

***“We want everyone at Hillingdon Primary School to be happy, caring and independent.  
Our school is a place where we learn together, doing our best to achieve success.”***

## **SEND Information Report and Local Offer** **June 2015 (Reviewed July 2018)**

*At Hillingdon Primary School we strive to support all children to enable them to achieve at school. In order to do this many steps are taken to support them through their learning journey.*

*Quality teaching is vital; however for some children there are occasions when further additional support may be needed to help them achieve their targets.*

### **Roles & Responsibilities of the Special Needs Co-ordinator (SENCo)**

*The SENCo, **Mrs Cara Townsend**, is responsible for the operation of the Special Educational Needs (SEN) Policy and coordination of specific provision made to support individual children with SEN. She liaises with staff and SEN HLTAs (Higher Learning Support Assistants) to monitor pupils' progress and plan further interventions where progress is slower than expected.*

*In addition to this, the SENCo regularly has contact with a wide range of external agencies that are able to give more specialised advice.*

### **The Kinds of Special Needs for which provision is made at the school**

*The definition of SEN given in the **SEND Code of Practice 2014** is:*

- *A child or young person has SEN if he/she has a learning difficulty or disability which calls for special educational provision to be made for him/her.*

*We refer to the term “Special Educational Needs” if a child:*

- *Has significantly greater difficulty in learning than the majority of children of his or her age in one or more areas of learning.*
- *Has a disability which either prevents or hinders him or her from making use of educational facilities of a kind generally provided in schools within the area of the Local Authority*

*The difficulty or disability may relate to:*

- *communication and interaction*
- *cognition and learning*
- *behavioural emotional and social development*
- *sensory or physical conditions.*

### **How does Hillingdon Primary School identify if a child has SEN?**

- *Concerns are raised by teachers, parents/carers, or the child.*
- *There is a change in the pupil's behaviour.*
- *During pupil progress meetings limited progress is demonstrated despite interventions which have been put into place.*
- *Assessments administered by SEN HLTA's indicate a low standardised score, which identifies a barrier to their learning*

### **What should I do if I think my child may have special educational needs?**

- *The class teacher or SENCo is the initial point of contact for responding to parental concerns*
- *We invite and encourage parents of pupils with SEN who are new to Hillingdon Primary School, to make contact with the SENCo or class teacher to discuss their child's needs*

### **If my child has SEN, how will I know how Hillingdon Primary School will support them?**

- A child with SEN and/or disabilities will have an SEN support plan, which sets out targets that are currently being worked on and what additional provision is put in place for that child.
- The content of the SEN support plan is negotiated, as appropriate, with the child and the child's family during support plan meetings. It is therefore essential that parents/carers attend these meetings.
- Support plans are reviewed at the end of each term and a new support plan will be written.
- **The targets will depend on the needs of the individual child.**
- For many children, targets will be connected to learning and will often be specifically to do with literacy and numeracy. For other children, they may be focused on social interaction, communicating with children and adults, emotional difficulties, or overcoming physical issues (for example concerns with fine motor control)
- If a pupil has needs related to more specific areas of their education, such as spelling, handwriting, numeracy & literacy skills etc. then the pupil will be placed in a small focus group. This will be run by the Learning Support Assistant (LSA). The length of time of each intervention will vary according to need. The interventions will be **regularly reviewed** by all involved to ascertain its **effectiveness** and to inform future planning.

### **How will the curriculum be matched to my child's needs?**

- When a pupil has been identified with SEN, their work will be differentiated by the class teacher to enable them to **access the curriculum more easily**. (refer to the Intervention Provision Map)
- LSAs may be allocated to work with the pupil, either as 1:1 or in a small focus group to **target more specific needs**. (refer to the Intervention Provision Map)
- Targets will be set according to their area of need and written in their individual SEN support plan. These will be monitored regularly by the class teacher and LSA or the SEN HLTA. SEN support plans will be discussed with parents at support plan meetings and a copy given to them.

### **How will I know how my child is doing?**

- You will be able to discuss your child's progress at **Parents' Consultations**.
- Your child's class teacher will be available at the end of each day if you wish to raise a concern.
- Appointments can be made to speak in more detail to the class teacher or SENCo.

### **How will my child be involved in their education?**

- Your child will be consulted when their support plan is being reviewed, giving them an opportunity to discuss their progress and possible new targets.
- If your child has an EHCP they will be invited to complete a One-Page profile and to comment on their progress towards their targets.

### **What support will there be for my child's overall well-being?**

- Hillingdon Primary School has a full time Pastoral Care Team, who work closely with families, children, teachers and class LSAs to support pupils' well-being on an individual basis.
- The Pastoral Care Team, class teacher and SENCo are readily available for parents and pupils who wish to discuss issues and concerns.

### **Pupils with medical needs**

- If a pupil has a medical need then a detailed **Care Plan** is compiled with support from the school nurse in consultation with parents/carers. These are discussed with all staff who are involved with the pupil and displayed in relevant classrooms.
- Every year, all staff at Hillingdon Primary School receive **epipen and asthma training** delivered by the school nurse.
- Where necessary, and in agreement with parents/carers, medicines are administered in school but only where a signed consent form is in place to ensure the safety of both child and staff member.
- There are specific members of staff who have level 2 paediatric first aid qualifications.
- Please refer to the school's policy on Supporting Pupils with Medical Needs for further information.

### **What training is in place for staff?**

- An audit of staff training will be completed annually to assess training needs.
- The SENCo will seek relevant training opportunities for all staff from specialist services to ensure all SEN needs are addressed.
- Within school, staff with specialisms support and train individuals and groups as necessary.

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

- *At times it may be necessary to consult with **outside agencies to receive their more specialised expertise.***
- *The agencies used by the school include:*
  - *The London Borough of Hillingdon Inclusion Team*
  - *The London Borough of Hillingdon Physical and Sensory Team*
  - *Hillingdon Autistic Centre*
  - *Child Protection Advisors*
  - *Educational Psychologist*
  - *Child & Adolescent Support Team (CAST)*
  - *Child & Adolescent Mental Health Service (CAMHS)*
  - *Attendance Advisory Practitioner previously known as Educational Welfare Officers (AAP)*
  - *Social Services*
  - *Children's Therapy Team (Speech & Language/Occupational Therapy)*
  - *Hillingdon Hospital (Paediatricians)*
  - *School Nurse*

***The school will complete a referral to consult with outside agencies based on an individual's needs.***

- *An Educational Psychologist (EP) is allocated to Hillingdon Primary School. S/he will assess pupils in school who have not progressed as a result of the interventions put in place for them.*
- *This involvement is agreed at regular planning meetings.*
- *The EP will meet with parents/carers and give feedback after each assessment has been completed.*
- *S/he will offer us advice and parent/carers on how to best support the pupil in order to take their learning forward.*

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

- *Activities and **school trips are available to all.***
- ***Risk assessments** are carried out and procedures are put in place to enable all children to participate.*

### **How accessible is the school environment**

*As a school we are happy to discuss individual access requirements. Facilities we have at present include:*

- *Level access into main reception to make the building accessible to all.*
- *Accessible toilets for all in both buildings.*
- *There is a lift in both buildings to access the first floor.*
- *Please refer to the schools accessibility plan for more information (a copy can be requested directly from the school).*

### **How will the school prepare and support my child when joining Hillingdon Primary School or transferring to a new class?**

*Many strategies are in place to enable all pupils' transition to be as smooth as possible. These include:*

- *Discussions between the previous or receiving schools prior to the pupil joining/leaving.*
- *All pupils attend a transition session at the end of the academic year, where they spend some time with their new class teacher.*
- *At the end of the academic year, your child's class teacher and the SENCo will meet with your child's new class teacher to discuss specific needs and support in place.*
- *Additional visits are also arranged for pupils who need extra time in their new school, if they are moving to secondary school.*
- *Secondary school staff visit pupils prior to them joining their new school.*
- *The SENCo liaises with the SENCos from the secondary schools to pass on information regarding SEN pupils.*

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

- *The school ensures that the needs of all children who have SEN are met to the best of the school's ability with the funds available.*

- LSA's and HLTAs support in class and deliver specific interventions to individual children or small groups.
- The school will also access external providers as required and these are funded from the school budget.
- Children with an EHCP may receive funding that will be used to provide additional support; this will be dependent on the child's specific needs.

**How is the decision made about how much support my child will receive?**

- These decisions are made in consultation with class teacher and Senior Leadership Team.
- Decisions are based upon termly tracking of pupil progress and as a result of assessments by our SEN HLTAs and outside agencies.

**What can I do if I have a complaint?**

Any concerns or complaints regarding children with SEND should be first raised with the class teacher or the member of staff involved. If this does not resolve the issue, please contact the SENCo / Head of School or another member of the Senior Leadership Team.

Parents may also accelerate their concerns directly to the Principal if they feel it is necessary.

For further information please see the Complaints Policy.

**Who can I contact for further information?**

***If you wish to discuss your child's educational needs or have any queries or concerns, please contact the school office to arrange a meeting with the SENCo.***

General information: School Office on 01895 590087  
 SEND Queries: Cara Townsend, SENCo

**Other sources of information**

Hillingdon Local Offer:

<https://children.connecttosupporthillington.org/s4s/WhereILive/Council?pagelid=3580&lockLA=True>

Hillingdon Primary School SEND Policy (available on request)

*Reviewed by the LGB at the Teaching and Learning Committee meeting on 10th July 2018*

Signed: ...  ..... Date: 10/07/18

Miss Janet Bramwell  
 Chair of the Local Governing Body