



Kelmscott School

"Putting Learning First"

# **SEND Information Report**

**March 2019**





## SEND Information Report

Kelmscott School

Kelmscott School is an inclusive community where we can offer a range of specialist support for students with special educational needs as result of a learning difficulty or disability. Students come to school with a variety of needs and each student has a right to have those needs recognised and met. By recognising those needs and differentiating our resources and practice we aim to access the curriculum for all our students. We recognise some students may have special educational needs at some time in their school career and that provision may change and develop over time.

We regard the students' self-esteem to be of vital importance to their learning and intend that students should not feel stigmatised by their need. Teachers aim to ensure that all students have the chance to succeed, whatever their individual needs and the potential barriers to their learning may be.

Our goal is to encourage and nurture the highest achievement possible from every student. We aim to celebrate their successes and foster their development as independent learners and responsible citizens in partnership with families and the wider community.

We are aware of the need for parental involvement in the support of our students and seek to fully involve parents/carers in the SEN process, wherever possible

We also provide specialist Post 16 support for students with SEND and additional language needs.

All members of staff, in conjunction with the authorities, (Governing Body and Local Authority) have a responsibility to ensure that every student has an equal opportunity to attain their maximum potential in all aspects of the curriculum which incorporates personalised provision.

This SEND Information Report outlines information regarding the ways in which we provide support for all students with Special Educational Needs and Disabilities  
SEND

The information required to be included in this SEND Information Report is stated in The Special Educational Needs and Disability Regulations 2015 SCHEDULE 1. This can be found at: <http://www.legislation.gov.uk/uksi/2014/1530/schedule/1/made>

**The information report is divided into three columns: Regulations as laid down by the government, possible questions from parents/carers, school response to the regulations and questions**

Regulations	Question	School Response
1. The kinds of Special Educational Needs for which provision is made at the school	What kinds of SEND do students have in your school?	<p>Children are identified as having SEND when they have a significantly greater difficulty in learning than the majority of children the same age or have a disability which prevents or hinders them from making use of education facilities</p> <p>Students at Kelmscott School have a range of difficulties which includes communication and interaction; cognition and learning; social, emotional and mental health difficulties and sensory or physical difficulties.</p>
2. Information, in relation to mainstream schools about the school's policies for the identification and assessment of students with special educational needs	How do you know if a student needs extra help?	<p>When a child first joins Kelmscott School, we use information from a range of sources to help identify SEND and other needs. These include information from parents/carers; primary school teachers; end of key stage 2 levels; base line testing; Cognitive Ability Tests (CATs); literacy and reading tests; application form information; subject teachers; specialist colleagues and external agencies. Teachers, Heads of Department and Heads of Year closely monitor the progress and attainment of all students, including those who have or may have SEND.</p> <p>The continuous monitoring of students during their time at Kelmscott School will further identify students with a special educational need. This identification may come from tutors, subject teachers, support colleagues, Heads of Year, outside agencies, parents/carers or the students themselves. If a child needs to be assessed we would use a range of assessments depending on the area of need. If it is thought a family needs support, we have our own Family Liaison officer and have good working relationships with outside agencies and a referral can be made to them.</p> <p>We follow a staged and graduated approach to identifying and assessing needs, using the 'Assess, Plan, Do, Review' model. Where a student is not making expected progress, teachers, the SENDCO and parents/carers should collaborate on problem solving, planning support and teaching strategies for individual students. All students with SEND are on the SEND register which is accessible to all staff. Staff can use this information to inform their lesson planning, teaching, and students learning activities. Targeted interventions are planned and delivered where appropriate. This may include small group or individual work across a broad range of activities.</p>



		<p>of interventions and additional subject support which are available, and should your child need this, it would be discussed with you. When your child is approaching the start of Key Stage 4, if we think it is needed, we will assess and apply for exam Access Arrangements according to the Joint Council for Qualifications exam regulations.</p>
3d. How the school adapts the curriculum and learning environment for students with special educational needs	<p>How will the curriculum be matched to my child's needs?</p> <p>How accessible is the school environment?</p>	<p>Most of our students follow a traditional curriculum, however a small number of learners have a more personalised curriculum to match their individual needs, interests and abilities. This may include option choices; additional literacy; nurture groups; intervention groups and number of qualifications studied.</p> <p>Our school is a safe and accessible building and we do our best to make it welcoming to the whole community.</p> <p>All safeguarding procedures and risk assessments are in place and adhered to by all staff. We have a range of different facilities to help SEND students throughout the school including: a number of lifts to access all areas; disabled toilets; ramps; wide corridors and equipment to help with reading and writing.</p>
3e. Additional support for learning that is available to students with special educational needs	<p>Is there additional support available to help students with SEND with their learning?</p> <p>How are the school's resources allocated and matched to children's special educational needs?</p> <p>How the decision is made about how much/what support</p>	<p>We have a wide range of staff to support students and address any additional needs they may have, including students with SEND. This includes: Teaching Assistant's; a Family Liaison Officer, a Learning Mentor; an Inclusion Manager; a School Nurse; and a School Counsellor.</p> <p>Resources are allocated based on evidence of need and effectiveness. Students with an EHCP (Educational Health Care Plan) have resources allocated as outlined in their plan. Teaching Assistants are allocated, where resources allow, in supporting students in lessons; staff liaise closely with them to ensure maximum effectiveness. The Teaching Assistants have a huge range of skills to offer in supporting students directly and indirectly, assisting staff and helping parents/carers</p> <p>Students with an EHCP will have targets and strategies set by the SENDCo. Annual Reviews involve the student's parents/carers, subject staff and other professionals who evaluate those targets and strategies. The decision is based on evidence of need and impact.</p>

	my child will receive?	
3f. How the school enables students with special educational needs to engage in the activities of the school (including physical activities) together with children who do not have special educational needs	<p>What social, before and after school, and other activities are available for students with SEND?</p> <p>How can my child and I find out about these activities?</p> <p>How will my child be included in activities outside the classroom, including school trips?</p>	<p>A large range of academic and hobby/interest clubs are available at Kelmscott School. These are open to all students, including students with SEND. Additionally we run a range of activities to support SEND students including Sport, Homework, Lunch and Break Time Social, and Breakfast Club etc. We also run coursework/revision sessions.</p> <p>The Extra-Curricular timetable is available on the schools website. SEND Clubs are by invitation only</p> <p>All children in the school are encouraged to take part in extra activities at break time, lunchtime and after school. Day and residential trips are open to all students and your child's specific needs can be discussed if they wish to join such a trip.</p>
3g. Support that is available for improving the emotional, mental and social development of students with special educational needs	What support will there be for my child's overall well-being?	At Kelmscott school we take our pastoral responsibilities seriously. We pride ourselves on providing a high level of student support and guidance. One way we support our students is by assigning them to a form tutor from Year 7 who will (in most cases) remain with them as they progress up the school. This provides continuity and builds a strong relationship between tutor and students. There are additional members of staff who are able to provide pastoral support, these include: a Family Liaison Officer, a Learning Mentor, an Inclusion Manager, a School Nurse, Teaching Assistants and the School Counsellor. We also have excellent relationships with a number of external agencies for example, Speech and Language and The Child and Adolescent Mental Health Service (CAMHS) and Early Help Team 11-18).

<p>4. In relation to mainstream schools, the name and contact details of the SEN coordinator</p>	<p>Who should I contact if I want to find out more about how Kelmscott School supports students with SEND?</p> <p>What should I do if I think my child may have a special educational need or disability?</p>	<p>The SENDCo is Maria Codrington. Contact details: email <a href="mailto:m.codrington@kelmscott.waltham.sch.uk">m.codrington@kelmscott.waltham.sch.uk</a> or telephone 020 85212115</p> <p>Speak to your child's form tutor and teachers in the first instance.</p>
<p>5. Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured</p>	<p>What training have the staff supporting children and young people with SEND had or are having?</p>	<p>We have a Special Educational Needs and Disabilities (SEND) department which is made up of the SENDCo, the Teaching Assistants Team and Team Leader, and a SEND Administrator. Within this team we have staff that have a range of experience and training covering various SEND needs.</p> <p>Training is provided to all staff, including teachers and TA's, as the need arises and there is on-going training for all staff as well as opportunities to further develop skills. Staff that are new to the school follow an induction programme which includes training and information on SEND.</p> <p>As a school we can call on support from specialist organisations from within the Local Authority.</p>
<p>6. Information about how equipment and facilities to support children and young people with special educational needs will be secured</p>	<p>What happens if my child needs specialist equipment or other facilities?</p>	<p>As a school we can access a range of services including the Visual and Hearing Impaired Team and Disability Team. These services are contacted when necessary and appropriate, according to your child's needs. If you believe your child needs specialist equipment or other facilities please contact Maria Codrington or discuss the issue at the next review/parent evening.</p>

<p>7. The arrangements for consulting parents of children with special educational needs about, and involving such parents in, the education of their child</p>	<p>How will I be involved in discussions about and planning for my child's education?</p> <p>How will you help me to support my child's learning?</p>	<p>We need you to support us and your child by encouraging them to fully engage with their learning and any interventions offered, by:</p> <ul style="list-style-type: none"> <li>▪ Helping them to be organised for their day (including bringing the right equipment and books)</li> <li>▪ Full attendance and good punctuality</li> <li>▪ Completion of homework</li> <li>▪ Checking and signing their journal</li> <li>▪ Attending parent meetings</li> <li>▪ Attending any meetings specifically arranged for your child</li> </ul> <p>We will support you by having regular communication. A child with SEND will have a named key worker who will contact you on a regular basis. Learning Plans will be made available to you in order for you to support your child with their learning at home.</p>
<p>8. The arrangements for consulting young people with special educational needs about, and involving them in, their education.</p>	<p>How will my child be involved in his/her own learning and decisions made about his/her education?</p>	<p>Students are encouraged to take part in Student Voice activities; regularly evaluate their work in lessons; attend review meetings; contribute to target setting and reviewing, and reflect on their learning and achievements by completing a student's questionnaire prior to reviews. Mentoring takes place with their key worker at least termly, when students have detailed discussions about their attainment, progress and next steps for improvement.</p>
<p>9. Any arrangements made by the governing body or the proprietor relating to the treatment of complaints from parents of students with special educational needs concerning the provision made at the school.</p>	<p>Who can I contact for further information?</p> <p>Who can I contact if I have a complaint?</p>	<p>Please contact the SENDCo, Maria Codrington. Email: <a href="mailto:m.codrington@kelmscott.waltham.sch.uk">m.codrington@kelmscott.waltham.sch.uk</a> or telephone 020 852121 for further information.</p> <p>The SEND Coordinator should be contacted in the first instance; should any matter remain unresolved, the case will be passed to the Headteacher for further investigation. If needs are not being met the governor representative and Chair of Governors can be contacted via the school office. For independent advice contact Waltham Forest SENDIASS formally Parent Partnership Tel 020 849 5230 Freephone 0800 587 2521 Email: <a href="mailto:wf.sendiass@walthamforest.gov.uk">wf.sendiass@walthamforest.gov.uk</a></p>

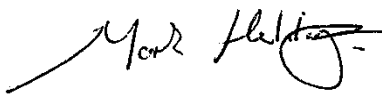


10. How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of students with special educational needs and in supporting the families of such students.	What specialist services and expertise are available at or accessed by the school?	As a school we can access a range of services including: Child and Adolescent Mental Health Service (CAMHS); Social Services; School Nurse Service; Educational Psychology Service; Targeted Prevention Team Service; Speech and Language Service, and the Education Occupational Therapy Service. These services are contacted where appropriate and necessary, according to your child's needs. The school works closely with the Local Authority SEND Team. If you believe your child needs support from a specialist please contact Maria Codrington or discuss at the next review/parent evening.
11. The contact details of support services for the parents of students with special educational needs, including those for arrangements made in accordance with section 32.	Who should I contact to find out about support for parents and families of children with SEND?	SEND Team First floor Wood Street Health Centre Linford Road Walthamstow E17 3LA 020 8496 6505/6503 <a href="mailto:senteam@walthamforest.gov.uk">senteam@walthamforest.gov.uk</a>
12. The school's arrangements for supporting students with special educational needs in a transfer between phases of education or in preparation for adulthood and independent living.	How will the school prepare and support my child when joining your school or transferring to a new school or post-16 provision?	We liaise closely with primary schools and provide additional transition support both before your child starts and afterwards, if it is needed. We also aim to host a Summer School for two weeks for Year 6 students. All children receive advice on careers and are encouraged to visit colleges to explore post-16 courses. If additional support is needed this will be put in place. We work closely with the SEND Transition Team to ensure relevant paperwork is completed for students with an EHCPs.
13. Information on where the local authority's local offer is published.	Where can I find out about other services that might be available for our family and my child?	Waltham Forest's Children and Young People's Directory, which is a comprehensive guide to local and national services and organisations for people living within the Borough. It provides information for the whole community, including universal and specialist services <a href="http://www.walthamforest.gov.uk/localoffer">http://www.walthamforest.gov.uk/localoffer</a>

## Key Staff

- Maria Codrington: Head of Department (SEND/CO)
- Linda Davis: Team Leader for Teaching Assistants
- Tony Rolfe: Family Liaison Officer
- Jane Elvey: Learning Mentor
- Tom Howell: Head of Year 7
- Tracy Stoffell : School Nurse
- Louise Adams: Administrator (Attendance)
- Mickey Peake: School Counsellor
- Tony Lines: Head of Post 16
- Mr Peter Kiln: School Governor with responsibility for SEND

**You can contact any member of staff by telephoning the main switchboard on 020 8521 2115**

<b>Approved by Governors:</b>	<b>19<sup>th</sup> March 2019</b>
<b>Signed on behalf of the Governing Body:</b>	
<b>Review Date:</b>	<b>January 2020</b>