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SEND Information Report

(Updated February 2026)

Melbourne Infants is a mainstream school. We have a clear approach to meeting the needs of pupils with Special Educational Needs and are supported by outside agencies to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. Please read this report in conjunction with our Special Educational Needs and Disability policy.

Please contact school if there is anything you would like to discuss regarding your child's individual needs. You can contact Mrs Gibbs, who is our Headteacher, or Mrs Howell who is our Special Educational Needs and Disabilities Co-Ordinator (SENDCo).

Contact Number 01332 862325 or enquiries@melbourne-inf.derbyshire.sch.uk

The LA Local Offer

The Derbyshire Local Offer is in place to support children and young people with special educational needs and disabilities (SEND), as well as their parents and carers. It provides clear information about available services and provision, including how to apply for an assessment, early years support, education and learning, care services, preparing for adulthood, health and wellbeing, financial support and travel and transport. The Derbyshire Local Offer contains useful resources for families. The Local Offer includes a directory of local SEND services, support groups, and activities, empowering families to make informed decisions and enhance the quality of life for children and young people with SEND in Derbyshire. Derbyshire County Council's Local Offer can be found at: www.derbyshiresendlocaloffer.org

Derbyshire Information, Advice and Support Service (DIASS) for SEND

Derbyshire Information, Advice and Support Service (DIASS) provides independent information, advice and support to children and young people with special educational needs and disabilities (SEND), as well as their parents and carers.



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Further information can be found
at <https://www.derbyshireiass.co.uk/home.aspx>

Here are a few frequently asked questions:

Who should I to talk to in school?

If you are thinking of sending your child to our school, you can contact the Headteacher/SENDCo to discuss your child's individual needs, disabilities and any barriers to learning known. If your child is already in our school, you can contact your child's class teacher or either of the above.

What can Melbourne Infant School offer you and your child?

We offer a nurturing, fully inclusive learning environment that reflects the needs of all the children in our school community.

How do we identify children who have special needs?

At different times in their school life, a child or young person may have a special educational need. The Code of Practice 2014 defines SEND: "A child or young person has SEND if they have a learning difficulty or disability which calls for special education provision to be made for him or her".

A child of compulsory school age or a young person has a learning difficulty or disability if they:

- have a significantly greater difficulty in learning than the majority of others the same age, or
- have 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 mainstream schools or mainstream post-16 institutions.

We will take time to get to know your child and yourselves. We will gather information through observation and assessments and seek your views and those



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of your child to identify and provide for your child's needs. Where appropriate we will seek the views of other professionals too.

Do we have a governor who has responsibility for SEND provision in school?

The SEND Governor is Mrs Sarah Butler. She takes a special interest in all our children with additional needs and meets with members of staff to monitor the provision in school.

What support is available within school to meet the needs of my child?

All class teachers ensure that they build upon what your child can already do and ensure that they plan for the needs of individuals in their everyday teaching. They are also supported by the SENDCo, and, if appropriate, our school Mental Health and Well-Being Lead. Some children will receive small group/individual targeted intervention or access one to one specialist support as necessary with school staff or outside agencies. This is dependent upon the child's individual needs. We also work closely with external agencies such as: -

Inclusion Support Advisory Team
Educational Psychology Service
DIASS

Support Service for deaf and hearing impaired/Physical Impairments/Visual Impairments.

SALT (Speech and Language Therapy)

School Nurse/Health Visitors

Paediatricians

Occupational Therapy

Physiotherapy

Children and Adults Mental Health Service (CAMHS)

How is extra support allocated to children?



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The school budget, received from the LA includes money for supporting children with SEND. The Headteacher decides on the deployment of resources for Special Educational Needs and Disabilities, in consultation with the school governors and the SENDCo on the basis of needs within the school.

The Headteacher and SENDCo discuss all the information they have about SEND in the school. From this information, they identify resources, training and support required, then individual needs are identified on our school SEND register. This is reviewed regularly and changes made as appropriate.

Some children will have their provision identified within an Educational Health Care Plan. Each child's progress will be reviewed through the 'statutory review process' and the school's assessment and monitoring systems.

What training have staff had to meet the diverse needs of children with SEND?

The SENDCo is a fully qualified teacher, and has undertaken and continues to undertake specialist training within their field. In their role they provide support to all school stakeholders in co-ordinating provision for children with SEND. The school provides relevant training in school and from other specialist professional based on the needs of children in our school and those children due to join.

How will the school involve me and my child in discussing and planning their education?

At Melbourne Infant School, we realise the fundamental importance of working collaboratively with parents to ensure children's individual needs are met. We do this by enabling good relationships through an open-door policy, regular communications and additional parent/staff meetings. These allow current strategies in place to help the child achieve and make progress to be shared regularly and any barriers addressed as quickly as possible. These may be shared with other professionals to support the child's learning journey.

Our children are always at the centre of what we do and are encouraged to share their successes, achievements, favourite moments and any area that they



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find challenging and need support with at all annual review meetings. This may be presented in a variety of ways according to their maturity, needs and abilities. For some children this is recorded on an Individual Pupil Passport These support the individual's areas of need and help address any barriers to learning

Parents/Carers will be able to contribute to your child's learning journey and identify their next steps in learning. Our SENDCo is available to discuss your child's needs at other times as necessary. All information from outside professionals will be discussed with you. A home-school contact book may be used to support communication with you, when this has been agreed to be useful for you and your child.

How accessible is our school environment?

The environment is adapted to the needs of pupils as required. Currently Melbourne Infant School has one accessible toilet. Three out of the seven classrooms have ramps that provide access in and out. There are two designated disabled parking bays allocated at the front of the school. The school corridors and doors provide ample width to enable wheelchair use.

How will the school support my child in starting school and moving on?

We recognise that transitions can be difficult for a child with SEND, and we take steps to ensure that any transition is as smooth as possible. If your child is joining us:

- Contact will be made between ourselves and the previous setting to pass on any relevant information/records and visits will be made.
- Prior to admission, or once a child's special needs have been identified a detailed report about your child will be produced. This will be used to inform staff about your child's specific needs.
- Your child will be able to visit our school and stay for taster sessions, if this is appropriate.
- SENDCo will liaise with you and any relevant support services.



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If your child is moving to another school:

- We will contact the school Headteacher and SENDCo and ensure they know about any special arrangements or support that need to be made for your child. A planning meeting will take place with the SENDCo from the new school.
- We will make sure that all records about your child are passed on as soon as possible.
- Additional time will be allocated to your child to prepare them for the move.
- If appropriate a transition booklet will be made to familiarise your child with their new setting and staff.
- We will arrange transition visits and invite new staff to visit our school to get to know your child
- Guidance and training will be given by the SENDCo to facilitate the best transition possible.

When moving classes in school:

- Information will be passed on to the new class teacher in advance and staff meetings will take place between all staff to share information and records.
- Additional visits into their new class will be facilitated as required.

How will we support your child's social and emotional wellbeing?

We recognise that some children have additional emotional and social difficulties that need to be developed and nurtured. For those children who find aspects of this difficult we are able to offer small group or individual structured support e.g. nurture group, positive play. We also have a Mental Health and Well-Being Lead in school.

Who should I contact if I have a concern or complaint about the provision for children with SEND at the school?



MELBOURNE INFANT SCHOOL

Head Teacher: Mrs C Gibbs

Email: enquiries@melbourne-inf.derbyshire.sch.uk

Website: www.melbourne-inf.derbyshire.sch.uk

Packhorse Road
Melbourne
Derby
DE73 8JE
Tel: 01332 862325

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In the first instance, please talk to your child's teacher; as they are responsible for the progress and well-being of all the children in their class. The majority of concerns can be addressed at this level. If your concern is not resolved then please speak to:

1. SENCo - Mrs. Verity Howell vhowell@melbourne-inf.derbyshire.sch.uk
2. Headteacher- Mrs. Charlotte Gibbs headteacher@melbourne-inf.derbyshire.sch.uk
3. Governor with responsibility for SEN - Mrs. Sarah Butler
4. Co-Chair of Governors - Ms. Katrina Woodward or Mr. Chris Lancaster

If necessary, for further information, please refer to our complaints procedure which can be

viewed by clicking here: [Policies | Melbourne Infant School](#)

Further information

For further information, or to arrange an appointment to speak to the SENDCo (Mrs Howell) please contact the school office on 01332 862325.