



## Special Educational Needs and Disability Information

At Cowley St Laurence CE Primary School, we aspire to be a school in which students and teachers excitedly and joyfully stretch themselves to their limits in pursuit of a thirst for learning. As a Church of England school, we remain steadfast in our faith, through which we aim to rise above the ordinary by supporting all children to make outstanding progress, regardless of their needs.



We take pride in our commitment to deliver outstanding and inclusive educational provision. We understand that parents know their children best and we want to utilise this knowledge, working closely with parents, in supporting children on their personalised learning journeys. As a result the school offers a wide range of academic and pastoral support provisions, which are tailored to an individual child's needs.

### Our Inclusion Team

- Mrs Coady (Deputy Teacher; SENCo & Designated Safeguarding Lead)
- Mrs Woods (Welfare Officer)
- Teachers and Learning Support Assistants (LSAs) across the school

### SENCo Information

- Mrs Coady (Deputy Teacher; SENCo & Designated Safeguarding Lead)
- To contact Mrs Coady, please email the school on [Cowleystl@fraysacademytrust.org](mailto:Cowleystl@fraysacademytrust.org) and put FAO SENCo

### Areas of SEND provided for in school

We have had recent experience of supporting children with a range of SEND from all four broad areas of need.

This has included:

- Speech and language difficulties
- Autism
- Sensory difficulties
- Fine and gross motor skills difficulties
- Cystic fibrosis
- Spina Bifida
- Hearing impairment
- Visual impairment
- Physical difficulties
- Diabetes
- Downs Syndrome
- Epilepsy



## Understanding the Abbreviations!

There are many SEND words that are abbreviated which can lead to confusion. Here is a glossary of the most used SEND terms.

<b>ADD</b>	Attention Deficit Disorder
<b>ADHD</b>	Attention Deficit & Hyperactivity Disorder
<b>ASD / ASC</b>	Autistic Spectrum Disorder / Condition
<b>CAF</b>	Common Assessment Framework
<b>CAMHS</b>	Child & Adolescent Mental Health Service
<b>COP</b>	Code of Practice
<b>DCD</b>	Developmental Co-ordination Disorder (was dyspraxia)
<b>EAL</b>	English as an Additional Language
<b>EP</b>	Educational Psychologist
<b>HI</b>	Hearing Impairment
<b>EHCNA</b>	Education, Health Care Needs Assessment
<b>EHCP</b>	Education, Health Care Plan
<b>LEA</b>	Local Education Authority
<b>LSA</b>	Learning Support Assistant
<b>MLD</b>	Moderate Learning Difficulty
<b>MSI</b>	Multi-Sensory Impairment
<b>OT</b>	Occupational Therapist
<b>PMLD</b>	Profound, Multiple Learning Difficulties
<b>SaLT</b>	Speech & Language Therapist
<b>SCLN</b>	Speech, Language, and Communication Needs
<b>SEMh</b>	Social, Emotional & Mental Health
<b>SEN / SEND</b>	Special Educational Needs / & Disability
<b>SENDCo</b>	Special Educational Needs coordinator
<b>SLD</b>	Severe Learning Difficulty
<b>SpLD</b>	Specific Learning Difficulty
<b>VI</b>	Visual Impairment

## Legislation and guidance

This 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, SEN co-ordinators (SENCOs) and the SEN information report.

## What is the Local Offer?

The purpose of the local offer is to enable parents and young people to see more clearly what services are available in their area and how to access them. Knowing what is available and how it is accessed gives more choice and control over what support is right for your child. Parents need to know how to access provision: whether through a statement (or an Education, Health and Care Plan) or not.

The offer includes provision from birth to 25, across education, health and social care and has been developed in conjunction with children and young people, parents and carers, and local services, including schools, colleges, health and social care agencies.

You can find Hillingdon's Local Offer here: <https://www.hillingdon.gov.uk/article/4654/SEND-local-offer>

# SEND at Cowley St Laurence

## Frequently Asked Questions

### How does Cowley St Laurence C.E. Primary School know if children need extra help?

We know when pupils need help if:

- concerns are raised by parents/carers, teachers, Learning Support Assistants, the pupil's previous school, nursery or playgroup
- concerns are raised through liaison with external agencies e.g. Health Team -paediatricians, speech and language therapists
- there is lack of progress
- a child is performing below age expected levels
- there is a change in the pupil's behaviour or any behaviour concerns



### What should I do if I think my child may have special educational needs or needs extra help?

If you have concerns then contact your child's teacher or one of the school's SENDCO to discuss your concerns.

### How will I know how Cowley St Laurence C.E. Primary School supports my child?

Each pupil's education programme will be planned by the class teacher. It will be differentiated accordingly to suit the pupil's individual needs. This may include additional general support by the teacher or LSA.

If a pupil has needs related to more specific areas of their education, such as spelling, handwriting, Numeracy & Literacy skills etc. then the pupil may be placed in a small focus group. This will be run by a teacher or LSA. The length of time of the intervention will vary according to need. These interventions will be regularly reviewed by all involved to ascertain the effectiveness of the provision and to inform future planning.

Any additional support a child receives is recorded on the school provision map. All additional support is planned in accordance with the SEND Code of Practice's 'Assess, Plan, Do, Review' model and individual progress is tracked through an Individual Provision Plan. If you have any queries related to interventions please do not hesitate to contact the class teacher or SENDCO.



Pupil Progress Meetings are held each term. This is a meeting where the class teacher meets with a member of the Senior Leadership Team to discuss the progress of the pupils in their class. This shared discussion may highlight any potential problems in order for further support to be planned.

Occasionally a pupil may need more expert support from an outside agency such as the Speech and Language Therapy Team, Paediatrician etc. Referral forms are then completed in conjunction with parents/carers and forwarded to the most appropriate agency. After a series of assessments, a programme of support is usually provided to the school and parents/carers.

The Governors of Cowley St Laurence C.E. Primary School are responsible for entrusting a named person, to monitor Safeguarding and Child protection procedures. This person is also responsible for the monitoring and correct administration of the Disclosure and Barring service procedures and the school's Single Central record. In a support and challenge role the Governors ensure that the school is as inclusive as possible and treats all children and staff in an equitable way. They monitor and review the accessibility plan and all other statutory policies as defined by the DfE.

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

All work within class is pitched at an appropriate level so that all children are able to access according to their specific needs. Typically this might mean that in a lesson there would be three different levels of work set for the class, however on occasions this can be individually differentiated. The benefit of this type of differentiation is that all children can access a lesson and learn at their level.



LSAs may be allocated to work with a pupil in a 1-1 or small focus group to target more specific needs. If appropriate, specialist equipment may be given to the pupil e.g. writing slopes, concentration cushions, pen/pencils grips or easy to use scissors.

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

We offer an open door policy where you are welcome any time to make an appointment to meet with either the class teacher or a member of the Inclusion team and discuss how your child is getting on. We can offer advice and practical ways that you can help your child at home. You will also be able to discuss your child's progress at Parents Evenings.

Your child's class teacher will be at the classroom door/in the playground 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 a member of the Inclusion team by visiting the school office. If needed, a pupil may be given a communication diary in which messages can be exchanged between adults working with your child in school and yourself.

### How will you help me to support my child's learning?

Parents are the first educators of their child and school are here to support that process. The class teacher or an LSA may suggest ways of supporting your child's learning through messages in the school diary, at parents' evenings or at the end of the school day.

A member of the Inclusion Team may meet with you to discuss how to support your child. This would normally follow on from when a child has been assessed in some way. If outside agencies or the Educational Psychologist have been involved, suggestions and programmes of work/activities are normally provided that can be used at home.



When necessary, parent/carer workshops are arranged to encourage an open and relaxed forum where advice and ideas can be exchanged

### What is my child has a medical need?

If a pupil has a diagnosed medical need then a detailed Care Plan is compiled in consultation with the medical professionals and shared with the school. This is then added to the pupils's SEND records and shared with the relevant staff.

Staff will receive annual Asthma & Allergy (epipen) Training delivered by a nurse from the Hillingdon School Nursing Team and any other training as and when it is needed. Each school has an allocated nurse from this service allocated to support staff and parents. If you would like to discuss a concern with our allocated school nurse, please talk to your child's teacher or the SENCo.

Where necessary, and in agreement with parents/carers, medicines are administered in school but only where a signed Medi-Care Plan is in place. This ensures the safety of both child and staff member.

### 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:

- Child Protection Advisors
- CFACS (Child, Family & Adolescent Consultation Service)
- Educational Welfare Officers
- Local Authority SEND Support Services this includes the following:
  - Language Advisory Service
  - Service for Sensory Impairment (Hearing/Vision)
  - Social Services
  - Child Development Team (Hillingdon Hospital)
  - Occupational Therapist
  - Speech and Language Therapy Team
  - School Nurse
  - Educational Psychologist (Hillingdon Local Authority)

The Educational Psychologist would normally only work directly with pupils who needs are felt to be quite considerable and have not responded well to the interventions previously put in place for them. This involvement is generally planned after, termly pupil progress meetings and in consultation with parents. In order to help understand the pupil's educational needs better, the Educational Psychologist will generally meet with the parents/ carers and give feedback after the assessment has been completed. He will offer advice to the school and parent/carers on how to best support the pupil in order to take their learning forward.



### What training are the staff supporting children and young people with SEND had or are having?

All staff have received some training related to SEND. These have included sessions on:

- How to support pupils with Speech, Language and Communications Needs
- How to use PALS to support pupils' social development
- How to support pupils on the autistic spectrum.

### 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. If a health and safety risk assessment suggests that that an intensive level of 1:1 support is required, parents will be asked to come and discuss additional support with the trip leader or another member of staff.

### How accessible is the school environment?

As a school we are happy to discuss individual access requirements. If needed classrooms would be reallocated to cater for individual needs. Facilities we have at present include:

- 3 disabled toilets
- Most external doors are wider doors
- All lower classrooms have low thresholds to allow easy access
- Disabled parking bays on in parent and staff car parks

**♣ DIVERSITY ♣**  
**IS A FACT**  
**∞ INCLUSION ∞**  
**is an act**

## How will the school prepare and support my child when joining Cowley St Laurence CE Primary School or transferring to a new school?

Cowley St Laurence CE Primary School understands what a stressful time moving schools can be therefore many strategies are in place to enable the pupil's transition to be as smooth as possible. These include:

- Close liaison with feeder playgroups and private nurseries.
- Where it is considered needed the school may link up with the child's previous school to support a smooth transition.
- Additional visits are also arranged for those pupils who may need more time in their new school before making the transition
- A member of the Inclusion Team is always willing to meet with parents/carers when their child joins the school.
- We ensure that all children who have Special Educational needs are met to the best of the school's ability with the funding available.
- We have Learning Support Assistants who are funded from the SEND budget and deliver programmes designed to meet groups of children's needs and individualised programmes.
- The SEND budget is allocated each financial year. The money is used to provide additional support or resources, dependant on an individual's needs.
- The additional provision may be allocated after discussion with the class teacher at pupil progress meetings or if a concern has been raised by them at another time during the year.

If any concerns are raised The Inclusion Team may carry out some further assessments which may result in additional intervention being allocated to your child.

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

The class teacher alongside the Inclusion Team will discuss the child's needs and what support would be appropriate. Different children will require different levels of support in order to bridge the gap to achieve age expected levels. This will be planned alongside and in discussion with all those involved with the pupil including parents.



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

All parents/carers are encouraged to contribute to their child's education. This may be through:

- Discussions with the class teacher
- Parents evenings
- During discussions with The Inclusion Team and other professionals, including the Head of School
- Parents/carers are encouraged to comment on their child's individual targets with possible suggestions that could be incorporated.

## Who can I contact for further information?

If you wish to discuss your child's educational needs or are unhappy about something regarding your child's schooling please contact the following in this order:

- Your child's class teacher
- Your child's phase leader
- Mrs Coady: Deputy Head (SENCo/DSL) or Mrs Rindland: Deputy Head (EY/Curriculum)
- Mr Davies- Headteacher

## What if I have a complaint about the support my child with SEN receives from the school?

Initially, please talk to the SENCo about your concerns. If you are not happy with the response, you need to contact the Headteacher.

We hope these have answered any queries you may have but do not hesitate to contact the school if you have further questions.