

SETTING NAME:	Leighfield Academy
SETTING TYPE:	<ul style="list-style-type: none"> • <i>Primary School - age range 4-11</i>

From the parent carer's point of view:

1. How does Leighfield Academy know if children need extra help and what should I do if I think my child may have special educational needs?

- *At Leighfield, we are continually assessing and monitoring pupils to ensure they are making good progress. If there are any concerns regarding the progress your child is making, you will be informed by the class teacher. They will invite you in for an initial meeting to discuss their concerns and work with you to devise a plan to support your child's learning moving forwards.*
- *Similarly, if you have any concerns about your child's learning, we encourage you to raise these in the first instance with the class teacher. You may also wish to speak to our Special Educational Needs Coordinator (SENCo)*

2. How will Leighfield Academy support my child?

- *Careful planning, assessing and differentiation should ensure that the needs of all children are met and any potential difficulties are identified early. If more specific, additional support is required, then a suitable education programme will be developed by the teacher with the support of our SENCo. More specialist advice in supporting your child may also be sought by the school from the Local Education Authority Special Educational Needs and Disabilities (SEND) team.*
- *Your child's learning will be supported by a variety of experienced adults. Within the classroom, Teaching Assistants (TAs) are employed to work alongside the class teachers to support learning. They may work with groups of children, or with individuals, as directed by the class teacher. Our teaching assistants are also involved in the delivery of daily intervention groups to target specific groups of children. Our SENCo may also work with any children requiring specific additional support.*
- *Our SEN provision is carefully mapped and monitored by the teachers, the SENCo and our Senior Leadership Team (SLT) to ensure targeted intervention is effective. We also draw on the views of our children to ensure we are including those strategies that work for them.*

3. How will the curriculum be matched to my child's needs?

- *Quality first teaching and appropriate differentiation are of paramount importance to us. Thorough marking and discussion with children helps teachers to identify the next steps in the child's learning. Appropriate learning activities are then planned to meet the child's needs on an on-going basis.*
- *Three times a year we carry out more formal assessments. Staff then meet to discuss the progress of the children. We identify individuals and groups who require specific intervention for the term ahead.*

4. How will both you and I know how my child is doing and how will you help me to support my child's learning?

- *Parental Consultation Meetings are held in the Autumn and Spring terms. These meetings are designed to allow parents to discuss their child's progress with the class teacher. Where a child has been identified as having SEND, the SENCo will also attend. During these meetings, the child's progress, along with their current provision, will be discussed. At this point, next steps for the child will be set and parents will be given ideas on how to support their child at home. Parents will be*

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given the opportunity to offer their views on how best to support their child to ensure a collaborative approach to their learning.

- *A formal, end of year written report is provided for all parents in the summer term.*
- *Additional meetings can be held at any point of the year when the school or parents feel it would be helpful. Where additional support has been provided by the Local Authority, for example the Education Psychologist, a separate report will be given to school and a copy sent to parents.*
- *Home/School books are sometimes used when regular communication is needed. This is particularly relevant for those parents who are unable to come into school on a daily basis, for example those travelling to and from school on the bus.*

5. What support will there be for my child's overall wellbeing?

- *The welfare of our children is of paramount importance. The teachers and teaching assistants working with the children look out for the wellbeing of the class. All staff at school build positive relationships with children. Where a child has identified emotional needs, a specific person will be designated to support them.*
- *If specific medication is required, a care plan will be developed in conjunction with parents.*
- *If a child identifies as having behavioural difficulties, a behaviour improvement plan will be drawn up in collaboration with parents. A Behaviour Policy is in place*

6. What specialist services and expertise are available at or can be accessed by Leighfield Academy?

- *Our SENCo hold a Nationally accredited qualification*
- *Further specialist support is accessed as required via the Local Authority or school nurse.*

7. What training are the staff supporting children and young people with SEND had or are having?

- *Staff undergo continual professional development and where necessary, this will be specific to SEND.*

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

- *SEND children are included in the full range of opportunities provided wherever possible.*
- *If specific support is required for a child, we will liaise with parents so that their child is able to access the activity.*

9. How accessible is the setting at Leighfield Academy?

- *The main school building is on one level and can be accessed by wheelchair users.*
- *There are accessible toilet facilities and ramps fitted to some doors around school. Ramps could be fitted to other doors if required.*

10. How will Leighfield Academy prepare and support my child to join the setting or transfer to a new setting?

- *On entry to our Reception class, we have a home visit, a taster session and a member of the team will visit your child in their nursery setting wherever possible.*
- *If your child is joining us in other year groups, they will be encouraged to come and spend some time with us before they start. Parents will also be invited to come and discuss their child's needs. If they come with previously identified special needs, parents will be offered a meeting with the SENCo.*
- *When transferring to Secondary School, thorough transition arrangements are made. In addition to*

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standard transition arrangements, children with SEND are offered additional support such as an extra day at the school with a member of our staff. Where a child has an Education and Health Care Plan, a specific, transition meeting will take place. Staff from their new school will be invited to these meeting.

- *All SEND documentation will transfer with the child.*

11. How are Leighfield Academy's resources allocated and matched to children's special educational needs?

- *Our SEND budget is used in a variety of ways; to ensure that the school is well resourced, that staff are trained appropriately, that the SENCo has opportunities to monitor the provision for SEND children and to employ Teaching Assistant to provide additional 1:1 and small group support for pupils with identified needs.*

12. How is the decision made about what type and how much support my child will receive?

- *If a teacher feels that a child may have SEND, they will speak to the parents and complete a cause for concern sheet. The SENCo, with the class teacher and parents, will decide the next course of action. A child may be added to the register of children requiring SEND support.*
- *If it is felt that a child requires more specific support than is able to be offered by the school, the Local Authority will become involved. At this stage, it may be that an Education and Health Care Plan needs to be put in place.*
- *Annual Review Meetings will be held to review the impact of the provision and future needs of the child.*
- *Parents will be actively encouraged to be involved in the process at all stages.*

13. How are parents involved in the school? How can I be involved?

- *Parents are actively encouraged to be involved in school life. A parent group called FOLS meet regularly to discuss ways of raising additional funds for school and organise social events.*
- *Parents can help with activities in school such as trips, reading and Activity Afternoon.*

14. Who can I contact for further information?

- *If you have any concerns at all about your child, we encourage you in the first instance to raise these with your child's class teacher.*
- *You may also wish to contact the SENCo or Head Teacher should you feel it necessary.*
- *If you are considering applying for a place in the school, please contact the school office on 01572 823489.*
- *The SEN Coordinator is Mrs S. Donnalioia who you can also contact via the office.*
- *Further information on supporting children with SEND in Rutland can be found on the Local Authority website:*
http://www.rutland.gov.uk/education_and_learning/inclusion_and_special_educatio.aspx