



The Priory School

Educating Students for Success in Life

Name of policy	School Information Report - SEND
Statutory	Yes
Date policy was updated	Autumn 2017
Date of next review	Autumn 2018
Governors committee	Leadership & Achievement
Member of staff responsible for the policy	Lawrence Foster



The Priory School - Special Educational Needs Information Support

- **How does the school know if children/young people need extra help and what should I do if I think my child may have special educational needs?**

- During the Year 6 transition process both the Head of Year 7 and SENDCo meet with the year 6 teachers and corresponding SENDCo to ensure all information is successfully shared in preparation for your son/daughter joining us in Year 7.
- All students complete a series of tests when they join us and these look at different elements of their learning profile including spelling, reading, memory and reasoning. The test scores allow us to highlight any areas that are challenging to students and may prompt a need of additional support or further investigation.
- At each assessment point throughout the academic year student progress is monitored
- Parents' Evenings offers a chance for parents to meet with teachers to discuss any concerns, it may be that it is a subject specific need or it allows an opportunity to discuss a cross curricular issue and highlight this to the teaching staff, Form Tutor, Head of Year or SENDCo.
- If you have a concern that you would like to raise before parents' evening then you can contact the Form Tutor in the first instance or the head of Year
- If your son/daughter joins us part way through an academic year or after Year 7 it is vital that any information from their previous school is shared with us so we are best able to support your child.

- **How will school staff support my child?**

- The support our students receive depends very much on the individual's needs and challenges
- Our pastoral staff including, Form Tutors, Heads of Year and Key Stage managers look after all aspects of our students day to day needs
- Support and success for all of our students is at the heart of our philosophy and all of our staff endeavour to cater for a wide range of needs in the classroom
- All teaching staff are made aware of our students' needs and take account of these in their planning and differentiation. All teachers are responsible for the progress and development of all the students in their classes
- Where appropriate Teaching Assistants are in classrooms to support learning
- Where necessary a few of our students with specific learning barriers have access to assistive technology to use in class and assessments
- We run afterschool homework clubs to ensure our students are supported with all aspects of their work

- Students are tested for additional exam access provision where deemed appropriate in accordance with Joint Council for Qualifications (JCQ) guidelines
- The governing body oversees all aspects of the school including SEND and there is a link governor assigned to the Learning Support department
- All Year 7 and Year 10 students take part in a Wellbeing Survey which then allows the Pastoral Team to provide appropriate interventions as required. These take the form of parental meetings, mentoring by both in-house staff but also external mentors, refer students to the school nurse, anger management groups, CAMHS or an appropriate external provider as required
- The Heads of Year set up PSP's (Pastoral Support Plans) for students who require some extra support concerning their behaviour.
- The Pastoral Team monitor all behaviour and attendance, incorporating a report system which will closely monitor a student's behaviour whilst in lessons and around school
- We provide mentoring to those students requiring some extra pastoral support due to stress, anxiety, subject concerns, issues at home and bereavement

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

- The school reports home several times a year through a progress check. This informs you how your son/daughter is getting on in each subject with aspects such as effort and homework as well as providing a current working level or grade.
- All class teachers, Heads of Department, Head of Year and SENDCo monitor the students' progress and will intervene where necessary
- In addition to this there are opportunities to meet or contact with subject teachers and form teachers either through parents' evenings, email and telephone calls
- Those with a statement or Education, Health and Care Plan will have an annual review each year
- If your child is on the Learning Support register then there are opportunities to attend coffee mornings throughout the year.
- The school also provides information through a weekly newsletter, parent mail, information evenings and on the school website
- For more information please see the SEND Policy- <http://www.priory.herts.sch.uk/about/policies/>

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

- The provision offered is closely matched to the needs of the individual student whilst also ensuring an efficient use of school resources to support all students

- We have a large range of in-school interventions including TA class support in lessons, exams support and provision as well as intensive literacy or maths, social skills workshops and the use of assistive technology where appropriate
- We also have a range of interventions that rely on parental involvement, commitment and completion at home to ensure learning is not impacted in school and these include handwriting support, memory enhancement activities and reading development programmes.
- If your child has a Statement or Education, Health and Care plan we will review the support they receive annually
- All students are tracked and reviewed regularly throughout the academic year and support is put in place where appropriate.

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

We have a large range of support mechanisms in place including:

- Social, emotional and mental health difficulties – specialist counselling
- 6th form prefects
- Big brother/sisters
- Mentoring
- In school counselling
- Outreach support
- Peer mentors
- Anti-bullying policy
- Year 7 & 10 take part in Wellbeing Survey each year which is analysed and student needs identified and supported
- External Mentoring
- Anger Management workshops
- Drawing and Talking Therapy
- Bereavement Group

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

The school works alongside and with a number of professional agencies based on the students' needs and challenges, these include:

- A speech and Language therapist
- The Communication Disorders Team
- Learning Disability Connexions
- Connexions
- The Visual Impairment team
- An Educational Psychologist
- CAMHS
- The ADHD nurses
- The School Nurse

- The Behaviour outreach team
- Social Services
- Thriving Families
- Family Support workers
- External Mentors
- Targeted Youth Support
- Youth Offending Team
- Lunchtime and after school clubs including sports, crafts and subject focused activities as well as activities for Young Carers and homework club

• **What training have the staff, supporting children and young people with SEND, had or are having?**

- Most staff have received training on supporting Maths across the curriculum last academic year
- Many staff have received training on Autistic Spectrum Condition over the past 2 years
- Some teachers and all Teaching Assistants have been trained on the use of assistive technology to support learning
- All members of the Learning Support department have been trained on supporting Speech and Language needs in the classroom
- Two members of staff in the Learning Support department have had ELKLAN speech, language and communication therapy training
- Staff and students have all been involved in a development programme looking at specific needs and understanding the students' needs, the impact this has in the classroom and how to help others in all aspects of school life. So far this has covered ASC, ADHD and Dyslexia and has involved students sharing their experiences to aid others understanding and form time activities
- Several TAs have had training on supporting students with Dyspraxia, Downs Syndrome and Visual Impairment needs
- Training is ongoing and will continue based on the students we support

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

Need more info...

- Year 11 Support Evening – A targeted meeting for specific parents and students who may need some extra support to help them achieve their full potential and target grades
- Year 10 Evening – Welcome to KS4, outlining the expectations and support for KS4 students. Providing information about exams and how specific core subjects work within the GCSE curriculum
- YIGs – Year Intervention Group, where Heads of Year will meet with students and parents to set targets and discuss any support required to help them

engage in their learning

- Yr 7 meet the tutor evening
- Coffee mornings throughout the year
- Yr 6 transition coffee morning in Summer term
- Parents evenings
- Progress checks
- Phone calls home from subjects teachers where concerns highlighted
- Parent drop in sessions as appropriate
- Homework diary – all students and can be used to communicate with staff
- MLT email addresses and department phone numbers are available on the school website so you can contact the correct departments or teams
- Links with external agencies and support systems including parent partnerships
- Core subjects offer parent and student joint lesson experiences for year 7 students/parents in the Autumn term
- Annual reviews meeting for students with a Statement or Education, Health and Care plan

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

- Parents Evenings give all parents the opportunity to discuss their child's education with their subject teachers, Head of Year and Form teacher.
- You will be notified if your child is identified to be part of a specific intervention and contact can be made with the staff organising this.
- All teachers, pastoral staff and the SENDCo or Assistant SENDCo are available at parents' evenings.

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

- All students are able to attend school activities and trips and the Learning Support department works with the staff organising the trip to ensure all needs will be met, reasonable adjustments are in place, all students supported and where appropriate risk assessments have been completed
- We have 2 learning days and a learning week in the summer which offer a variety of different activities for the students to take part in

- **How accessible is the school environment?**

- All ground floor classrooms are wheelchair accessible and there are two disabled toilets available

- We have a lift that allows access to all classrooms in the B block as well as the second floor of the A block which includes the Maths and English classrooms and the Learning Resource Centre.
- We have ramps where possible which allow access to the front of the school, café, science and humanities block.

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

See contact page on the school website for all contact details:

<http://www.priory.herts.sch.uk/contact/>

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

- Our commitment to supporting your son or daughter begins before they join us in Year 7.
- As well as their new Head of Year, we aim to visit as many students as possible throughout the summer term.
- We offer extra visits for any student that needs a little extra support.
- We try to give parents an opportunity to meet with a member of the learning support team prior to starting in the Autumn and hold regular coffee mornings to enhance communication
- Strong links with the Connexions Youth service which advises students on the range of possibilities for their next steps and the options available to them. LD connexions are always involved with students that have a Statement or EHC plan to support the transition

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

- The SEN budget is allocated in the following areas: Teaching Assistants 14 (10 full time, 4 Part-time); 1 BME coordinator; 1 Special Educational Needs and Disabilities Coordinator and 1 Assistant to the SENDCo/Learning Support manager. The department has a number of resources including iPads, Kindles, laptops, specialist visual impairment equipment, literacy and maths resources and a range of assistive software e.g. LEXIA, SYMPHONY Maths and Read and Write Gold. The needs of each child are assessed individually and resources are allocated based on need and availability.

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

www.hertsdirect.org/localoffer