

# Special Educational Needs Information Report Beech Hyde Primary School and Nursery



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Review date: September 2021

Beech Hyde Primary School and Nursery values the abilities and achievements of all its pupils and is committed to providing the best possible learning environment for each child.

*We pride ourselves in creating a stimulating environment that helps our children to progress academically, socially, emotionally and physically to their maximum potential.*

All schools must produce a SEN information report and outline the 'Local Offer'.

### **What is the local offer?**

The Children and Families Act (March 2014) requires Local Authorities to *"Publish a local offer, setting out in one place information about provision they expect to be available for children and young people in their area who have special educational needs.*

### **1 How does the school know if children need extra help and what should I do if I think my child may have special education needs?**

Definition: *A child of compulsory school age or a young person has a learning difficulty or disability if he or she:*

- *has a significantly greater difficulty in learning than the majority of others of the same age, or*
- *has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in*
- *Many children and young people who have SEN may have a disability under the Equality Act 2010 – that 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' (SEND Code of Practice)*

For children to reach their full potential it is imperative that any SEND needs are identified early as this, *"improves long-term outcomes for the child or young person"* (SEND Code of Practice).

At Beech Hyde Primary School and Nursery we:

- Use a baseline assessment as children enter in Nursery or Reception to identify their needs and barriers to learning
- Use lesson observations and marking to continually assess children in all year groups
- Observe children on the playground to assess social and physical ability
- Use a rigorous tracking system to continually monitor children's attainment and progress in all subjects and in particular English and Maths

Teachers and the Senior Leadership Team (SLT) meet regularly to review children's attainment and progress and any concerns are discussed in school and with parents at the earliest opportunity.

We recognise that parents know their children best of all, so speak to class teachers or the INCO if you have any concerns.

## **2 How will school support my child?**

Class teachers are responsible for the progress of children in their class and will:

- Provide 'Quality First Teaching' for all children including those with SEND.
- Identify barriers to learning.
- Provide 'reasonable adjustments' in the form of differentiation planning and teaching to overcome barriers to learning. Differentiation could be in the form of: adult support: either from the teacher or an LSA/TA, additional resources, scaffolded activities etc.
- Provide interventions within the normal day's timetable
- Seek support and guidance from the INCO

SEND children will be identified on the SEND register, as well as, where appropriate, be identified on the Class Provision Map and may have their own 'My Support Plan', following the Assess, Plan, Do Review, format.

Where children have complex needs, the INCO will seek guidance from Outside Agencies. In addition and in conjunction with parents, they may seek an Education, Health and Care Plan (EHCP).

Class teachers, INCO, Assistant Heads and Head meet regularly to discuss all children identified as needing any of the additional support listed above.

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

Beech Hyde believes in an 'open door' policy and encourages parents/guardians to:

- Firstly, communicate freely with class teachers.
- If appropriate then to meet with the INCO or the Head.
- Contribute to One Page Profiles of each child.
- Collaborate on 'My Support Plans' at least termly following internal Pupil Progress Meetings.
- Attend the two Learning Review evenings and Open Evenings.
- Read the end of Year Report.
- Attend regular 'team meetings' for children who have complex needs and/or an EHCPs.

## **4 How will the learning and development provision be matched to my child's needs?**

Beech Hyde recognises that all children may develop in different ways and at different speeds. It is the Class Teacher's responsibility to deliver 'Quality First Teaching', differentiated and tailored to their needs, wherever appropriate for all children.

Class teachers will:

- Decide on the need and type of differentiation required, based on their observations and by using informal and formal assessments.
- Once a barrier to learning is identified, they will adapt teaching and learning appropriately.
- Decide if support in lessons and/or in addition to lessons is most appropriate.
- Liaise with the INCO and they in turn with outside agencies where appropriate.

- Feedback from child and parents will feed into the cyclical (Assess, Plan, Do Review) structure of support.

## **5 What support will there be for my child's overall wellbeing?**

Good wellbeing is vital for children to succeed in school. Beech Hyde has many tools to promote wellbeing and identify when it is not where it should be.

Beech Hyde is a 'Positive Minds' school and all staff encourage children to develop a positive attitude to all things.

We have:

- A 'Tell me how you are feeling,' box in each class.
- Circle time, where children learn to express their own feelings and recognise those of others.
- Play leaders on the playground at lunchtime.
- A buddy system for children in KS1 by children in KS2
- Clubs at lunchtime and afterschool.
- A homework club.
- A school council where pupils are able to address issues they are concerned about.
- Access to therapies and counselling through Outside Agencies (via the INCO).
- Access to in house nurture and support groups (via the INCO).
- Regular staff training on First Aid, medical conditions and safeguarding and will support children with individual health needs.
- Regular staff training and updates on: Autism, ADHD, Attachment, Hertfordshire STEPs, Zones of Regulation etc.
- Thorough transition meetings at the end of and beginning of each academic year to discuss children's individual needs with previous and new class teachers and the INCO.
- A thorough record keeping of each child's individual needs, which are stored securely but are accessible via the INCO.
- A thorough Behaviour and Anti-bullying Policy and stance in the school.

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

Where children need additional support within school, Beech Hyde has:

- Specialist Early Years LSAs
- Speech and Language LSA
- INCO
- Academic support through either 1:1 or in small groups with experienced Learning support assistance.
- Social and emotional support through either 1:1 or in small groups with experienced Learning support assistance.
- Access to specialist Outside Agencies including (but not limited to):
  - The Specific Learning Difficulties Support Base
  - The Educational Psychologist Team
  - Speech and Language Therapist
  - Autism and Communication Team
  - Child and Adolescent Mental Health Service
  - Health Visitors

- Community and School Nursing Team
- Occupational Therapy Advice
- LINKS Primary Support Base
- Collett School Outreach
- Harpenden Plus/Families First Assessment

## **8 How will you help me to support my child's Learning?**

Beech Hyde endeavours to build a collaborative relationship with parents/guardians by pro-actively seeking their involvement in:

- The creation and review of: One Page Profiles and 'My Support Plans' at least termly following internal Pupil Progress Meetings.
- Attending regular 'team meetings' for children who have complex needs and/or an EHCPs.
- Attending the two Learning Review evenings and Open Evenings.
- Attending New to Year Group Meetings at the beginning of each academic year.
- Reading the end of Year Report.
- Attending training evenings on English, Spelling and Maths to explain how concepts are taught.

Beech Hyde has weekly home-learning which may include: reading, writing spellings in sentences, learning tables and a 'homework' activity which will enable parents/guardians to support their child's learning.

Where additional or tailored support is needed class teachers and/or INCO will liaise with parents/guardian and they are welcome to meet with teachers for regular updates.

## **9 How will I be involved in discussions about and planning for my child's education?**

As the person who knows your child the best, we will pro-actively look for your involvement in decision about your child as outlined in section 3 and 8.

In addition, Beech Hyde operates an 'open door' policy and welcomes parents/guardians input and feedback on their child's experience in school.

Permission will be sort from parents/guardians prior to any:

- Internal access to nurture or support groups.
- Referral to an Outside Agency and any advice, strategies or feedback will be passed to parents/guardians as soon as possible.
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Parental feedback on all statutory policies and documents on the website are welcome at any time.

Appointments can be made with Class teachers, the INCO and Head at any time.

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

As an inclusive school, Beech Hyde will proactively endeavour to make all reasonable adjustments, to include all children in all school activities whilst keeping the health and safety of the child at the forefront of all adjustments.

Where appropriate:

- Tailor made adjustments will be made.
- Risk assessments will be completed.
- The advice of experts will be sought.
- The medical, physical and mental needs of the child will be considered.
- Additional adult support will be sought.

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

- Beech Hyde school is on one level and is fully accessible to all.
- It has ground floor access to all areas and slopes on a couple of external door access.
- There is a unisex wheel chair access toilet with appropriate furnishings within.
- All classes have visual prompts such as number lines, the alphabet, visual timetables, etc
- Class teachers provide teaching and learning appropriate for all children in their class to access.
- Home school communication will be appropriate to a family's needs. This may mean adjustments made to the size of print, language etc.

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

- Always contact your child's class teacher in the first instance.
- If they are unavailable or you are not satisfied with their response contact the INCO or one of the Assistant Heads.
- If neither of the above are available or you are not satisfied with their response then contact the Head teacher.

Also

- Refer to links on The Beech Hyde website for links to :
  - Herts County Council offer
  - DSPL7 offer
  - Additional support groups and networks for parents

## **12 How will the school prepare and support my child to join the school, transfer to new school or the next stage of education and life?**

- We will always offer to meet parents/guardians of new children joining our school to collate information about their needs and welcome them to Beech Hyde.
- See also section 8 regarding how to support my child's learning.
- Whenever joining the school, in Nursery, Reception or in later years, children will always be invited to visit and look around the school.
- We will contact a child's previous setting to collate information about their needs and speak or meet with the SENCO/INCO whenever possible.

- During the summer term there are internal transition activities preparing all children for their move to the next year group. These transition activities may be differentiated and extended for vulnerable children (those needing it).
- All vulnerable children (those that need it) will be invited into school a day or two before the start of term in September to re-familiarise themselves with their new classroom environment and to meet again their new class teacher.
- We will contact any previously used specialist services to collate information about their needs.
- We work closely with receiving schools when children move on from KS2 to KS3 or before the end of the key stage.
- At the end of KS2, transition activities are completed with class teachers and specialist agencies for all children. These transition activities may be differentiated and extended for those children who need it.
- Additional visits to a new setting will be arranged for those children that need them.

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

The SEND budget is allocated to meet the needs of all the children on the SEND register. This may be to:

- Provide adult support as a 1:1, in small groups or within whole class teaching
- Purchase additional equipment and resources.
- Make differentiated resources or materials
- Provide specialist training for individuals, groups or all staff.
- Ensure that all children have access to the same opportunities and activities as the whole school.

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

How much support is given is based on the identification of the child's need outlined in section 2.

The support is regularly reviewed by class teachers, the SLT, parents/guardians, the child. It will be changed, increased or decreased in conjunction with internal observation, formal and informal assessments as well as taking into consideration the advice of External Agencies.

### **How can I find information about the local authority's Offer of services and provision for children and young people with special educational needs and disability?**

You can access information about Hertfordshire's local offer at:

<https://www.hertfordshire.gov.uk/microsites/local-offer/about-the-local-offer.aspx>

You can access information about SDPL7's local offer at:

<http://www.dspl7.org.uk/support-for-parents-settings/local-offer/>

## **September 2020**

As all children return to school this September, we find ourselves in exceptional circumstances. Beech Hyde Primary School and Nursery will endeavour to provide all of the systems, activities and support outlined above. It maybe that some activities and supports will not be currently permitted due to social distancing rules and children and staff working in their own bubbles such as: face to face learning reviews; our buddy system where older children support younger children at break & lunchtimes; invitations to visit the school and wander between classrooms etc. It may be that we will have to adapt procedures such as face to face learning reviews.

We will however continue to put the needs of our children first and continue to support them to the best of our ability whilst keeping everyone in our community safe. If you have any concerns about your child please do not hesitate to contact us in the usual way.

Tracey Berry  
INCO