



SECONDARY INCLUSION POLICY MORNING INCLUSION AT HASLINGDEN HIGH SCHOOL

Aim

This policy is intended to clarify the purpose and practice of the morning Secondary Inclusion Link at Haslingden High School. This policy clarifies roles and responsibilities, including monitoring arrangements, staff training, line management of staff, classroom management, responsibility for pupil target setting and Assessment Recording and Reporting (ARR) arrangements.

Context – Précis of previous partnership working between the two schools

Tor View and Haslingden High School have managed successful inclusion links since 2001. The ethos of the two schools promotes inclusion in the widest sense and the two schools are part of the partnership of 3 schools who formed the Cotton Shed Inclusive Theatre Company.

Inclusion Link - Rationale

The successful daily inclusion link was established by Tor View in partnership with Haslingden High School in 2003. The purpose of the link is to provide a more appropriate teaching environment for pupils whose needs are not readily met by the mainstream or special school model. It is essentially a bridging group for these pupils. Within the classroom bases the structure reflects the formality of a mainstream class with staffing levels and specialist expertise more closely associated with the special school environment.

In order to ensure that the inclusion base is an effective teaching and learning environment and to maintain high levels of pupil progress the group has a maximum size of 12 Tor View pupils. Pupils from Haslingden High school may join the group for sessions, with appropriate support provided by the High School.

Funding sources

Initially the Inclusion link was funded through a standards fund grant which was accessed via a bidding process. However, more recently there has been no inclusion support money available and Tor View provides staffing whilst Haslingden High provides a learning space.

Currently Tor View provide a teacher, TA3 and 2 TA2s to run the link. The TAs support pupils in Key Stage 3 and 4 to access Haslingden High School lessons. In

Key Stage 3 pupils in the inclusion group access Maths, English, Art, PE, music or whichever lessons are deemed a personal strength.

Haslingden High School provide the classroom base and arrange for gifted and talented Tor View pupils to access accredited courses. Tor View provide transport from the link and specialist resources to support the link. They also provide a SEN resource to Haslingden High School.

Timetable

Tor View pupils arrive at Haslingden High School from 8:30am dependent on the drop off time of their transport. Tor View teaching staff based at Haslingden High School are therefore required to be available for pupil supervision from 8:30am. Haslingden High School starts with registration at 8:50am. Tor View pupils are registered in the base by Tor View staff and a dinner register is taken.

Morning lessons cover English and Maths, including key skills. Break from 10:35-10:50. Please see the current class timetables for a more detailed overview. Where deemed appropriate Tor View pupils access mainstream lessons. The level of support required for this full inclusion is determined on an individual needs basis for Key Stage 3 and Key Stage 4 pupils who attend Haslingden High School access accredited courses e.g. GCSE/ BTEC/ASDAN.

Roles and Responsibilities

- **Pupils**

Tor View Pupils- Tor View pupils remain the responsibility of Tor View teachers on site. Any issues and concerns from TAs or mainstream teachers must be relayed to the class teacher. Class teachers are responsible for writing and updating the Key Skills and Care Plans, ensuring that inclusion links remain appropriate and liaising with Haslingden High School staff. If an incident occurs senior staff at Tor View must be informed immediately.

- **Rooms**

Haslingden High School staff will maintain the rooms as classrooms ensuring that these spaces are not used for the storage of unwanted items and excess stock.

Sufficient storage will be made available for the base to operate effectively. This should include a bank of trays for pupil use. Tor View will support the purchase of this furniture if it is not readily available. Any furniture purchased by either school will remain the property of that school and should be marked accordingly.

General stationary is be provided by both schools with an annual allocation for the inclusion base. Essential teacher's supplies (eg. staple gun, large scissors, hole punch etc) will be provided by Tor View. Paper, card and backing paper will be provided by Haslingden High School. Haslingden High School will allow access to resources to support teaching eg video, laminator, photocopies etc.

Haslingden High School will provide an interactive whiteboard and any necessary hardware. Both schools will supply appropriate software and ensure protective safeguarding protocols are followed.

- **Monitoring**

The monitoring of T&L is the responsibility of the Head of Secondary at Tor View and in line with Tor Views monitoring policies.

- **Line Management of staff**

The line management of Tor View staff remains the responsibility of Tor View's SMT this applies to all aspects of performance including absence.

- **Assessment Recording and Reporting (ARR)**

All pupils included in the morning inclusion link will have a 'Passport to Progress' and 'Small Steps 2 Success' (Tor View's in-house assessment resource. This resource is copyright to Tor View as it contains a number of published materials for which Tor View has a site licence. It must not be copied beyond the Inclusion Base) and this will be updated by the Tor View teacher/ base TA's. This will be the basis of the Key Skills & Care Plans that all pupils will have in addition to the Haslingden High School's IEP.

The first 2 weeks at the start of the academic year will have an assessment focus to enable base staff to complete the assessment package and refine their knowledge of the children in order to set priority targets. During this period TAs will manage group activities.

Tor View staff will support Haslingden High School in the preparation of Educational Advice for Annual/ ESAP Reviews. Tor View staff will not generally attend Annual Reviews for children on Haslingden High School's roll. However, if circumstances are such that their input would be pertinent to the Review eg. if a special school placement was being suggested staff will make themselves available.

- **Cover arrangements**

Cover arrangements for teachers in the base will be managed by SMT/SLT from Tor View School on a daily basis possible and therefore on days when the Tor View teacher is unavailable Tor View pupils will be taught at Tor View and SMT at Haslingden High school will make a decision about cover arrangements for their pupils.

If it is not possible to cover the TA staff the Tor View teacher will be unable to accommodate Haslingden pupils in the group. On these occasions Tor View pupils will either be taught at Tor View or in the inclusion base by the teacher.

- **Liaison between schools**

Primarily liaison will be managed by the SENCO from Haslingden High School and Assistant Head Teacher, Head of Secondary at Tor View.

There is an existing strong link and effective relationship between the admin teams of the 2 schools and they will continue to support the day to day liaison between the two schools.

- **Study Support Activities**

Tor View has a strong study support element to the curriculum and this includes residential opportunities, whole school themed days and events and departmental themed events. Where appropriate and when accommodation permits pupils from Haslingden High School on the inclusion link will be offered the opportunity to be included in these events. However, there will be times when inclusion staff and Tor View pupils will remain at Tor View. One week's notice will normally be given to enable Haslingden High School to make alternative arrangements.

- **Classroom Management**

The management of the classroom and deployment of TA staff remains the responsibility of the Teacher or HLTA who is teaching the class. TAs are responsible for providing support to the teacher and pupils. Teachers must clarify their decision making to ensure that all staff have clear direction. Where a TA has a concern - for example in respect of work match, IEP targets or personality issues - these should initially be raised with the teacher in a professional manner. If these issues are not resolved they should be raised with the immediate line manager from the relevant school. SMT involvement should only be necessary if there is a breakdown in the line-management system.

- **PPA**

Where teachers work more than 0.6 of a timetable PPA time will be timetabled so that it can be taken in the afternoon. Teachers will be given at least DCSF minimum guideline amounts of PPA. Where teachers are employed 0.6 (i.e. solely for inclusion) their PPA will be timetabled considering the least disruption of the class.

	Name/Initials:	Date:
Written By:	SC/AYH/AJS	2008
Reviewed:	AYH	2011
	SS/RB	2016
	KM	2018