

John Willmott School Special Educational Needs Parent Policy

Vision

'Our vision for children with special educational needs and disabilities is the same as for all children and young people – that they achieve well in their early years, at school and in college, and lead happy and fulfilled lives.'
(Code of Practice for Special Educational Needs 2014)

The school values the views of parents regarding their children and see them as partners. Communication and consultation with parents forms part of the departmental review which in turn informs policy and practice.

The Special Educational Needs Disability (SEND) Department aims to provide support to parents and carers ensuring that students with SEND access and enjoy the curriculum and achieve the best possible results.

The school has a Disability and Equalities Scheme and an Accessibility Plan.

The school is subject to annual Local Authority moderation of SEN funding.

Communication with parents is carried out formally and informally throughout the year, this informs the policy.

Review meetings with the SENCO
Parents' Evenings
By appointment
Parent Questionnaires
At the beginning and end of the school day
By telephone regarding issues that may arise during the day

The Special Educational Needs and Disability Team

Mr Bunford is the Governor with responsibility for SEND

Mrs K McCarthy and Mrs S van Alderwegen are the Special Needs Coordinators (SENCO) and are responsible for managing the SEND Department; they can be contacted on 0121 378 1946 Email contactsen@jws.bham.sch.uk

The SENCO will also be available for parents and carers to discuss any issues at Parents' Evenings. All enquires should be directed to the SENCO or the administrator.

The administrator is Mrs Lisa Redfern and can also be contacted on 0121 378 1946.

Other members of the SEND team include:

Inclusion Manager – Mrs S Allen

Teaching Assistant - Mrs E Eyre

Teaching Assistant – Mrs F Hounslow

Teaching Assistant – Mrs S Hammond

Teaching Assistant – Mrs V Nicholas

Teaching Assistant – Mrs J Haymes

Teaching Assistant – Mrs C Crowther

Teaching Assistant – Mrs L Clark

Teaching Assistant – Mrs T Bardsley

The SEND department also works closely with the school's family support worker Mrs Helen Gould.

The school works with other partners

Pupil and School Support – Emma Foster

Educational Psychology Service – Aoife Hayden

Behaviour Support Service COBs – Mark Crofts

Communication and Autism Team – Emma Sly

SENAR advisor – Rita Patel

Roles and Responsibilities

SENCO

To:

- Contribute to the development of all SEND provision
- Oversee the operation of the school's SEND Policy
- Co-ordinate provision for SEND students
- Liaise with and advise other teachers
- Manage the teaching assistants
- Oversee the keeping of records for students with SEND
- Liaise with parents and carers
- Contribute to the professional development of staff
- Liaise with outside agencies and other partners.

Inclusion Manager

To:

- Assist SENCO in management of SEND Department
- To manage Inclusion support in the Inclusion Hub
- To monitor and track pupil progress
- To contribute to the Annual Review process
- Liaise with outside agencies
- Liaise with parents/carers
- Teach appropriate courses for SEN pupils

Teaching Assistants

To:

- Contribute to the Annual Review process where appropriate
- Deliver interventions for targeted students
- Complete termly reviews of students on the SEND data base
- Liaise with and support parents when required
- Support students in lessons
- Work with teachers in ensuring students can access the curriculum

SEN Administrator

Respond to parents' phone calls

Manage data and student records with the SENCO

Working with Parents

If parents have any concerns they should contact the school. Parents can contact the SENCO at any time via the SEND Office by contacting 0121 378 1946 and will have the opportunity to talk confidentially about their concerns.

The school may decide to make home visits where appropriate.

We would like to make your visit to the school as comfortable as possible. Meetings will take place in a private area of the school and refreshments will be provided where possible.

The SEND department will be as flexible as possible in arranging meeting times, for example offering an early or late appointment. Parents will be given advanced notice, where possible, regarding meetings; the school will also make a reminder telephone call nearer the meeting date if necessary.

The SEND Department will, from time to time, seek parents' views on SEND provision through telephone calls, questionnaires, letters and also during review meetings which are held once a term. Individually the views of parents will remain anonymous, however the Governing Body will report back annually to parents any general or significant outcomes.

The SEND Department will ensure that all letters and information sent to parents will be accessible and jargon free.

The SEND Department offers support on a range of services and will ensure that parents know who is working with their child both from within school or with the Support Services and other partners.

The school welcomes support from parents therefore support will also be offered and advice given on how parents can support learning at home.

Parents' Complaints Procedure

Should parents or carers feel that the SEND department has not met the needs of their child then they should contact the SEND office as soon as possible to lodge their complaint. The SENCO or a Teaching Assistant (TA) will respond within twenty four hours.

If, as a parent or carer, you have any concerns about your child regarding their special needs provision or any other related issues, the SEND would like to hear from you in order that they can deal with it as promptly as possible. To help us in doing this we would be grateful if you could follow the suggested guidelines.

1. If you have a concern please contact the Office Manager
Mrs S Duffy on 0121 378 1946
Or the Special Needs Co-ordinator (SENCO)
Mrs K McCarthy or Mrs S van Alderwegen on 0121 378 1946
2. You will be asked to give your:
 - Name
 - The name of your child
 - Their Year Group
 - The name of their Form Tutor
 - And a contact number so the school can get back to you as soon as possible
3. You will be asked to give details of your concern which will be recorded. If you are unable to speak to the SENCO straight away they will get back to you within one working day or sooner depending upon their availability.
4. You might be asked to come into school if the complaint cannot be managed over the phone. In which case, a mutual date for a meeting will be arranged between yourself and the SENCO.

All meetings will take place in a private area and any actions agreed by the school and your self will be recorded and filed by the SENCO. If it is necessary, the SENCO might ask you to come back into school to in order to monitor the situation.

We hope that you will feel able to speak to the school if at any time you have a concern.

The Process

The school offers a range of support for pupils with SEND. Each child will receive support which is appropriate to their needs.

Additional SEN Support

If a parent has any concerns regarding their child's progress at school they should contact the school immediately. This will trigger the SEND Department to investigate further to see if additional support is needed. Parents may be asked to come into school to discuss this with the SENCO if necessary, but are very welcome to arrange an appointment to do so at any time.

If the school has a concern regarding a student's rate of progress then parents are contacted by the SENCO and invited into school to discuss the support both they and the school can put into place.

This may result in the student being placed on the Special Needs Data base as requiring 'Additional Support'. Your child will have targets to achieve during the term; the targets are agreed and written with the student. The student targets will be reviewed termly and you will be informed about the progress of your child. If your child makes satisfactory progress they will be taken off the SEN data base.

Continued Additional SEN Support

If your child still experiences difficulties in accessing the curriculum after two/three terms they might continue with additional SEN support. This will mean they receive additional support from the SENCO and the Teaching Assistant as well as the subject teacher. They will have another plan with targets. This will also be reviewed every term. Outside agencies such as Pupil and School Support may be asked to assess your child to advise School on strategies to support them.

Education Health and care Plans

If after two to three reviews your child is still not making progress then you will be asked to visit the school to discuss the type of provision accessed through an Education Health and Care Plan, if this is what is thought best. At this stage, your child will receive multi agency support from outside agencies such as the Educational Psychology Service, Pupil and School Support the Communication and Autism Team and Health.

If your child comes to the school with an Education Health and Care Plan already in place the school will ensure that the provision outlined in the EHCP is carried out. Any former Statements of Special Need will be transferred to Education Health and Care Plans by Birmingham Education Authority within three Years.

All EHCPs are formally reviewed annually in line with the New Code of Practice (COP) 2014. Interpreters and signers will be used when necessary. Your views are important in this process and you will be asked to attend these reviews where you will have the opportunity to meet with the staff and outside agencies and SENCO to discuss the progress your child is making. Your views and opinions are important to this process.

The school will make available, to all parents of pupils with SEN, details of SENDIASS, the independent advice and support service for parents available through the Local Authority.

Mrs K McCarthy
Learning and Social Inclusion Department
SEND