



**Truro and Penwith  
Academy Trust**



# **Special Educational Needs & Disability (SEND) Policy and SEND Information Report**

|  |           |
|--|-----------|
| Date Written   | Sept 2015 |
| Reviewed On  | Nov 2022  |
| Regularity   | Annually  |
| Next Review Date   | Nov 2023  |
| This policy has been reviewed and adopted by LGB<br>Date: Nov 2022 |           |



## **Special Educational Needs & Disability (SEND) Policy and SEND Information Report**

### **Contents:**

|   |    |
|---|----|
| 1. Introduction.....  | 4  |
| 2. Our Aims.....  | 6  |
| 3. Definitions.....   | 7  |
| 4. Responsibilities.....  | 8  |
| 4.1 SENDCo  |    |
| 4.2 SEND Governor   |    |
| 4.3 Headteacher   |    |
| 4.4 Teachers  |    |
| 5. Levels of support and provision offered at St Erth Primary School..... | 12 |
| 6. How we identify SEND.....  | 12 |
| 7. Monitoring pupil progress.....   | 13 |
| 8. Working as a team.....   | 15 |
| 8.1 Partnership with parents and carers                                   |    |
| 8.2 Partnership with pupils   |    |
| 9. Education, Health and Care Plans.....                                  | 17 |
| 9.1 Assessment  |    |
| 9.2 Named School  |    |
| 9.3 Reviewing an EHCP   |    |
| 10. Working with other agencies.....                                      | 18 |
| 11. Data, Record Keeping and Confidentiality.....                         | 18 |

### **Appendices**

|   |    |
|---|----|
| Appendix A - Our offer.....                               | 19 |
| Appendix B - Services and Organisations we work with..... | 36 |
| Appendix C - Cornwall's Local Offer.....                  | 39 |
| Appendix D - Useful Links.....                            | 40 |
| Appendix E - Glossary.....                                | 44 |



## 1. Introduction

Our SEND policy and Information Report aims to:

- Set out how St Erth Primary School will support and make provision for pupils with SEND
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND

This policy and Information Report is based on the statutory Special Educational Needs and Disability (SEND) Code of Practice and the following legislation:

- Part 3 of the Children and Families Act 2014, which sets out schools' responsibilities for pupils with SEN and disabilities
- The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health and care (EHC) plans, Special Educational Needs Coordinators (SENDCo's) and the SEN information report.

**St Erth Community Primary School** is a member of Truro and Penwith Multi Academy Trust (TPAT).

We are a small village school, with 4 classes, in West Cornwall which prides itself on having an inclusive ethos and ensures every child can access the curriculum, extra-curricular activities and outside visits.

In Reception class, pupils follow EYFS framework and in Key Stages 1 and 2 pupils follow the national curriculum.

Our aim is to offer excellence and choice to all our children, whatever their ability or needs. We have high expectations of all our children. We aim to achieve this through the removal of barriers to learning and participation. We want all our children to feel that they are a valued part of our school community.

Through appropriate curricular provision, we respect the fact that children:

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

We have a history of working with pupils with a wide range of needs and have consistently achieved 'good' in our Ofsted inspections.

We aim to meet the individual needs of all our children through quality first teaching, to identify additional needs early and offer a range of strategies and intervention programmes targeted to meet the additional needs of the individual and groups. We ensure children's additional needs are met through the Graduated Approach, which included the Assess, Plan, Do, Review Cycle (APDR).

We provide additional and/or different provision for a range of needs:

- Communication and Language
- Cognition and Learning
- Social, Emotional and Mental Health
- Sensory or Physical needs.

We recognise that some of our children will have needs in more than one category.

We have excellent links with our on-site pre-school provision and local secondary schools. Enhanced transition is offered to our most vulnerable pupils moving to secondary school or other provision.

Our highly motivated teachers and support staff have a high level of experience and training relating to a wide range of SEND, training is ongoing and relevant.

We work closely with a wide range of outside agencies to ensure that every child has opportunity to learn and make progress.

Our school environment, internally and externally, and school routines, such as lunchtimes and break times, have been carefully designed to improve pupils' relationships and wellbeing. They are designed with adaptability and accessibility in mind to ensure a welcoming place for all learners.

We have an excellent outdoor environment, which is presently being further developed, and Forest School is a highly beneficial addition to the curriculum.

We also have a Breakfast Club and a wide variety of clubs and extra-curricular activities after school. We work with parents to ensure that children with SEND have access to a range of opportunities for personal development. For example: Music tuition, sports clubs and residential trips.

We have strong community links as well as working in close partnership with other schools in the Truro and Penwith Academy Trust.

We believe that it requires a whole team to help those with SEND. Parents/carers are a hugely important part of this team. They know their children best and are often experts on any disabilities, illnesses or needs their

child may have. We will always endeavour to include parents and value their input, in discussion and planning of provision for their child's needs.

## **1. Our Aims**

We aim to:

- Provide a balanced and broad curriculum that promotes the spiritual, moral, cultural, emotional, academic and physical development of pupils.
- We endeavour to promote a healthy lifestyle and prepare them for the opportunities, responsibilities and experiences of adult life.
- Give access to the National Curriculum and, for those pupils with specific learning difficulties effective and personalised programmes.
- Enable pupils to improve their behaviour to a socially accepted level and offer effective and appropriate support for their emotional development.
- Respect all pupils and encourage them to become active participants in their own learning, develop confidence, independence, self-esteem and express their needs and desires.
- Seek effective links with pupils' families, schools and other professional agencies.
- Seek effective outcomes with transition from home and partner nurseries and also to secondary school as well as to and from other primary schools
- Develop a community of learners working to realise their potential and we are committed to raising aspirations for all.
- Develop communication and self-help skills. Our teachers and teaching assistants are all experienced in delivering learning for pupils with special educational needs.

Staff are committed to identifying and providing for the needs of all pupils, in an inclusive environment where pupil abilities are supported and valued. Staff seek to overcome barriers to learning and are committed to ensuring that special educational needs are catered for so pupils can achieve positive outcomes.

St Erth Primary School has high expectations of respect and kindness towards each other, using rewards as positive reinforcement and with a view to learning from our mistakes (using metacognitive strategies). See also Behaviour Policy.

### 3. Definitions

The SEND Code of Practice (2014) uses the following definitions: "A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.

A child of compulsory school age or a young person has a learning difficulty or disability if they:

a) have a significantly greater difficulty in learning than the majority of others of the same age: and/or

b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions."

c) Equality Act 2010 A disability is a physical or mental impairment which has a long term and substantial adverse effect on their ability to carry out normal day to day activities.

This definition includes:

- Sensory impairments such as those affecting sight and hearing
- Long term health issues such as asthma, epilepsy and cancer

**Special educational provision** is educational provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools

This policy will have due regard to legislation, including, but not limited to:

- Children and Families Act 2014 (and related regulations).
- Health and Social Care Act 2012.
- Equality Act 2010.
- Mental Capacity Act 2005. Children's Act 1989.

It will also take into account statutory and non-statutory related guidance, including, but not limited to:

- SEND Code of Practice 0-25.
- Supporting Children with Medical Conditions.
- Keeping Children Safe in Education.
- Working Together to Safeguard Children.

## 4. Roles and responsibilities

### 4.1

Our SENDCO is: Mrs Karen Golder. She is a qualified teacher with over 25 years of experience and has the National SENDCo qualification.



kgolder@st-erth.cornwall.sch.uk

Our SENDCo will:

- Have day-to-day responsibility for the operation of this SEN policy and the coordination of specific provision made to support individual pupils with SEN
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEN receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEN support, including early identification.
- With the Head teacher, monitor the progress of all children with SEND and reviewing the impact of EHCP and APDR targets
- Advise Headteacher and governors on the deployment of the academy's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, including the LA and its support services
- Liaise with other providers of education to ensure smooth transitions this could be end of year, end of key stage, or within the school year. Facilitating communication with providers of education, pupils and their parents to ensure the best possible transitions.
- Work with the LGB and TPAT to ensure that the academy meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the academy keeps the records of all pupils with SEN up to date
- Lead and manage Annual Reviews and where applicable Looked After Child (LAC) reviews and Personal Education Plans (PEPs)
- Liaise with the Local Authority and parents about EHCP targets and outcomes

- Produce the annual SEND information report
- Link with the schools allocated SEND caseworker
- The SENDCo will ensure a programme of Continuing Professional Development (CPD) program that will benefit parents, Governors and staff throughout the school.

#### 4.2 SEND Governor

Mrs Sandra Page



secretary@st-erth.cornwall.sch.uk

The Local Governing body is responsible for monitoring the provision of education for the pupils at the academy.

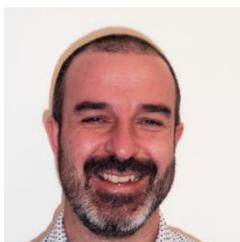
Our SEND governor Sandra Page.

The SEND Governor will:

- Help to raise awareness of SEN issues at LGB meetings
- Monitor the quality and effectiveness of SEN and disability provision within the academy and update the LGB on this
- Work with the Head teacher and SENDCo to determine the development of the SEND policy and provision in the academy
- Our LGB member recruitment will aim to have at least one member of the group with practical SEND experience in some way, either professionally or personally

#### 4.3 Head teacher

Mr William Coleman



head@st-erth.cornwall.sch.uk

The Head Teacher will:

- Ensure that those teaching or working with the pupil are aware of their needs, and have arrangements in place to meet them.
- Ensure that teachers monitor and review the pupil's progress during the course of the academic year.
- Cooperate with local authorities during annual EHC plan reviews.
- Ensure that the SENDCO has sufficient time and resources to carry out their functions.
- Regularly and carefully review the quality of teaching for pupils at risk of underachievement, as a core part of the academy's performance management arrangements.
- Ensure that teachers understand the strategies to identify and support vulnerable pupils and possess knowledge of the SEND most frequently encountered.
- Work with the SENDCO and SEN Governor to determine the development of the SEN policy and provision in the academy
- With the SENDCO, monitor the progress of all children with SEND and reviewing the impact of EHCP and APDR targets
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability
- Will work with TPAT through various mechanisms including SHIP and PEL who will offer external challenge and support for SEND provision within the school.

#### 4.4 Teachers

Each class teacher is responsible for:

- The progress and development of every pupil in their class, including those with SEND.
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEN policy
  - Where appropriate, plan personalised curricula that take into account relevant EHCP targets and pupils individual interests
- Be responsible for creating APDR plans and attending reviews with SENDCO, parents and other staff where appropriate

- Provide support and reports report for the Annual Review process for children with EHCPs.

- Hold termly review of all children on the register of need.

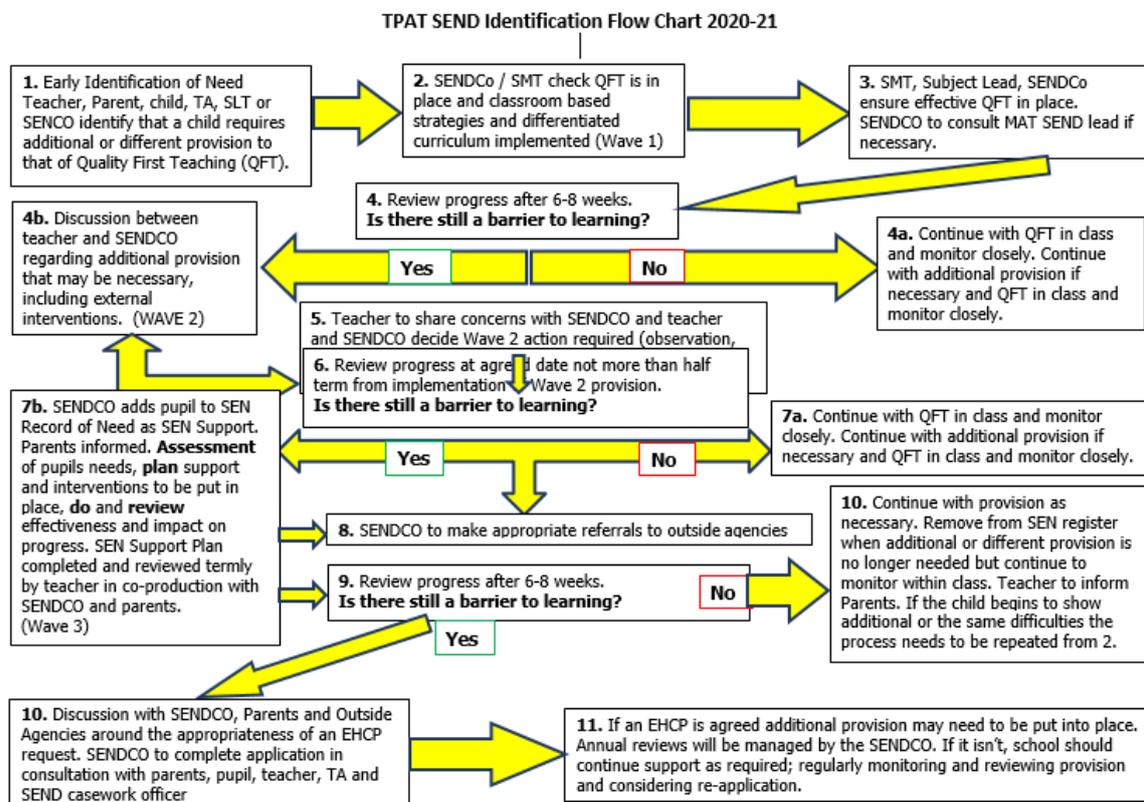
We recognise that there needs to be a whole team around the child with SEND. Those that this involves may differ according to need, but will always include the child, their parent/carer, Teacher, SENDCo, Headteacher and relevant others.

## 5. The levels of support and provision offered by St Erth Primary School

The offer will include some or all of the offers in Appendix A

## 6. How we identify SEND

Early identification is vital. Teachers, parents and the pupils themselves highlight any difficulties with pupils' learning and these are discussed with the SENDCo. Information may also be received from a previous school or setting. When a concern has been raised, the SENDCo may then advise, or observe in the class and then advise the teacher on strategies/interventions. The pupil will be closely monitored to see if advice followed has closed any gap. If progress is not made quickly enough, then the school will place the pupil on our SEND register and have a conversation with the parent/carer to inform them of this. (See pamphlet on Website). Every school must keep a register of pupils with SEND and it helps ensure provision is made well for those pupils. At St Erth we are committed to ensuring that all learners have access to learning opportunities, and for those who are at risk of not learning, we will work with them to try and rectify this situation; identifying and helping with the underlying cause where at all possible.



At St Erth, we ensure that the assessment of educational needs, directly involves the learner, their parents/carer and their teacher. The SENDCo will also support with the identification of barriers to learning. For some learners we may want to seek advice from specialist teams.

## 7. Monitoring pupil progress

Monitoring progress is an integral part of teaching and learning within the school.

There is regular assessment within lessons and progress and attainment data is gathered half-termly. This is analysed by both classroom staff, Senior Management Team and SENDCo. The SENDCo also reviews the progress of all pupils with SEND to ensure they are making the expected or better progress. Where this is not the case, the SENDCo will liaise with the teacher, pupil and parents and discuss what the issues are and what action could be taken. The Sendco is then involved in supporting teachers drawing up APDR plans for children.

The Sendco and the Headteacher hold regular meetings to review the work of the school in this area.

The Sendco and the named governor with responsibility for special needs also hold termly meetings.

This support will follow the 'assess, plan, do, review' model and the impact of the intervention measured. This cycle is summarised below

**Once a child is placed on SEND Support they enter a system of APDR (Assess, Plan, Do, Review).**



**Parents and teachers work together to develop targets and strategies to help the child. Review meetings are at least termly.**

If relevant, the teacher or SENDCO, in consultation with parents, will talk with the parents about seeking advice from external support services.

This could be if a pupil:

- Continues to make little or no progress in specific areas over a long period.
- Continues working at National Curriculum levels substantially below that expected of children of a similar age.
- Continues to have difficulty in developing literacy and mathematical skills.
- Has emotional or behavioural difficulties which substantially and regularly interfere with the child's own learning or that of the class group, despite having an individualised behaviour management programme.
- Has sensory or physical needs, and requires specialist equipment or regular advice or visits by a specialist service.
- Has an ongoing communication or interaction difficulty that impedes the development of social relationships and cause substantial barriers to learning.

The graduated response using an Assess, Plan, Do, Review strategy employs a **small-steps approach** ensuring pupils have targets to meet their personal needs. By breaking down the existing levels of attainment into finely graded steps and targets, we ensure that children experience success. All children on an EHC plan or SEN record of need have an APDR plan. Effective planning should help parents, children and young people with SEND express their needs, wishes and goals, and should:

- Focus on the child or young person
- Focus on the child or young person as an individual, not their SEND label.
- Be easy for children, young people and their parents to understand and use clear ordinary language and images, rather than professional jargon.
- Highlight the child or young person's strengths and capacities.
- Enable the child or young person, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in future.
- Tailor support to the needs of the individual.
- Organise assessments to minimise demands on families.
- Bring together relevant professionals to discuss and agree together the overall approach.

## **8. Working as a team**

As well as the roles and responsibilities defined in section 3, we feel that it is imperative that parents, carers and the pupil themselves feel valued in their role in supporting progress.

### **8.1 Partnership with parents and carers**

The school works closely with parents and carers in the support of those children with special educational needs. We encourage an active partnership through an ongoing dialogue with parents and carers. Communication is central to this. Parents and carers have much to contribute to our support for children with special educational needs. As such we have:

- home/school books
- Regular meetings and phone conversations
- SEND Coffee mornings
- APDR meetings termly where parents are asked for their input.
- Yearly Parent Voice survey
- Meet and greets daily with child and parent where needed.

The school website contains details of our policy and our information report for special educational needs, and the arrangements made for these children in our school. A named governor (Sandra Page) takes a particular interest in special needs and is always willing to talk to parents and carers.

At the regular termly meetings with parents progress and targets of special needs children are shared and discussed with their parents or carers. We inform the parents/carers 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. We hold regular meetings with Teachers, TAs, Sendco, SEN governor and Headteacher to review and update the progress of SEN pupils.

### **8.2 Partnership with pupils**

In our school, we encourage children to take responsibility and to make decisions. This is part of the culture of our school and relates to children of all ages. The work in the Foundation Stage recognises the importance of children developing social as well as educational skills.

Children are involved at an appropriate level in setting targets in their APDRs and in the termly review meetings. Children are encouraged to make judgements about their own performance against their APDR

targets. We recognise success here as we do in any other aspect of school life.

## 9. Education, Health & Care Plans

### 9.1 Assessment

Where a pupil's needs cannot be met through SEN Support schooling resources, the school will, in consultation with the pupil's parents, request a EHC needs assessment. If the decision is taken by the LA not to issue an EHC plan, the academy will consider and implement the recommendations of feedback from the local authority, regarding how the pupil's outcomes can be met through the academy's existing provision. This process takes 20 weeks. More details can be seen here: <https://www.cornwall.gov.uk/media/30188094/cornwalls-education-health-and-care-ehc-needs-assessment-20-week-process.pdf>

### 9.2 Named school

If St Erth Primary school is consulted by the authority regarding being a named school on an EHCP we will respond to the consultation. If St Erth Primary School is named on a pupil's EHC plan we will admit the pupil and ensure that all those teaching or working with the pupil, are aware of the their needs and that arrangements are in place in to meet them. The academy will request a re-assessment of an EHC plan at least 6 months following an initial assessment, if a pupil's need significantly change.

### 9.3 Reviewing an EHC plan

St Erth School will:

- Ensure annual reviews take place at least annually, sooner if required, including convening the meeting on behalf of the local authority if requested.
- Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.
- Seek advice and information about the pupil prior to the annual review meeting from all parties invited.
- SEND any advice and information gathered to all those invited at least two weeks prior to the annual review meeting.
- Cooperate with the local authority during annual reviews.
- Prepare and SEND a report of the meeting to everyone invited within 2 weeks of the meeting.
- Ensure that a review of a pupil's EHC plan is undertaken at least 7 months before transfer to another phase of education.

- Targets from the EHCP will be used to inform the termly APDR (Assess, Plan, Do, Review) process.

## **10. Working with other agencies**

The Trust continues to build strong working relationships and links with external support services in order to fully support our SEN pupils and aid school inclusion. See Appendix B.

## **11. Data, Record Keeping and Confidentiality**

### **a. Data and record keeping**

The school will include details of SEND, outcomes, teaching strategies and the involvement of specialists, as part of its standard system to monitor the progress, behaviour and development of all pupils.

### **b. Confidentiality**

The school will keep EHC plans and other data confidential other than any shared with parental/carer consent and/or if required by law.

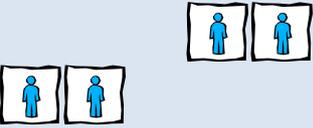
# Appendices

## Appendix A

### Our Offer

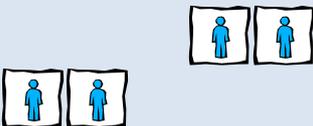
Please find information below on provision for pupils with SEND at St Erth Primary School

#### 1. Listening to and responding to children and young people

| <p>Whole school approaches</p> <p>The universal offer to all children and YP.</p>   | <p>Additional, targeted support and provision</p>    | <p>Specialist, individualised support and provision</p>    |
|---|---|---|
| <ul style="list-style-type: none"> <li>• The views and opinions of all students are valued. We know this through pupil surveys.</li> <li>• Student voice is heard through School Council and questionnaires</li> <li>• Small groups provide opportunity for regular conversation</li> <li>• Regular PSHE activities</li> <li>• All pupils know who they can speak to if they have worries or concerns and are able to identify</li> </ul> | <ul style="list-style-type: none"> <li>• The voices of children with SEND are included and valued</li> <li>• Small group consultation opportunities are given to encourage all to contribute</li> <li>• Small group work for those pupils who need help with anxieties or worries eg THRIVE/friendship groups.</li> <li>• Children's views are included on APDRs</li> </ul> | <ul style="list-style-type: none"> <li>• Individual support takes into account the views of the pupil</li> <li>• Pupil views impact on provision</li> <li>• Pupil's views are an integral part of TAC meetings and SEND reviews</li> <li>• Documentation is presented in a child friendly format accessible to the pupil as appropriate</li> <li>• Pupil contributions are made verbally, written by the</li> </ul> |

|  |  |  |
|--|--|--|
| <p>an adult that they would approach to help them.</p> |  | <p>pupil or dictated to an adult.</p> <ul style="list-style-type: none"> <li>• Pupils are invited into review meetings and stay to share anything they wish. They choose to stay as long as they wish as the meeting is about them.</li> </ul> |
|--|--|--|

## 2. Partnership with parents and carers

|  |   |   |
|--|---|---|
| <p>Whole school approaches</p> <p>The universal offer to all children and YP</p>  | <p>Additional, targeted support and provision</p>  | <p>Specialist, individualised support and provision</p>  |
| <ul style="list-style-type: none"> <li>• All parents and carers are actively encouraged to work in partnership with the school</li> </ul>                            | <ul style="list-style-type: none"> <li>• Parents/carers are able to and encouraged to contact the school</li> </ul>                   | <ul style="list-style-type: none"> <li>• Parent/carer knowledge of their child's strengths and interests as well as</li> </ul>                |

|  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• There are numerous events throughout the year when families are invited to come to school and join in celebrating the children's achievements</li> <li>• The parents/carers of all pupils are invited to attend parent consultations twice a year in the Autumn and Summer terms.</li> <li>• New EYFS children/parent/carer have a home visit with their Classteacher and Headteacher in the summer term before they start school</li> <li>• A progress report is sent home at the end of each term, with a detailed full report to parents/carers in the Summer term.</li> <li>• Home School reading diaries provide a vehicle for general communication</li> <li>• Parents are encouraged to speak to the class teacher but will be directed to other significant members of staff should the need arise</li> </ul> | <p>with any query or concern at any time</p> <ul style="list-style-type: none"> <li>• Families are encouraged to attend information sessions and workshops to support their child's learning and information about these is shared in the newsletter or to specific families.</li> <li>• Termly progress meetings are held between the Classteacher and Headteacher on individuals progress and staff are happy to talk to parents and carers at other times through out the year</li> <li>• Read, Write, Inc sessions for KS1 parent/carers</li> <li>• Literacy, Numeracy &amp; Dyslexia workshops for KS2 parent/carers</li> </ul> | <p>difficulties are valued and used to plan provision for the child.</p> <ul style="list-style-type: none"> <li>• Parents/carers views are an integral part of any SEND reviews and meetings.</li> <li>• Parents/carers are offered support with any parental contribution and accessing documentation as required.</li> <li>• Parent/carers are encouraged to access support from outside of school via the Family Information Service/Local offer/CAAP/Cornwall Parent Carers.</li> <li>• The SENDCo holds coffee mornings to help keep parents informed and listen to any concerns.</li> <li>• Parent/carers are supported by the school SENDCo if an assessment by the Local Authority is undertaken.</li> <li>• Regular face to face and telephone conversation with SENDCo to ensure progress is being made.</li> </ul> |
|--|--|---|

|   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• School website provides information and sign posting for parents/carers</li> <li>• School website, weekly newsletter and text messaging are used for reminders and general information sharing</li> <li>• Information sessions and parent workshops linked to Literacy, Numeracy, Phonics/RWI and e-safety are provided at different times through the year</li> <li>• Early Birds Breakfast club is available to provide childcare before school and there are a variety of after school clubs and extracurricular opportunities available to pupils each week</li> </ul> | <ul style="list-style-type: none"> <li>• Parent views are collected through parent/teacher meetings and surveys.</li> <li>• SEND Coffee mornings take place for parents of children on the SEND register.</li> </ul> |  |
|---|--|--|

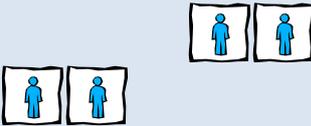
### 3. The curriculum

|   |   |   |
|---|---|---|
| <p>Whole school approaches.</p> <p>The universal offer to all children and YP</p>  | <p>Additional, targeted support and provision</p>  | <p>Specialist, individualised support and provision</p>  |
|---|---|---|

|  |   |  |
|--|---|--|
|  |   |  |
| <ul style="list-style-type: none"> <li>• The curriculum is designed to ensure all children can be included.</li> <li>• All children have access to the curriculum with reasonable adjustments made as required.</li> <li>• We offer a broad and balanced curriculum with opportunity to widen experience, develop life skills, raise self-esteem and raise aspiration.</li> <li>• Barriers to achievement are identified early to allow effective provision to be put in place.</li> <li>• All KS1 pupils access our phonics scheme</li> <li>• We use a topic based approach catering for all different learning styles</li> <li>• Through our rigorous tracking we identify pupils who need additional</li> </ul> | <ul style="list-style-type: none"> <li>• Children access curriculum enrichment opportunities.</li> <li>• Intervention packages are needs led and are adapted to meet the needs of individuals and groups of children.</li> <li>• Intervention tracking monitors progress of those children at risk of making less than expected progress.</li> <li>• Small group intervention may include: <ul style="list-style-type: none"> <li>- Phonics</li> <li>- Reading comprehension</li> <li>- Spelling</li> <li>- Numeracy</li> <li>- Fine motor skills/handwriting</li> <li>- Speech and language</li> <li>- Social communication etc</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Children with SEND can access the curriculum with adult support or modification as appropriate.</li> <li>• Specialist advice is sought and recommended equipment and resources are used as directed to ensure access eg daily exercise regime for child assessed by OT.</li> <li>• Children's interests and strengths are used to encourage engagement in their learning.</li> <li>• All children regardless of ability or need are included in all school activities, extra-curricular clubs and school trips</li> <li>• In exceptional circumstances children can be dis-applied from some aspects of the curriculum. This must be</li> </ul> |

|   |  |   |
|---|--|---|
| <p>support/ specific intervention</p> <ul style="list-style-type: none"> <li>• Outdoor learning is encouraged throughout the school and Forest School experiences are incorporated into our curriculum</li> <li>• Each topic area has been considered and leads have identified where and how the curriculum can be adapted for those with SEND enabling Quality First Teaching utilising alternative resources, outcomes or strategies.</li> </ul> |  | <p>agreed by all involved.</p> <ul style="list-style-type: none"> <li>• Specific needs are provided for on a one to one basis ensuring the needs of the individual child are met.</li> <li>• Inclusion is important and provision is made so that children with SEND can always have access to school trips.</li> </ul> |
|---|--|---|

#### 4. Teaching and learning

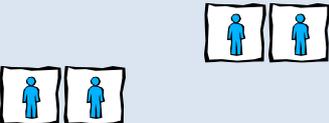
|  |   |   |
|--|---|---|
| <p>Whole school approaches</p> <p>The universal offer to all children and YP</p>  | <p>Additional, targeted support and provision</p>  | <p>Specialist, individualised support and provision</p>  |
|--|---|---|

|   |   |   |
|---|---|---|
| <ul style="list-style-type: none"> <li>• All lessons are carefully planned to include focused learning objectives, clear success criteria, different learning styles and differentiated activities.</li> <li>• Children work in ability groups, friendship groups, pairs and independently during the school day</li> <li>• Each class has a TA who supports the teacher by ensuring that all pupils can access activities to further their learning</li> <li>• Effective feedback face to face and through marking</li> <li>• Alternative ways of recording may be used</li> <li>• Many strategies and equipment are available for all children. For example, pencil grips and coloured overlays.</li> <li>• Every teacher uses assessment and monitoring to inform their planning. Where, through assessment a</li> </ul> | <ul style="list-style-type: none"> <li>• Teachers and Support staff work in partnership, sharing information to ensure provision is effective and targeted appropriately.</li> <li>• Access to needs led small group intervention for reinforcement of concepts requiring over learning and/or pre-teaching of new concepts. This may be taken by the teacher or TA.</li> <li>• Supported group work in class to ensure understanding, facilitate learning, foster independence, and keep children on task.</li> <li>• Access to technology such as Talking Tins, laptops, iPad, etc</li> <li>• Homework Club/ Teacher Tuition by invitation</li> <li>• Literacy support tools available for those pupils who have</li> </ul> | <ul style="list-style-type: none"> <li>• Support packages are created bespoke for each child's need beyond what is normally available in the classroom. These could be speech and language difficulties, sensory needs, learning delay, hearing and visual needs, autism, dyslexia, social and emotional difficulties or any other difficulty or disability. One to one support may be put in place for those children who require intensive support to ensure they make progress with their learning. This resource is used carefully to ensure pupils maintain as much contact with peers and as much independence as possible.</li> <li>• Personalised and highly differentiated work is provided to enable independent learning.</li> </ul> |
|---|---|---|

|   |  |   |
|---|--|---|
| <p>teacher has a concern about the progress of a pupil they will speak to the SENDCo and put interventions in place to help the pupil catch up.</p> | <p>dyslexic tendencies</p> <ul style="list-style-type: none"> <li>• The class teacher and the Sendco assess and monitor the children's progress in line with existing school practices and specific strategies and targets will be put in place to help close the gap.</li> <li>• Planning and teaching will be specifically differentiated to enable to child to make progress.</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• Advice/Input from specialist teams or outside agency eg Educational Psychologist, teacher for the deaf/visually impaired</li> <li>• Individual targeted teaching following specific programme e.g SALT programme.</li> <li>• Specific training for staff e.g Trauma Informed Schools, Dyslexia, Autism</li> <li>• Special test arrangements organised as required.</li> <li>• Where a child needs specific, complex, ongoing support in additional to, or different from other children an application to the Local Authority for a needs assessment for an EHCP (Education, Health and Care Plan) may be made.</li> <li>• Where a child has an EHCP, targets will relate to their plan in order for them to make progress.</li> </ul> |
|---|--|---|

|  |  |  |
|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>Where a child has an EHCP this will be reviewed at least yearly (or sooner if adults around the child feel it is necessary).</li> </ul> |
|--|--|--|

### 5. Self-help skills and independence

|   |  |   |
|---|--|---|
| <p>Whole school approaches</p> <p>The universal offer to all children and YP</p>   | <p>Additional, targeted support and provision</p>   | <p>Specialist, individualised support and provision</p>    |
| <ul style="list-style-type: none"> <li>High expectations for all pupils</li> <li>Provision of suitable environment and resources to promote independent learning</li> <li>Good modelling by adults and peers</li> <li>Opportunity for pupils to work independently and collaboratively</li> </ul> | <ul style="list-style-type: none"> <li>Needs led adult support</li> <li>Visual prompts to encourage independent self- help skills</li> <li>Personalised equipment eg tinted overlays, pencil grips, ear defenders, resistance bands etc available to use when needed.</li> </ul> | <ul style="list-style-type: none"> <li>Additional adult support is used in a targeted way to help the child identify what help they need and provide strategies to empower them and promote their independence.</li> <li>Provision of specialist equipment</li> <li>Necessary adaptations to environment</li> </ul> |

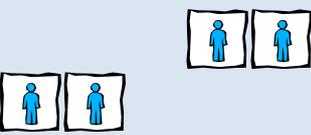
|  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Self-peer assessment</li> <li>• Sensitive tracking by additional adults in class</li> <li>• All children are taught strategies for self- help and resilience.</li> <li>• Strategies are taught to all children to help them plan, monitor, and reflect on their own learning, helping them to decide on what tools (both physical and mental) to use to completing a task. (This process is called Metacognition).</li> </ul> |  | <ul style="list-style-type: none"> <li>• Personalised task boards /timetables</li> <li>• Personalised visuals eg timers, timetables, traffic Lights, Now and next boards, working areas etc</li> <li>• Individual Care Plan respecting the child's privacy.</li> <li>• Zones of Regulation and/or Five Point Scale are used to help with self-regulation.</li> </ul> |
|--|--|--|

## 6. Health, wellbeing and emotional support

| <p>Whole school approaches</p> <p>The universal offer to all children and YP</p>    | <p>Additional, targeted support and provision</p>    | <p>Specialist, individualised support and provision</p>    |
|--|---|---|
| <ul style="list-style-type: none"> <li>• As a school we aim to develop the whole child</li> <li>• Safeguarding a priority</li> <li>• All children access PHSE</li> <li>• Peer support is encouraged</li> <li>• All necessary risk assessments are in place.</li> <li>• Majority of staff are trained in Paediatric first aid to ensure safety of the pupils</li> <li>• Appropriate child protection training including E Safety training has been undertaken by designated safeguarding lead, cover safeguarding lead and other relevant staff.</li> <li>• Sex and Relationship</li> </ul> | <ul style="list-style-type: none"> <li>• Action taken to ensure children can access relevant opportunities for curriculum enrichment such as providing transport</li> <li>• School Nurse Team available for advice and support for families and school</li> <li>• Support for families available through Family Information Service (FIS)</li> <li>• Pupils are voted onto the School Council on an annual basis, per class from Y1– Y6</li> <li>• Staff are Team Teach trained as appropriate</li> </ul> | <ul style="list-style-type: none"> <li>• School works closely with a range of outside agencies and contributes to TACs, Early Support Meetings etc</li> <li>• Students with specific medical conditions have individual health care plans which are completed with parents</li> <li>• Meet and Greet</li> <li>• Individual and/or group Nurture sessions based on Thrive and Trauma Informed Schools Practice.</li> <li>• Medical support given to those pupils who require it on a daily basis and those pupils are encouraged to be independent in helping support their needs</li> <li>• Additional support for pupils can be requested from:</li> </ul> |

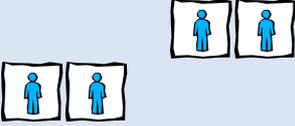
|  |  |  |
|--|--|--|
| <p>curriculum is taught in all year groups using the Jigsaw Curriculum.</p> <ul style="list-style-type: none"> <li>• Safeguarding information clearly displayed</li> <li>• School promotes healthy life style living through healthy food/snacks, physical activity, growing etc</li> <li>• We employ a PE teacher to deliver &amp; support teaching in most PE lessons</li> <li>• Access to extensive outside space</li> <li>• Access to Breakfast and After School Clubs &amp; activities</li> </ul> |  | <ul style="list-style-type: none"> <li>- CAMHS</li> <li>- School Nursing Services</li> <li>- Dreadnought</li> <li>- Penhaligon's Friends</li> <li>- Educational Psychologist</li> <li>- Speech and Language therapy service</li> <li>- Behaviour support</li> <li>- Social care</li> <li>- Early intervention programme</li> </ul> |
|--|--|--|

### 7. Social Interaction opportunities

|  |   |   |
|--|---|---|
| <p>Whole school approaches</p> <p>The universal offer to all children and YP</p> | <p>Additional, targeted support and provision</p>  | <p>Specialist, individualised support and provision</p>  |
|--|---|---|

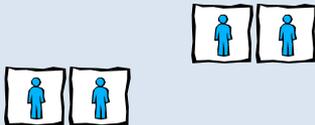
|  |   |  |
|--|---|--|
|   |   |  |
| <ul style="list-style-type: none"> <li>• All children have opportunities for social interaction, regardless of need or ability</li> <li>• All children belong to a class with a named teacher</li> <li>• All pupils are in a 'House Team'</li> <li>• All reasonable endeavours are taken to ensure all children can access visits and residential trips.</li> <li>• School works in partnerships with other Schools especially within the St Ives and Hayle clusters of schools.</li> <li>• Extra-curricular clubs are available regardless of need</li> </ul> | <ul style="list-style-type: none"> <li>• Small group activities such as Circle of Friends/social skills group/THRIVE</li> <li>• School Council represents the views of each class from Y1 – Y6</li> <li>• Lunch time play ambassadors support inclusion on the playground.</li> </ul> | <ul style="list-style-type: none"> <li>• Individual adult support provided to encourage collaborative activities</li> <li>• Use of social stories with individual children to promote social skills.</li> <li>• Pupils with dedicated TA time may need supporting during playtimes</li> <li>• Children with specific and complex needs may have social interaction opportunities included specifically into their curriculum.</li> </ul> |

8. The physical environment (accessibility, safety and positive learning environment).

| <p>Whole school approaches</p> <p>The universal offer to all children and YP</p>   | <p>Additional, targeted support and provision</p>                           | <p>Specialist, individualised support and provision</p>   |
|---|--|--|
| <ul style="list-style-type: none"> <li>• All areas of the school on the ground floor are accessible to everyone including pupils with special educational needs</li> <li>• Pupils feel safe and in an environment where bullying is absolutely minimal and dealt with effectively</li> <li>• Named Dedicated Safeguarding Lead/Cover Safeguarding Lead</li> <li>• Named Health and Safety Governor who undertakes regular audits and checks.</li> <li>• All areas of the school are inviting, engaging and support learning and value children's efforts</li> </ul> | <ul style="list-style-type: none"> <li>• Access to quiet spaces outside</li> <li>• Alternative arrangements for unstructured times eg lunch times</li> </ul> | <ul style="list-style-type: none"> <li>• Specialist equipment to enable children to be independent e.g tinted overlays/exercise books used to support pupils with dyslexic tendencies</li> <li>• Advice followed from specialist teachers for children with sensory/physical needs.</li> <li>• Accessible toilet</li> <li>• Parking bay for those with a blue badge</li> <li>• Classrooms and corridors are made accessible for all pupils</li> <li>• Ramped access to school premises at the main entrance of the building</li> </ul> |

|  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Teacher's focus on rewarding good behaviour to promote a positive learning environment with clear sanctions used consistently.</li> <li>• Rewards and sanctions systems are robust and displayed around the school</li> </ul> |  |  |
|--|--|--|

9. Transition from year to year and setting to setting

|   |  |  |
|---|--|--|
| <p>Whole school approaches</p> <p>The universal offer to all children and YP</p>   | <p>Additional, targeted support and provision</p>   | <p>Specialist, individualised support and provision</p>   |
| <ul style="list-style-type: none"> <li>• On site pre-school with comprehensive transition arrangements in place for entry into EYFS including transition afternoons and lunches in the summer term pre reception</li> </ul> | <ul style="list-style-type: none"> <li>• Transition meetings are held between secondary SENDCo, Y6 teacher and our SENDCo to discuss needs and provision for children on SEN register</li> </ul> | <ul style="list-style-type: none"> <li>• Individual and supported enhanced transition including extra visits with TA</li> <li>• Highly individual communication passport including photographs etc.</li> </ul> |

|  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• Headteacher/ Reception teacher and TA make home visits prior to the children starting school</li> <li>• Transition planning for all year 7 with local secondary schools (Hayle and St Ives)</li> <li>• Transfer of all records between classes and settings</li> <li>• Timetabled meetings for focussed conversation between class teachers</li> <li>• In house transition day</li> </ul> | <ul style="list-style-type: none"> <li>• Enhanced transition opportunities for pupils in Y6 who may need additional support eg extra visits/learning mentor etc</li> </ul> | <ul style="list-style-type: none"> <li>• Secondary school staff invited to year 5 and 6 annual review.</li> <li>• Parents/ carers offered advice and support ahead of selection</li> <li>• Liaison provided by SENDCo with second setting during transitions.</li> <li>• Transitions meetings for pupils with EHCPs take place a year prior to peers (or at other times as necessary) with SENDCo, family and other professionals. The SENDCo liaises with the Local Authority and family as appropriate.</li> <li>• Where a specialist provision change is needed for a child with an EHCP a review is called and the SENDCo and parents work together to provide evidence to the LA that a different</li> </ul> |
|--|--|---|

|  |  |                      |
|--|--|----------------------|
|  |  | provision is needed. |
|--|--|----------------------|

## Appendix B

### Services and organisations that we work with

| Service/organisation               | What they do in brief  | Contact details  |
|------------------------------------|--|--|
| <b>Child Health Department</b>     | Community paediatricians work with children with individual needs  | Community Child Health<br>Pendragon House<br>Gloweth<br>Truro TR1 3XQ<br>01872 254518  |
| <b>Educational Psychology</b>      | Specialists in learning, behaviour and child development   | Educational Psychology Traded Services<br>01579 341132   |
| <b>SEN Support Services</b>        | Teams cover Autism, Educational Psychology, Moving and Handling, Augmented and Additional Communication, Cognition and Learning, Hearing, Physical and Medical needs, Vision | Referral forms can be found here:<br><a href="https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/special-educational-needs-file/information-advice-and-support/council-services/">https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/special-educational-needs-file/information-advice-and-support/council-services/</a> |
| <b>Speech and Language Therapy</b> | Advice and support for all speech and  | Elaine Adams<br>Speech & Language therapist  |

|   |   |   |
|---|---|---|
|   | language and communication needs  | Children's Care Management Centre<br>Truro Health Park, Infirmary Hill, Truro, TR1JA<br>Tel: 01872 221400   |
| <b>Child and Adolescent Mental Health Service (CAMHS)</b> | Support children and adolescents with a wide range of emotional, mental health and behavioural issues | Email: <a href="mailto:cpn-tr.ChildrensCMC@nhs.net">cpn-tr.ChildrensCMC@nhs.net</a><br><br>Children's Care Management Centre<br>Truro Health Park, Infirmary Hill, Truro, TR1JA<br>Tel: 01872 221400  |
| <b>Penhaligon's Friends</b>                               | Support and programmes to help bereaved children and their families                                   | Penhaligon's Friends, Trecarrel, Ground Floor, Drump Road, Redruth, TR15 1LU<br>Tel: 01209 210624<br>01209 215889   |
| <b>Dreadnought</b>  | Support and programmes to help children with behavioural and emotional difficulties                   | The Dreadnought Centre<br>Carn Brea Lane<br>Pool<br>Redruth<br>TR15 3DS<br>Tel: 01209 218764<br>Email: <a href="mailto:terry@thedreadnought.co.uk">terry@thedreadnought.co.uk</a><br><a href="http://www.thedreadnought.co.uk">www.thedreadnought.co.uk</a> |
| <b>Early Help Hub</b>                                     | Single point of contact and co-ordination service for   | 01872 322277  |

|  |  |   |
|--|--|---|
|  | disabled children  |   |
| <b>Equality and Diversity Service</b>                          | Promoting and supporting equal rights of all children  | Equalities & Diversity, EAL Lead<br>Tel: 01209 614053   |
| <b>Educational Welfare Service</b>                             | Promote children's regular school attendance   | 01872 323400<br><a href="https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/education-welfare/">https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/education-welfare/</a>                                   |
| <b>School Nurse Team</b>                                       | Providing community health services and support to schools, children and their families        | Children's Care Management Centre<br>Truro Health Park, Infirmary Hill, Truro, TR1 1JA<br>Tel: 01872 221400   |
| <b>Multi Agency Referral Unit (MARU)</b>                       | Provide advice and multi-disciplinary response to concerns about safety                        | Tel: 0300 1231 116<br><a href="mailto:MultiAgencyReferralUnit@cornwall.gcsx.gov.uk">MultiAgencyReferralUnit@cornwall.gcsx.gov.uk</a><br><br>For urgent referrals after 17.15 or at the weekend call the Out of Hours service on:<br>Tel: 01208 251300 |
| <b>Special Educational Needs Assessment and Provision Team</b> | Provide advice and guidance to ensure a child's SEN needs are appropriately identified and met | Rupert Lawler<br>Tel: 01872 324416<br>Inny Building<br>Old County Hall<br>Truro TR1 3AY   |

|   |  |  |
|---|--|--|
| <b>Sendiass (Special Educational needs and Disability Information and Advice Service)</b> | Provide information and support for parents and carers of children with individual needs | <a href="https://www.cornwallsendiass.org.uk/">https://www.cornwallsendiass.org.uk/</a><br>01736 751921  |
| <b>Family Information Service</b>   | Provides impartial guidance on local services and support available to families          | <a href="http://www.cornwallfisdirectory.org.uk/">http://www.cornwallfisdirectory.org.uk/</a><br>Cornwall Council<br>39, Penwinnick Road, St Austell. PL25 5DR<br>Tel: 0800 587 8191 |

## Appendix C

### Cornwall's Local Offer

Cornwall's 'Local Offer' can be found here:

<https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/special-educational-needs-file/cornwall-send-local-offer/>

What's included in the Local Offer?

Cornwall's SEND Local Offer includes the provision and guidance that is available for children and young people:

- who are aged 0 – 25 years; and those
- with or without an Education, Health and Care (EHC) plan or Statement of SEN

Please see this list of things that are included in the SEND Local Offer and quick links to the relevant part of the site.

## Appendix D

### Links to helpful websites:

National SEND Data

<https://www.gov.uk/government/statistics/special-educational-needs-in-england-january-2021>

<https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england>

Special Needs Jungle: <https://www.specialneedsjungle.com/>

SEN SOS! : <https://www.sossen.org.uk/>

Cornwall Accessible Activities Programme: <https://www.caapuk.co.uk/>

Parent Carers Cornwall: <http://parentcarercouncilcornwall.org.uk/>

Wellbeing and Autism Wheel: <https://www.cornwall.gov.uk/education-and-learning/schools-and-colleges/special-educational-needs-file/information-advice-and-support/council-services/childrens-psychology-service/the-autism-spectrum-team/wellbeing-and-autism-wheel/>

National Autistic Society: <https://www.autism.org.uk/>

PDA Society: <https://www.pdasociety.org.uk/>

Dyslexia Cornwall: <https://www.dyslexiacornwall.org.uk/>

Speech and Language Development: <https://ican.org.uk/i-cans-talking-point/>

Hemihelp: [https://www.cimt.co.uk/adults/?gclid=CjwKCAiA-vLyBRBWEiwAzOkGVHiJ2ga2ij\\_ILzP9MSOk1geRco3BXZih9F2mAclKqgFsdBxm1Z5OLhoCyMsQAvD\\_BwE](https://www.cimt.co.uk/adults/?gclid=CjwKCAiA-vLyBRBWEiwAzOkGVHiJ2ga2ij_ILzP9MSOk1geRco3BXZih9F2mAclKqgFsdBxm1Z5OLhoCyMsQAvD_BwE)

Young Epilepsy: <https://www.youngpilepsy.org.uk/>

Sensory Processing Disorder: [www.spdstar.org](http://www.spdstar.org)

## Appendix 6 Glossary

|       |  |                     |  |
|-------|--|---------------------|--|
| APDR  | Assess, Plan, Do, Review                       | SENDCo              | Special Educational Needs and Disability Coordinator                                   |
| CAAP  | Cornwall Accessible Activities Programme       |                     |  |
| CAMHS | Childrens and Adolescent Mental Health Service | SENDIASS            |  |
| EP    |  | TA                  | Special Educational needs and Disability Information and Advice Service                |
| EHCP  | Educational Psychologist                       | T                   | Teaching Assistant   |
| EYFS  | Education, Health and Care Plan                | TAC                 | Teacher  |
| FIS   | Early Years Foundation Stage                   | Thrive              | Team Around the Child  |
| KS    | Family Information Service                     | TiS                 | A system to help pupils with emotional difficulties.                                   |
| OT    | Key Stage                                      | Transition          | Trauma Informed Schools  |
| PSHE  | Occupational Therapist                         | Zones of Regulation | Any change in schooling, from nursery to school, between years, key stages or schools. |
| RWI   | Personal Social and Health Education           |                     |  |
| SALT  | Read, Write Inc (a phonics teaching scheme)    |                     |  |
| SEND  | Speech and Language Therapy/Therapist          |                     |  |
|       | Special Educational Need and Disability        |                     | A system to help children emotionally regulate   |

## **Policy status and review**

**Written by:** Karen Golder (SENDCo)

**Status:**

**Approval date:** May 2022

**Review Date:** May 2023

