (Nessy, Phonics Play etc)
- Ability grouping in some curriculum areas

Withdrawal support

- Learning support after school clubs
- Intensive withdrawal programmes for key skills strategies (e.g. Catch-up reading, Early Literacy Support (ELS), Precision reading and spelling, Toe by Toe, Power of Two, Alpha to Omega.)
- Programmes to support speech and language where recommended by the school's therapist
- Speech and Language Therapist advice disseminated to and followed by teaching staff
- Speech therapy individual or group work delivered by support staff following speech therapist advice
- Support staff to attend Speech and Language appointments when possible
- Access to a specialist dyslexia teacher offering advice both to staff and parents
- Small group literacy programmes
- Small group spelling sessions
- Small group intervention programmes numeracy
- 1:1 writing or reading tuition
- 1:1 or small group maths tuition in Year 6

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- Small group or 1:1 support for fine motor control and touch typing

Staffing Expertise

How skilled are the staff at Dog Kennel Hill in meeting the needs of my child?

An ongoing programme of training is in place to ensure that teachers and support staff have appropriate skills and knowledge in areas that will improve their teaching and support of all children including those with SEN and medical needs.

Our Inclusion Leader actively engages with local opportunities to share best practice and keep abreast of current local and national initiatives and policy to support pupils with SEN.

The school also seeks advice and guidance from local special schools to review, evaluate and develop provision for pupils who have the most complex needs.

The Inclusion Leader is also a dyslexia specialist teacher.

The training priorities are set out in the School's Improvement Plan. This document is created and maintained by the Head Teacher.

Information about early identification and assessment

Assessment

How can I find out how well my child is doing in school?

The Class Teacher is responsible for the **assessment** of all the children in the class on a day-to-day basis, within the agreed record-keeping and assessment procedures of Dog Kennel Hill School. Baseline assessments are completed in the Nursery and Reception on entry. The Early Years Foundation Stage Profile is carried out at the end of Reception. Concerns noted through these may trigger SEN identification. SEN children in the Early Years are assessed using the EYFS framework from birth to 5. Progress of children within Key Stage 1 and 2 is tracked half termly (a minimum of 5 times per year). The school uses teacher assessments, QCA tests, Assertive Maths Tests as well as formal S.A.Ts assessments and tests in Year 2 and Year 6 to monitor progress. B-squared summative small step assessments are used to monitor the progress of children with severe to profound special needs or those about whom there are grave concerns regarding progress.

The progress of all children is discussed termly in **Pupil Progress Meetings**. These meetings can include the Head Teacher, Deputy Head Teacher, Safeguarding and Interventions Officer and the Inclusion Leader. Class teachers identify pupils who are not making progress or who have needs which are affecting their ability to engage in learning activities. Discussion with the Inclusion Leader will identify possible barriers to learning and particular areas of need which may need to be investigated and actions can be agreed to reduce these barriers and ensure that good progress is made. The intention is always to aim to reduce any attainment gap and ensure that each child is able to understand and apply good learning behaviour. After discussions with parents, additional support can be put into place to provide targeted support to help

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overcome any difficulties. The views of the pupil him/herself will be given consideration. Personalised planning targets (IEPs) will include reviews, providing information about progress that has been made towards the set targets.

Parent/Teacher Meetings

Parents may contact the Class Teacher to request information about how well their child is doing in school at any time. Termly SEN meetings will provide opportunities for parents of children with additional needs to discuss how their child is doing in school. Yearly written reports also outline how well your child is doing in school.

Test Access Arrangement

Test Access Arrangements for some pupil's additional arrangements and adjustments can be made to enable them to fully access tests. This might include additional time, rest breaks or the use of a scribe or word processor. The Deputy Head Teacher or Inclusion Leader can inform you about eligibility for these arrangements at Year 6.

SEN SUPPORT including students with EHC Plans

Procedures for considering if a child has SEN

Early Identification

The school aim to provide early identification of children's SEN needs in order that appropriate support can be put into place to reduce or eliminate the Special Educational Need. The Code of Practice 2014 states that

- ❖ ***SEN may be present if progress is significantly slower than that of their peers starting from the same baseline***
- ❖ ***Fails to match or better the child's previous rate of progress***
- ❖ ***Fails to close the attainment gap between the child and their peers***
- ❖ ***Widens the attainment gap***

It should be noted that lack of progress does not automatically mean the child has SEN. Other barriers to learning such as poor attendance or punctuality, difficulties related to English as an additional language, bereavement are just a few of the barriers that may impact on attainment and should be taken into account when deciding what further actions are necessary.

If a child's development is causing concern, despite good quality teaching and differentiated learning opportunities, the Class Teacher will raise concerns with the Inclusion Leader and provide evidence to support their concerns. Initial concerns may have been raised with the Class Teacher by a parent or another professional. Concern regarding lack of progress may also be identified within **Pupil Progress Meetings**. The Class Teacher is responsible for informing the child's parents of their concern and collecting any relevant information about the child.

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Special Educational Needs and Disability (SEND)

Information on the schools graduated approach - Assess, Plan, Do, Review

Assess

The Class Teacher and Inclusion Leader will analyse any assessments already conducted and plan any further assessments needed. This may include:

- In class observations
- Inclusion Leader Assessment (The Inclusion Leader is qualified to use assessments reading and spelling, phonological awareness and working memory tests that provide standardised scores against national norms).
- Speech and Language Therapy screening assessments
- Literacy assessments including reading tests, spelling tests, handwriting assessments, phonic assessments etc.
- Antecedent Behaviour Consequence (ABC) behaviour analysis observations
- Observation and/or assessment by an Educational Psychologist

Following these assessments a decision will then be made by the Class Teacher, parent and Inclusion Leader to initiate SEN support. When external agencies are involved, their advice and recommendations are included in support programmes. Actions agreed take into account each pupil's strengths as well as their difficulties. Where appropriate additional support may be deployed to ensure your child can engage in lessons and wider school activities and to facilitate independent learning.

Plan

- Where it is decided to provide a pupil with SEN support the parents will be formally notified usually by the Class Teacher directly or in writing.
- The Class Teacher and Inclusion Leader, in consultation with parents, will agree the interventions and support to be put in place as well as the expected progress. A clear date for review will be set.
- All relevant support staff will be made aware of any strategies/interventions to be used with the child.
- Parents will be asked to support the child at home and where relevant advice and support will be provided by school staff.

Do

- The class teacher is **responsible** for working with all children on a daily basis.
- Where interventions involving 1:1 teaching or group teaching occur away from the main class the teacher still retains **responsibility** for the child.
- The Class Teacher will work **closely** with the Teaching Assistant or Specialist Support Staff involved to plan and assess the impact of interventions and how they are linked to class teaching.

Review

- The **impact** of support offered, interventions used and targets set will be reviewed by the Inclusion Leader, Class Teacher and Specialist Support staff involved in supporting the child during pupil progress meetings.
- Support arrangements will be updated and revised accordingly. Further referrals may be necessary to other external agencies e.g. Occupational Therapist, Social Communication Clinic etc.

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- During SEN parents' meetings parents will be provided with **clear information** about the impact of the support and interventions during Class Teacher/parent meetings enabling them to be involved in the next steps. If little progress has been made, a change may be made to the provision to maximise the possibility of progress.

Discussion should focus on progress made by the child. Then the following decision can be made:

- 1) Progress is very good and the difficulty seems to be resolved, the child's name may be removed from the Register and SEN support ceased.
- 2) Progress is good and support is continued or progress is monitored to ensure it is maintained.
- 3) If your child is continuing to have significant difficulties, further external expertise may be requested or further intervention or an alternative programme is used.

Risk Assessments/PEEP

Individual risk assessments or Personal Emergencies Evacuation Plans may be completed for children with additional behavioural or medical needs. These are reviewed at least once a year. If additional needs occur then the risk assessment is reviewed automatically by the Inclusion Leader in liaison with the child's parents and class teacher.

Education Health and Care Assessments and Plans

Education Health and Care Assessments Plans/Statutory Assessment

If a child has a severe SEN needs then the school and or the parent may decide to request a Statutory Assessment the Inclusion Leader undertakes to provide the school evidence and relevant documentation to send to the Local Authority, in accordance with Local Authority procedures.

During the time that these procedures are being followed, the Class Teacher, Inclusion Leader and specialist will continue to try to meet the needs of the child through personalised planning.

The writing of EHC plans will be completed in consultation with parents, the Inclusion Leader and a representative from the Local Authority.

Children with EHC Plans or Statements

When a child has a statement of Special Educational Needs or an EHC plan, the statement or plan specifies the child's learning objectives and what provision must be put in place to meet these needs. It is the Head Teacher's responsibility to ensure that the necessary support is organised and put in place, using the financial resources provided or from delegated funding.

The Inclusion Leader, with the support of the Head Teacher and Class Teacher and in consultation with other adults (including the parents) working with the child, will be responsible for planning and coordinating the provision. Personalised targets will relate to the objectives set out in the child's EHC plan or Statement.

Annual Reviews for children with EHC Plans or Statements

A formal Annual Review Meeting, involving the Inclusion Leader, Class Teacher, Parents/Carer and any specialists involved with the child will be held annually. Pupils when appropriate are invited to attend part of the annual review meeting or to offer their views regarding their progress if they do not feel comfortable to attend in person. All relevant parties will be contacted and invited in writing to the review meeting. They will be invited to send reports detailing the child's progress. At this meeting new targets are agreed for the

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year ahead. Copies of the report of the Review Meeting are sent to the Local Authority, parents and other attending parties by the Inclusion Leader. The presence of a Local Authority representative will always be requested at key times of transition (e.g. Reception, Year 5).

If there are significant changes in the child's circumstances between the normal dates for the Annual Reviews, an additional Review Meeting may be called.

Mediation Services/SEND Tribunal

If parents are not in agreement with a decision made by the Local Authority they can access mediation services or apply to SEND Tribunal to contest the decision and resolve the disagreement.

Information regarding mediation services and SEND Tribunal will be provided to parents by the Local Authority on application for a statutory assessment.

Arrangements for supporting transitions for pupils with significant SEND

Children and young people with SEN can become particularly anxious about "moving on" so we seek to support successful transition by:

When moving to another school:

- ✓ We will contact the School SENCO and share information about special arrangements and support that has been made to help your child achieve their learning goals
- ✓ We will ensure that all records are passed on as soon as possible
- ✓ On some cases additional multi-agency meetings (TAC) may be arranged to create a more detailed "transition" plan which may include more visits to the new school and/or additional visits from the new school.

When moving classes in school:

- ✓ An information sharing meeting will take place with the new teacher
- ✓ Opportunities to visit the new class and teacher
- ✓ A transition book may be created and sent home with parents to read during the holiday period
- ✓ "Big brothers/sisters" will support younger children in the playground, particularly during times of transition
- ✓ Children may have communication symbols to use where speech is limited

When moving to our school

- ✓ All casual admissions will meet with an appropriate member of the Senior Leadership Team to collect information. Learning mentor support will be provided to help children settle into class
- ✓ Where there is a Special Educational Need or Disability or a child is new to the country the Inclusion Leader or Class Teacher will, where possible, attend a transition meeting at nurseries or schools and the Inclusion Leader will meet with parents to discuss the child's strengths and needs
- ✓ Early Years Practitioners will conduct a home visit and where children have significant needs the Inclusion Leader may also attend this visit
- ✓ Appropriate support will be deployed to meet Special Educational and Disability needs

Information about funding and resources

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All schools are allocated a budget to provide for the educational needs of all children who attend the school.

SEN Budget

In addition, the Local Authority delegates specific funding to school to meet the needs of children with Special Educational Needs and disabilities based on social deprivation factors, the number of children who qualify for free school meals and children's prior attainment. This money is used to meet the additional needs of children with Special Educational Needs and/or disabilities within the school.

This provision can take a number of different forms. Support can be provided through the allocation of Human Resources, Curriculum Adaptation, Grouping, Equipment and Assessment, as outlined above.

Children with Statements/EHC Plans

At present the Local Authority currently provides additional funding for children with Band 3 or 4 Statements. Band 5 6 or 7 statements do not have additional funding allocated. The school decides the appropriate allocation of funding to support these children's needs using delegated funding mentioned above.

From September 2014 it is expected that the school will finance the first £6000 pound of any future EHC plan from the SEN budget mentioned above.

Support is provided for children with EHC plans or Statements as specified in their EHC plan or Statement of Special Educational Needs. This provision is individualised to meet the child's specific needs and to achieve the objectives set out in their plan.

Pupil Premium

Pupil premium funding is also available to meet the needs of children entitled to Free School Meals or who are Looked After or have previously been Looked After.

6 monthly PEP meetings for Looked After children will consider the provision and funding required to meet the needs of LAC children.

Use of funding/Allocation of resources

The Head Teacher deploys support staff to classes to meet the needs of children. This is informed by data analysis taken from the schools assessment cycle and the needs of individual children identified with SEN and or disabilities.

The Inclusion Leader deploys Specialist Support Staff to meet the needs of children requiring SEN support.

External Agency/Specialist Provision

The school purchases 4 days (3 of which are contact days) of Speech and Language Therapy per week. Lindsay Harvey (SALT) can be found in her room on the top corridor on Mondays, Wednesdays and Fridays. This provision is to assess and provide advice with regards to the needs of children with speech and language difficulties and to enable good practice to be shared with teachers and support staff on a regular basis.

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The school has fortnightly visits from an Educational Psychologist, Pascale Mather, who is funded by the school. Pascale is able to assess children, advise teachers and parents as to how best support children and offer training to school staff for different areas of need.

The school purchase support from the Early Help Locality team, which includes access to an Educational Psychologist, Education Welfare officer, Family Support Worker, Social Worker, Autism Support Service. Referrals can be made to the Early Help Team when further assessment or support is required for children.

The **Common Assessment Framework (CAF)** is used by the Inclusion Leader and the Safeguarding and Interventions officer and others when necessary to assess the needs of individual children and make appropriate referrals for specialist support. Most of these referrals are sent to the Early Help Locality Team.

We are committed to effective collaboration between all agencies working with a child and a multi-disciplinary approach to meeting children's special educational needs. Team Around the Child (TAC) meetings are organised to enable this. These meetings include parents and professionals involved with supporting children and families. We will actively support the establishment and maintenance of close links with all agencies working with children.

Provision Mapping

The provision organised to meet needs across the school is set out within the school's provision map. This is a working document that is adapted based on expertise and needs of children. The provision map is maintained by the Inclusion Leader and will be found on the SEN page when the School Offer page is available.

Information on where to find further support

Local Offer

FURTHER INFORMATION about support and services for pupils and their families (Southwark's Local Offer) can be found at the following website:

http://www.southwark.gov.uk/info/200017/children_and_families/3473/send_reform/3

Southwark's Information, Advice and Support (SIAS) team service can provide support with understanding and accessing services available within the Local Offer. Please find more information at the following website address: www.localoffer.southwark.gov.uk Address: SIAS, 160 Tooley Street, London SE1 2TZ

You can contact them using the following information:

Tel: 0207 525 3104

0207 525 5256

0207 525 2866

Email: SIAS@southwark.gov.uk

Complaints procedures

The school have a Complaints policy that can be accessed via the schools website. If parents would like to make a formal complain they should follow procedures set out within the school's Complaints Policy.

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The following is a short overview of the complaints procedure:

Summary of the School's Complaints Procedure

Stage 1

Parent seeks to resolve the concern with the Class Teacher.

Resolved?

Yes-No further action.

No - Parent seeks to resolve the concern with the Head Teacher.

Resolved? Yes - No further action.

No - Parent puts the complaint in writing to the Head Teacher.

Stage 2

Head Teacher investigates and responds to the parent.

Resolved? Yes -No further action.

No - Parent writes to the Chair of Governors. Chair of Governors investigates and responds to the parent.

Resolved? Yes -No further action.

No move to stage 3

Stage 3

Parent may write to Southwark Local Education Authority.

Resolved? Yes -No further action.

No - Parent may write to the Secretary of State for Education and Skills.