

Darwen St James'
C of E Primary Academy



OUR SEND LOCAL OFFER

SENCo: Miss Tracy Lawson

SEND Governor: Mrs Janaina Roberst

Headteacher: Miss Laura Peckson

**We wish you a very warm welcome to our happy school!
Our Mission Statement says: Nurturing through a living faith.**

Darwen St James' CE Primary Academy is a Church of England Primary Academy, working in partnership with the Cidari Trust. We have 200 children on roll, aged from 2-11 years. We are an inclusive school, with a warm and caring ethos, that welcomes and celebrates diversity. We are a hardworking and committed staff team, who nurture ALL children within our care, enabling them to achieve their best in all areas of their personal development and in school life.

We are very proud of our school and of all our learners. We try our best to live out our mission statement each day in school. We want all our children to be happy during their time with us, developing an excitement in learning, natural curiosity and confidence in themselves.

In December 2011, Ofsted Inspectors said that we are a good school with many outstanding features:

“St James’ is a good school. It provides a warm, stimulating and friendly setting, where enjoyment is seen as an important element in all its work. The quality of care, guidance and support pupils receive, often on an individual basis from teachers and teaching assistants, is outstanding and underpins the ethos of the school. This is supported by extremely effective partnerships with parents and carers, outside agencies and institutions. Pupils respond very positively, with consistently good behaviour. Parents and carers pay tribute to what the school does for the children through comments such as, ‘Every day my child comes back from school beaming.’”

As a church school, we also had a Church Inspection (SIAMS), in December 2011, which stated that we are an outstanding church school:

“The school is a beacon of Christian care and love..... The school’s Christian values make a significant impact on the children’s personal development. The sense of love and care for one another is tangible. The atmosphere in school is joyful, calm and secure.

Work with special needs children is exceptional, with excellent co-operative work by support staff and outside agencies. These children flourish, and one parent of a Year 1 girl commented, ‘The help and care she gets is amazing – she’s coming on really well’.

We are hopeful that the questions and answers below will give you some information about our approach to special needs education in school. You are always very welcome to visit us to find out more.

Due to the current situation we are following the current guidance from the Government (July 2021). Changes to the policy may occur if the Government guidance changes in the future.

1. How do we know that your child may need extra support in their learning?

We know our children may need extra help if:

- Concerns are raised by the child, their parent/carer, their teacher, school staff
- Limited progress is being made
- There is a change in their behaviour, schoolwork or progress
- Concerns have been raised by other professionals, such as a doctor, or by a previous school

We have a number of ways to help us identify if a child needs extra support. These include:

- Information from your child’s preschool or previous school

- Information from parents/carers, given in school or during a home visit
- Visits to nurseries / pre-school, to observe your child and speak to their key worker.
- Information from other services who have worked with you and your child, such as a Speech & Language Therapist, or a Consultant
- Observations from your child's class teacher
- Observations from our Special Needs Co-ordinators, (SENCo), Miss Lawson
- Special diagnostic tests, such as Reading Tests, Vocabulary Tests, Mathematical Tests, which help us to identify areas of need

We encourage parents to share information with us and to tell us any concerns they may have as early as possible. Please talk to your child's teacher, or to our SENCo, Miss Lawson.

The information will be used to make sure that we meet any additional needs your child may have. Once your child is in school, we will monitor their progress and development, in termly pupil progress meetings, where we discuss the progress of all children. If we have any concerns, we may ask other professionals to give us advice and support. We will always talk to you first and share information with you.

2. Who can I speak to at school if I think my child may have Special Educational Needs?

Please come and speak to staff in school if you have any concerns.

- Initially, you can talk to your child's teacher, as they see your child each day and know your child very well.
- You can also speak to our SENCo, Miss Lawson.
- You can also speak to Miss Peckson, our Headteacher.

3. How do I know how my child is doing? How will we tell you about your child's progress?

One of our school priorities is to talk to you about your child and to keep you informed as to how well they are doing at school.

- We have an open door policy and encourage you to come to see us.
- We have weekly celebration assemblies, held on Fridays at 9am. **(Due to Covid 19, these assemblies at present are done virtually)**
- Please talk to your child's teacher at the end of the day. **(In the current climate, we politely ask that you make an appointment for a telephone conversation.)**
- We have termly parents' evening, when you can make an appointment to talk to your child's teacher.
- We send a termly report home at the end of each term, and will invite you into school to talk about the report with your child's teacher.

- If your child has an Education Health and Care Plan (EHCP) or Independent Pupil Resources Agreement (IPRA) we will hold a review meeting once a year.
- You can ask for a meeting with our SENCo and/or class teacher, to talk about your child's needs in more detail.
- All children have learning targets. In addition, each child with Special Educational Needs has their own learning targets on a Support Plan which will be discussed with you at termly parent forum meetings.

Monitoring progress is a key part of all teaching and learning at school. Parents, children and staff are all involved in this process, as are our school governors. We collect progress data for all our children, which is monitored by staff, Headteacher and Governors.

Our open door policy means that you are always welcome and talk to us. We hold weekly celebration assemblies on a Friday morning. Each child with SEND has their own learning targets that they are working towards and these are discussed at half termly review meetings.

Please see above in bold.

4a. How will school support my child?

In school, we will always support our children in becoming independent learners. There are a number of ways we use to give extra help to enable this to happen.

You can find out how we support your child by:

- talking to your child's teacher
- making an appointment to talk to our SENCo - Miss Lawson.
- reading the letters we send home about the extra help your child receives
- reading and completing your child's home-school diary, if he/she has one
- coming to Parents' Evening and Parents' Workshops
- reading our school SEND policies, which are available from school

The Governors are responsible for making sure that all children have equal opportunities to learn and make good progress.

The SEND/Inclusion Governor is Mrs Roberts, who can be contacted via the school

office. 4b. How will teaching be adapted to meet my child's needs?

We are committed to helping each child achieve their best and to giving all our children every opportunity to achieve. We offer an interesting, hands-on, creative curriculum, which is differentiated by the class teacher, to support the needs of all learners, including your child.

- We work with all parents/carers to make sure that all children have the highest possible attendance - we expect 100%, so that we can maximize learning opportunities.
- We send home activities for parents/carers to share with their children.
- Children with Special Educational Needs will be given a Support Plan, which details how the curriculum is tailored to support your child's learning.
- We are a fully inclusive school, and we take reasonable action to make sure that all children can access all learning opportunities.

5. How are decisions made about the support my child may receive?

School has a budget for SEND, which is allocated each year. This money is used to provide additional support or resources, as identified in your child's individual education plan.

Additional support is made available when reviews and assessments identify that your child is not making the progress we and you would expect.

Support may include help from a teaching assistant, specialist help from other professionals, such as educational psychologists, use of additional resources, such as software on the ipads, laptops or other alternative recording devices.

If, after discussion with yourself, our SENCo, other staff in school, other professionals, it is agreed that we cannot meet your child's needs through existing resources, we will meet to discuss making an application to the Local Authority for an Education, Health and Care Plan to be put in place. You can find out more about this by asking us in school or by looking on the local offer website.

6. How will school help you to support your child's learning?

We actively encourage you to be involved in your child's learning. Your child's teacher will help you to help your child. Our SENCo will give you ideas to use at home. Other professionals who have been involved in your child's learning, such as our Educational Psychologist or Speech & Language Therapist, may give you some strategies to try. During the school year, we will run some sessions for parents - please do join in!

7. What specialist services and expertise are available or accessible through our school?

We work closely with and have access to the following agencies to support your child's needs:

- Therapy services, including physiotherapy, occupational therapy, speech and language therapy
- Advisory teachers within the Inclusion Support Service
- Educational Psychology Team

- SEND Team
- Social Services
- ELCAS - Child and Adolescent Mental Health Services
- Parent Partnership
- Counselling Services

8. How are staff in school supported to work with SEND children and what training do they have?

We have an extensive programme of training and development available in school for all staff. All staff undertake training in relation to safeguarding and disability awareness. Some staff have specialist training in supporting children with autism, dyslexia, behaviour management, language and communication difficulties. Medical training to support pupils with medical care plans such as epilepsy, is available from our School Nurse. We also have members of staff trained to support the mental health of our children and staff.

9. How will the school make sure that your child is included in activities outside the classroom, including physical activities and school trips?

Activities and school trips are offered to all the children in school. A risk assessment will be carried out and procedures put in place to make sure that all the children can participate.

Staff will help your child if they need support at break and lunch times.

We have a wide range of after school clubs, which we encourage all children to take part in. Details are available from the school office.

10. How will school support your child's wellbeing?

We are a very nurturing school community and care for all our children - and adults too!

We have an open door policy and will try our very best to deal with any concerns or issues your child is facing as soon as we possibly can.

Please see above in bold.

Even though we are in the current climate, Miss Lawson is always here to discuss your child's needs over the phone.

The emotional wellbeing of your child is extremely important to us and both our wellbeing leader, Ms Kathy Earp and Joanne Mountain are available to provide help and support for both you and your child.

Medicines can be administered in school, with signed parental permission. There are nominated first aiders in school and several members of staff have paediatric first aid qualifications. If your child has significant medical needs, please speak to us, so

that we can talk about how best we can support you and your child. This might include liaising with our School Nurse, to write a Health Care Plan.

Our class teachers have responsibility for the overall wellbeing of every child in their class. If you have any concerns, please speak to your child's class teacher first. If you need further help, your child's class teacher will talk with you, with our SENCo, Miss Lawson.

11. How accessible is our school environment?

Our school is largely wheelchair accessible. We have a disabled toilet that is large enough to accommodate changing facilities and is suitable for wheelchair users. Visual timetables are used in all the classrooms, and adapted where appropriate.

12. How will school help my child get ready for admission to Darwen St James', or to move onto a new school?

- Special meetings, known as Welcome Meetings, take place during the summer term for all the children who are coming into Reception in September.
- Nursery Staff hold regular Welcome Meetings for children & their parents, who are new to nursery.
- We work closely with all settings, to ensure a smooth transfer. This may include holding multi-agency meetings.
- Previous schools will be contacted, in order to share information.
- Transition to a new class is facilitated during sessions in the Summer Term, with your child's new teacher, support staff and in their new classroom.
- Transition sessions for our Year 6 pupils are held during the Summer Term, or earlier if necessary.
- Prior to transition, we will invite staff from the new school to meet with us, and yourselves, to discuss your child's specific needs.
- Pupils are involved in transition, at a level appropriate to their age and their individual needs.

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

The Special Educational Needs Budget is managed by the Head Teacher, working with our SENCo, SEND Governor and School Business Manager.

Resources are requested and ordered as necessary to support each child's learning.

Regular meetings are held to monitor the impact of extra support and interventions.

There are a variety of after school clubs that run throughout the year, some are sports activities, some craft, some for fun. All children are encouraged to join these clubs. Details from the school office. We ask for a small charge of £4.00 per term to cover the costs incurred.

14. Who can I contact if I want to know more?

Please speak to your child's class teacher or to our SENCo, Miss Lawson. Miss Peckson, our Headteacher, is available most days, before and after school, or you can call at the office for an appointment. There is also information on our school website www.darwenstjames.co.uk.

Please see above in bold.

**DARWEN ST JAMES' CE PRIMARY ACADEMY
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Revised by Miss Lawson September 2021