*St Edmund’s Catholic Primary School*

**

*SEN: Local Offer*

*Accessibility and Inclusion*

*St Edmund’s Catholic Primary School is a single-story building on one site. The school is wheelchair accessible from the main reception and all classrooms. There is a toilet suitable for disabled use in the main reception area. This area is large enough to provide room for changing. School has restricted parking spaces for staff and visitors, however there is off-road parking. In the staff car park, there are 2 disabled parking spaces, clearly marked near the front entrance. Information is shared through the use of technology with the school website being the main source of additional information. X (formerly known as Twitter) is used to share celebrations. While Seesaw is used to communicate with teacher and parents. Every classroom has access to an interactive whiteboard. Parentmail is used to send formal letters, newsletters and urgent messages. Classrooms are currently being decorated to help create a calm aesthetic throughout the school.*

*Teaching and Learning*

*We have a clear system in place to identify children with additional needs. The school’s graduated response to identifying children in need of additional support is available on the school’s website (see the SEN policy) and provides a detailed explanation of how we identify and assess children. The school’s curriculum has been carefully designed to enable all learners to access learning at their individual level. All teachers and teaching assistants meet regularly to share developments in SEN – this is lead by the school’s SENDCO. Governors delegate funding to employ a specialist SEN teacher one afternoon a week to assess children’s more complex needs and provide guidance for teachers and school leaders. Teachers in every class are skilled and knowledgeable in test administration and their experience ensures that children who would benefit from exam adjustments receive these adjustments. The SENDCO and SEN Specialist meet termly to discuss the SEN provision map. Any recommendations from this meeting are then brought to the attention of the Headteacher and Governors.*

*Reviewing and Evaluating Outcomes*

*Statutory review meetings are planned for and held within the correct timeframes. The school works closely with the SEN Case Worker (formerly SENDO) to ensure all legal requirements are meet. Children who have an Education Health Care Plan have their plan reviewed on an annual basis or sooner if appropriate. Children who have been identified as requiring additional learning support have their needs met through our graduated response plan. Learning plans and IEPs are reviewed termly with the SENDCO, class teacher, parents and children.*

*Keeping children safe*

*All staff in school receive annual training on ‘Keeping Children Safe in Education’. Risk assessments are completed by teachers when curriculum opportunities are available outside the classroom. School leaders encourage teachers to plan exciting and enjoyable learning activities for our children. Clear handover and collecting practices are in place for the start and end of the day for all children. If children with SEND require individual arrangements, school works together with families to achieve this. All children are supervised at dinnertime by trained staff.*

*Health and Wellbeing*

*St Edmund’s follows the national guidelines on medicines in school. First aid boxes are located in all communal areas. Inhalers, EpiPens and other specific medical resources are kept on a medical shelf in the relevant classroom. If a child requires a medical care plan, school leaders would communicate with parents to provide the best possible care. In the case of a medical emergency, school would communicate with the correct professionals and follow their advice and guidance. When children present with a particular medical need, school will take all reasonable steps to support the child and family in school. If staff can be trained in a specific medical condition, then the school’s leadership will ensure this happens.*

*Communication with parents*

*St Edmund’s operates an open-door policy where all parents know they can speak to any member of staff at a mutually convenient time. The school’s website clearly identifies how to make contact with school. St Edmund’s provides parents with termly reports along with the opportunity to attend two parents’ nights a year. SEN coffee mornings are held regularly by our Pupil Support Manager to pass on current and new information to our parents.*

*Working together*

*St Edmund’s provides opportunities for children to share their ideas through a ‘Student Council’. Representatives from each class are democratically elected to the Student Council with Year 6 children elected to be Heads of School Council and House Captains. Parental relationships are good. Teachers welcome the opportunity to discuss children’s learning with parents. The school’s governing body has two parent governors. At the end of each term of office, parents are welcome to stand for election to these positions. A designated governor for SEND champions children’s involvement in school life at every governing body meeting. The designated governor is a key part of the SEND team.*

*What help and support is available for the family?*

*Individual meetings with the Headteacher are always available. The Headteacher meets with potential new parents and provides a tour of school. This provides an opportunity to meet and discuss individual needs. The Governors and Leadership team provide a Pupil Support Manager in school who is always available to offer support and guidance to parents. Contact information is on our school website.*

*Transition to Secondary School*

*St Edmund’s has excellent links with Our Lady’s Queen of Peace Catholic High School. Transition arrangements are excellent and staff will provide guidance and additional visits if required.*

*Extra-curricular activities*

*St Edmund’s has regular after school clubs run by West Lancashire Sports Partnership. This organisation provides a range of extra-curricular activities for children of all abilities. Teaching staff at St Edmund’s provide a range of extra-curricular activities throughout the year. Children at St Edmund’s go the extra mile to make friends and support one another at different points throughout their schooling.*

*Through our partnership, we are lucky to host some holiday clubs at St Edmund’s school. We also provide every child with a breakfast upon their arrival – free of charge!*

*Feedback*

*Feedback is always welcome in school. The Headteacher will always meet with parents and this is the preferred method of communication. The Headteacher does not promote the use of emails as a method to discuss personal needs and will not respond to emails. All communications are valued with respectful relationships being the key to a successful school. Parent’s are encouraged to contact their child’s class teacher or the SENDCO as a first point of call.*