

## **St. Bernadette's Catholic Primary Voluntary Academy Local Offer**

### **1. What should I do if I think my child has special educational needs?**

Initially speak with your child's class teacher and express your concerns, we have an open door policy. However, if you still continue to have concerns, then speak to Miss Labourne (Class 2 teacher and Special Educational Needs Co-ordinator SENCO).

### **2. How will the school respond to my concern?**

We will listen to your concerns and discuss the situation. If a longer meeting is needed then this will be arranged with the relevant professionals who need to be included. Each meeting will differ depending on your concern and each individual child, as we believe each child has individual needs.

Your concern will be looked into over an agreed length of time, with sharing of information between home and school.

A follow up meeting will then be arranged to discuss the next steps.

### **3. How will the school decide if my child needs extra support?**

The decision will be made by your child's class teacher and SENCo based on their academic and personal progress in class over each term. This will also be discussed with the Head Teacher. This can be reviewed before the end of each term if a class teacher has concerns about a child. We have Pupil Progress Meetings each term where the class teacher and a member of the senior management team meet and look at each child's progress over the term and any next steps that might need to be taken.

You and your child will be involved in this decision making process and we will ask you both what extra support you think is needed.

We will send home a letter with the progress your child has made after receiving the extra support and you are able to come and discuss this with your child's class teacher or the SENCo (Miss Labourne).

### **4. What will the school do to support my child?**

Every child will have targets for them to work towards. Some children will have more specific targets and these will be recorded on an individual education plan (IEP) or an individual behaviour plan (IBP).

Your child's class teacher will assess, plan and review your child's progress on a daily basis through either formative or summative assessments. During our termly Pupil Progress Meetings with the class teacher and a member of the senior management team, we will plan for future support, this could be individual work, small group work or specific resources.

Any additional support will be recorded on our provision map; this will be reviewed each term as children's needs vary throughout the year.

## **5. Who will support my child in school?**

Your child will be supported by:

- Class teacher
- Teaching assistants- working within class or leading interventions to support your child.
- Volunteers who listen to children read or support in class.

## **6. What training and experience do Staff have for the additional support my child needs?**

The Staff at our academy are trained in various areas, such as speech and language difficulties, autism, dyslexia and other interventions.

## **7. Who else might be involved in supporting my child?**

Where appropriate, outside agencies will be asked to support your child this will be discussed with parents and a referral form completed.

These might include:

- Educational psychologist – Dr Dave Scott
- Speech and Language Therapist-
- Autism Team – Claire Noble
- IPASS- Rob Grayson
- The Diversity Team- Fiona Thrippleton
- Outreach Teacher at St Luke's- Gill Dickins

## **8. What support will be there for my child's emotional and social well-being?**

The emotional and social well-being of your child is of great importance to us. Where appropriate, additional interventions will be organised to support your child's emotional and social development.

We run interventions in our academy to support children with emotional and behavioural needs. Many teaching assistants have had training around children's emotional and behavioural development. We work closely with outside agencies to support children with emotional and behavioural requirements.

The academy rules and non-negotiables are used consistently to support children's behaviour.

The office, within our academy will administer medicines. Please take your child's medicine to the office, where you will be required to fill in a form.

We take bullying very seriously and have an anti-bullying policy- please see the website for more details.

### **9. How will my child be involved in the process and be able to contribute their views?**

If your child has additional needs their views will be included in all annual reviews and IEP reviews. During IEP reviews all Key Stage 2 children attend the review and each class teacher discusses the child's targets and outcomes with them and their views are recorded on their IEP.

Miss Labourne also completes a pupil questionnaire with children who have additional needs once a year.

All children are encouraged to share their views with their class teacher or any adult in our academy. We have a teaching assistant (learning mentor) in our academy who children know they can speak to if they have a difficulty.

We also have our academy council run by Key Stage 2 children and here their views are discussed on certain issues and this is fed back to the whole class and their views are gathered.

### **10. How will the curriculum be matched to my child's needs?**

Our curriculum is ...

ICT is used regularly, including the use of ipads to enhance our curriculum.

Classroom layouts, including seating arrangements, displays and groupings of children support each child's individual needs. Throughout Key Stage 1 and Year 6 we set children, depending on their needs, so the curriculum is best suited to their individual requirements.

All lessons are differentiated to meet the needs of individual children and where appropriate additional adult support will be provided within class. If your child's requirements are above and beyond what can be provided in class, additional individual or group intervention work will be offered. This can be with a teacher or teaching assistant.

### **11. What opportunities will there be for me to discuss my child's attainment and achievement? How will I know how well my child is progressing?**

Class teachers are available after school most nights if you want to have an informal discussion with them about your child.

We hold parents evenings twice a year where you are invited to attend and discuss your child's progress. At the end of each academic year your child's report is sent home and within this, it discusses your child's attainment and achievement.

If your child has a statement of educational needs you will be invited to their annual review once a year. If your child has additional needs you will be invited to their IEP review twice a year, where we will discuss your child's progress against measurable targets and set new targets for your child to be working on. Copies of your child's IEP will be sent home each term.

In some instances (agreed by our academy and parents) a home-school book or reward chart may be used to assist the home-school partnership for the benefit of your child.

## **12. How does the school know how well my child is doing?**

We track all children's progress closely over the year. We measure the amount of progress children make over the year, and how their attainment compares with age-related expectations. We have challenging targets to encourage children to reach their potential.

For children in Reception we assess children through the Early Learning Goals. For the majority of the children in Year 1-6 we assess against year group expectations.

Any children working significantly below age-related expectations are assessed using B-Squared. This enables us to measure small steps of progress, and set appropriate specific targets.

We assess children using standardised assessments, teacher assessments and assessment for learning. All of these are used to provide a clear and detailed picture of your child's progress and attainment.

All children have individual targets to support them in their next steps of learning.

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

We have a breakfast club that runs from 8.00am every day and various after school clubs. All Key Stage 2 children are welcome to attend these clubs which are run by academy staff. We have one after school club for Year 2 and again all children are welcome to attend.

We have a regular programme of school trips, including trips relating to current topics and other curriculum areas.

We ensure we have enough adults on trips to enable all children to take part. Sometimes we ask parents or other volunteers to help.

## **14. How accessible is the school environment? How accessible is the curriculum?**

Our academy is fully accessible to wheelchairs, we have a disabled toilet and disabled parking bay.

We use a range of technology to support children's learning and will use specific equipment and resources to support additional or specific needs.

We also work with IPASS (Integrated Physical and Sensory Service) who will support our academy making the curriculum accessible for individual children.

## **15. How will the school prepare and support my child to join the school?**

We have a series of events for children joining our academy in both Nursery and Reception. Your child's class teacher will arrange a home visit to meet your child in an environment they feel comfortable in.

Parents/carers are invited to spend some time in the Nursery environment with their child/children. They are also invited to a meeting where information will be shared and any concerns can be discussed.

Should your child need a more personal transition programme we are happy to work with you to organise this.

At the end of Reception parents/carers are invited to a transition meeting. Information will be shared and you will get the opportunity to meet your child's class teacher, see the new class room and discuss any concerns you may have.

At the beginning of Early Years 2 (Reception) and Year 1 you will be invited to a Phonics meeting where we will discuss what we are doing at school with your child and how you can support them at home.

During Year 2 and Year 6 you will be invited to a meeting regarding SATs. Information will be shared and ways you can support your child at home will be discussed.

For children starting at other times of the year or other year groups we encourage you to come and look round our academy. If possible, spend a morning or afternoon in their new class getting to know their class teacher, additional adults, their peers and routines.

#### **16. How will the school prepare and support my child to transfer to a new setting/school/college?**

We work closely with the schools/academies that the children move onto after St. Bernadette's.

St. Bede's along with other secondary schools arrange transition days and taster days for parents and children to attend. We also work closely with their SENCo and share relevant information with them and pass up relevant records. Miss Labourne has a meeting with the relevant SENCo and will discuss any additional information with them so your child remains supported.

If your child needs more support with transition we will arrange this in conjunction with his/her new school.

#### **17. How can I be involved in supporting my child?**

We encourage all parents to be actively involved in their child/children's education.

Your child will bring home their reading book each day which we encourage you to read with them each night and sign their reading record so their class teacher can then change their reading book.

They will receive varied pieces of homework each week depending on the year group they are in. If you are unsure of this please see the academies website for details.

We have two parent evenings a year which we encourage you to attend so we can share your child's progress with you.

Depending on your child's needs you could be invited to attend Annual Reviews or Individual Education Plan reviews for your child. It would be extremely beneficial if you could attend these as we will discuss ways forward for your child and ways you can support them at home.

We have an active FRIENDS of St. Bernadette's who organise many events and support with fundraising. All parents/carers are invited to attend meetings, and new members are always welcome.

#### **18. How can I access support for myself and my family?**

If you feel you need further support please speak to Miss Labourne (SENCo) who will advise you on whom to contact.

You can also contact the SEN Section for North Lincolnshire Council on 01724 or Parent Partnership will support you through any difficulties on 07717587621.

There is also the Local Authority website that might be able to give you further information: [www.lincolnshire.gov.uk/SENDlocaloffer](http://www.lincolnshire.gov.uk/SENDlocaloffer)

**19. Who can I contact for further information?**

For more information please speak to Miss Labourne SENCo.

Telephone: 01724 842382

Email: [admin.saintbernadettes@northlincs.gov.uk](mailto:admin.saintbernadettes@northlincs.gov.uk)