

Chartwell House School

Special Educational Needs and Disability (SEND) Information Report for Children with SEND

Brief description of school, phase, size, any specialist provision on site

Chartwell House is a small school catering specifically for boys, aged between 8 – 16 years, who have educational, social, emotional and behaviour difficulties and for whom the local authority has been unable to offer appropriate provision due to the ability of the student to cope in a larger setting.

The school has a Special Educational Needs and/or Disabilities Policy (SEND) which sets out the principles and Practice followed by the school. This policy is reviewed regularly in a process that involves staff and proprietors.

The school will meet the needs of children with the following SEND:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health

The information below details the offer within the school and ways in which parents, children and young people may access the support required.

PEOPLE WHO SUPPORT CHILDREN WITH SPECIAL EDUCATIONAL NEEDS/ AND OR DISABILITIES IN THIS SCHOOL:

School based information	People	Summary of responsibilities
<p>Who are the best people to talk to in this school about my child's difficulties with learning/ Special Educational Needs/Disability (SEND)? And how can I talk to them about my child if I need to?</p>		
<p>Class/subject teacher (Recommended as the first point of contact if you have any concerns).</p> <p>Sharon Ramp – Head Teacher</p>	<p>She is responsible for:</p> <ul style="list-style-type: none"> • Making sure that all children have access to good/outstanding teaching and that the curriculum is adapted to meet your child's individual needs (also known as personalisation or differentiation). • Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work, additional support, adapting resources etc.) and discussing amendments with the SENCO as necessary. • Writing Personal Learning Plans (PLP), also sometimes called Individual Education Plans (IEP), • Making sure that all members of staff working with your child in school are aware of your child's individual needs and/or conditions and what specific adjustments need to be made to enable them to be included and make progress. • Making sure that all staff working with your child in school are supported in delivering the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources. 	<p>Contacted by: <i>speaking to them at the end of a school day to arrange an appointment or telephoning the school 01945 870793</i></p>

**Special Educational Needs
Co-Ordinator (SENCO)**

The designated Special needs co-ordinator is Sharon Ramp. As SENCO she is responsible for:

- Coordinating all the support for children with Special Educational Needs and or Disabilities (SEND), and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- Making sure that you are:
 - Fully involved in supporting your child's learning
 - Kept informed about the support your child is receiving
 - Fully Involved in reviewing how they are progressing
 - Fully involved planning your child's support.
- Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology, Music therapy, Drama therapy.
- Updating the school's multi-disciplinary record, (a system for ensuring all the special educational, physical and sensory needs of pupils in this school are known and understood) and making sure that there are excellent records of your child's progress and needs.
- Providing specialist support for teachers and support staff in the school so they can help your child (and other pupils with SEND in the school) to achieve their potential.
- Supporting your child's class teacher to write Personal Learning Plans (PLP), also sometimes called Individual Education Plans (IEP) where these have been identified as appropriate for your child that specify the targets set for your child to achieve.
- Preparing an Education, Health and Care Plan where needed.
- Organising training for staff so they are aware and confident about how to meet the needs of your child and others within our school.

Contacted by: asking the class teacher to arrange for her to contact you, or by telephoning the school to make an appointment.

Teaching Assistant (TA) or Learning Support Assistant (LSA) may be allocated to some pupils with SEND and or disabilities, or may be specialist in a particular type of support or intervention.

A Teaching Assistant (TA) or Learning Support Assistant (LSA) may be allocated to work with a pupil with special educational needs and/or disabilities, or may provide specialist support in a particular area, for example literacy. Whilst they take a very valuable role in your child's education we would prefer that questions regarding your child's learning and progress are directed to the staff members named above. The class teacher and SENCO are fully involved in any support offered and will make the decisions, in conjunction with the parents, on the type of support and interventions. A child may receive support from a number of adults, and a conversation with the class teacher or SENCO will give you a fuller picture than may be obtained from a single supporting adult. Of course, as a school we welcome regular dialogue between parents and all staff on how a child's day has been and we do actively encourage this continued feedback.

Contacted by: speaking to them at the end of a school day to arrange an appointment or telephoning the school

Head teacher

The Head teacher is Sharon Ramp

She is responsible for:

- The day-to-day management of all aspects of the school, this includes the support for children with SEND. S/he delegates responsibility to the SENCO and class/subject teachers but is still responsible for ensuring that your child's needs are met and that they make the best possible progress.
- She must make sure that the owners are kept up to date about all issues in the school relating to SEND.

Contacted by: telephoning the school for an appointment.

HOW COULD MY CHILD GET HELP IN SCHOOL?

Children in school will get support that is specific to their individual needs. This may all be provided by the class teacher or may involve:

- Staff who will visit the school from the Local Authority, Social Services, Virtual School and clinical psychologist.

Types of support provided also showing the stage of the Code of Practice (the document that schools use to plan their SEND input), children will be at when receiving this input.	What would this mean for your child?	Who can get this kind of support?
What are the different types of support available for all children, children with SEN and /or disabilities in this school?		
<p>Class teacher input via good/outstanding classroom teaching.</p>	<ul style="list-style-type: none"> • The teacher will have the highest possible expectations for your child and all pupils in their class. • All teaching is based on building on what your child already knows, can do and can understand. • Putting in place different ways of teaching so that your child is fully involved in learning in class. This may involve things like using more practical learning or providing different resources adapted for your child. • Putting in place specific strategies (which may be suggested by the SENCO or staff from outside agencies) to enable your child to access the learning task. This may include occasional Support from a Learning Assistant to help with a particular difficulty. 	<p>All children in school receive this.</p>
<p>Where the class teacher and the school SENCO, on the basis of high quality evidence conclude that a pupil needs the additional targeted support given by SEND Support.</p>	<ul style="list-style-type: none"> • Your child's teacher will have carefully checked on your child's progress and will have decided that your child has a gap in their understanding/learning and needs some extra support to close the gap between your child and their peers. • You will be immediately informed and be a full partner in planning and reviewing additional support or interventions. • The class teacher will plan with you and the SENCO interventions to support your child's learning. These interventions will have clear targets to help your child make progress. 	<p>Any child who has specific gaps in their understanding of a subject/area of learning.</p>

<p>Specific small group work. This group may be</p> <ul style="list-style-type: none"> • Run in the classroom or outside. <p>Specialist groups run by outside agencies e.g. Speech and Language therapy or Occupational therapy groups and/or Individual support</p>	<ul style="list-style-type: none"> • Interventions may include small group work or individual sessions on a specific theme. • Where small group sessions are put in place they will be run by a Teaching Assistant/ Teacher or an outside professional. • At this point you will be fully involved in discussions and decisions, and asked to come to a meeting to discuss your child's progress and help plan possible ways forward. • Where specialist professionals work with your child to understand their needs and make recommendations, these may include: <ul style="list-style-type: none"> ○ Making changes to the way your child is supported in class e.g. some individual support or changing some aspects of teaching to support them better ○ Support to set targets which will include their specific professional expertise ○ Your child's involvement in a group, run by school staff under the guidance of the outside professional e.g. Speech and Language Support. ○ A group or individual work in school, run by an outside professional. • You will always be involved in decisions about how the support will be used and what strategies that will be put in place. • You will be provided with the contact details for any agencies or services outside the school who are or will work with your child. 	
<p><i>Support provided through an Education, Health and Care Plan (EHCP).</i></p> <p>This means your child will have been identified by the class teacher/SENCO as needing a particularly higher level of individual and small group support which cannot be provided from the resources</p>	<ul style="list-style-type: none"> • If, despite the good and outstanding class room teaching, the intervention groups and referrals to outside agencies to advise and support that the school has provided from its own resources to enable your child to make progress, your child needs further or more specialist input, the school or you, can recommend that the Local Authority makes a statutory assessment for an Education, Health and Care Plan (EHCP). This is a legal process and you can find full details about this in the Local Authority (LA) based Local Offer, Lambeth web site. • This is done in full partnership with you and your child. After the school have sent in the request to the Local Authority (with a lot of information about your child, including some from you), the LA will decide whether they think your child's needs (as described in the paperwork provided), are sufficient to need a statutory assessment. 	<p>Children whose learning needs are more severe, complex and potentially lifelong</p>

<p>already delegated to the school.</p> <p>Usually, if your child requires this high level of support they may also need specialist support in school from professionals outside the school. This may be from:</p> <ul style="list-style-type: none"> • Outside agencies such as the Speech and Language therapy (SALT) Service, Educational Psychology (EP) service, Occupational Therapy (OT) service, Physiotherapy and/or CAMHS • Therapeutic services such as music therapy, art therapy, drama therapy or mindfulness for kids 	<ul style="list-style-type: none"> • If this is the case they will ask you and all professionals involved with your child to write a report, to which your child contributes, outlining your child's needs and how they will be met and the long and short term outcomes that are being sought. • If they do not think your child needs this, they will ask the school to continue with the SEN Support in School and provide further support to you and the school to ensure your child's needs are met. • After the reports have all been sent in, an EHC Plan to which you and your child will contribute will be prepared. It is called an Education Health and Care Plan because it brings together all of the educational health and social care needs that your child may have in one plan. • The school must make its best endeavours to put in place the support identified in the plan. • The progress your child makes with the support identified will be regularly reviewed and changed according to the progress your child makes. 	
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c. How will we support your child with identified SEND starting at school?

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| <ul style="list-style-type: none">• If your child has been allocated a place in our school by the local authority and they have a SEND, please contact us as soon as you receive the offer as we may not have details of their needs at this stage.• We will invite you to visit the school with your child to have a look around, speak to staff and meet the key person who will work with you and your child while they are in the school. | <ul style="list-style-type: none">• If they have not already visited, your child will be invited into school in advance of starting to meet the staff they will be working with and their peer group.• Following the settling in period, the class teacher will arrange an early meeting with you to review your child's learning and progress.• The staff will then hold regular meetings in school to monitor the progress of your child and invite you into school at least once a term to review this with you. |
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How can I let the school know I am concerned about my child's progress in school?

- If you have any concerns we recommend you speak to your child's class teacher initially, and at the earliest opportunity.
- If you are not happy that the concerns are being managed and feel that your child is still not making progress you should speak to the SENCO or Head teacher
- If you are still not happy you can speak to the proprietors.

How will the school let me know if they have any concerns about my child's learning in school?

- When a teacher or you have raised concerns about your child's progress, and high quality personalised teaching has not met your child's needs, the teacher will raise this with the SENCO. If you have raised the concern the school will invite you in to discuss it and plan a way forward.
- Schools also have pupil progress meetings between each class teacher and a senior staff member in the school. This is another way your child may be identified as not making as much progress as expected.
- If your child is then identified as not making progress the school will make a decision about whether to monitor this or set up an intervention group and will inform you. These groups may take place for a short period or over a longer period of time. However, please note that all children learn regularly in small groups in class (sometimes with Teaching Assistants) in order to support their progress in learning
- If your child is still not making expected progress the school will discuss with you
 - Any concerns you may have
 - Any further interventions or referrals to outside professionals to support your child's learning
 - How we could work together, to support your child at home/school.

Who are the other people providing services to children with SEN in this school?

A. Directly funded by the school

- 1:1 Teaching Assistants
- Additional teaching support
- Clinical Psychology
- Music Therapy
- Art therapy
- Dramatherapy

How are the adults in school helped to work with children with an SEND and what training do they have?

- The SENCO's job is to support the class teacher in planning for children with SEND.
- The school has a school development plan, including identified training needs for all staff to improve the teaching and learning of children including those with SEND. This may include whole school training on SEND issues or to support identified groups of learners in school, such as ASD, dyslexia etc.
- Whole staff training to disseminate knowledge, strategies and experience, to ensure consistency of the school's approach for children with a SEND.
- Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class
- Individual training for an identified staff member linked with the needs of a child with special educational needs and/or disabilities or identified through the school's performance management process.

How will the teaching be adapted for my child with SEND?

- Class Teachers plan lessons according to the specific needs of all groups of children in their class, and will ensure that learning tasks are adapted to enable your child to access their learning as independently as possible.
- Specially trained support staff can implement the teachers modified/adapted planning to support the needs of your child where necessary.
- Specific resources and strategies will be used to support your child individually, and in groups and in the classroom so that they can learn most effectively, and where necessary to be included in the full life of the school. These will be included in your child's learning plan.
- Planning and teaching will be adapted on a daily basis if needed to meet your child's learning needs and increase your child's access to what is on offer.

How will we measure the progress of your child in school? And how will I know about this?

- Your child's progress is continually monitored by his/her class teacher.
- His progress is reviewed formally every term and a National Curriculum level given in reading, writing, numeracy and science as well as progress in other areas, as appropriate, such as attendance, engagement in learning and social and emotional development.
- At the end of each key stage (i.e. at the end of year 2 and year 6) all children are more formally assessed. Children at in receipt of SEND Support have an IEP (or PLP) which will be reviewed with your involvement, every term and the plan for the next term made.
- The progress of children with an EHC Plan is formally reviewed at an Annual Review with all adults, including parents, involved with the child's education.
- The SENCO will also check that your child is making good progress within any individual learning and in any group that they take part in.

- A range of ways will be used to keep you informed, which may include:

- Home/school contact book
- Letters/certificates sent home
- Additional meetings as required
- Annual Reviews
- End of Term and Year Reports

What support do we have for you as a parent of child with an SEN/and or disabilities?

- We would like you to talk to your child's class teacher regularly so we know what they are doing at home and we can tell you about what we are doing in school. This is to ensure that we are doing similar things to support them both at home and school and can share what is working in both places.
- The SENCO (or Head teacher) is available to meet with you to discuss your child's progress or any concerns/worries you may have.
- All information from outside professionals will be discussed with you by the person involved directly, or where this is not possible, in a report. The SENCO will also arrange to meet with you to discuss any new assessments and ideas suggested by outside agencies for your child.
- IEP's (or PLP's) will be reviewed with your involvement each term.
- Home Learning will be adjusted as needed to your child's individual needs
- A home/school contact book may be used to support communication with you, when this has been agreed to be useful for you and your child.

In addition:

- The IEP will include ideas for how you can support your child at home, following the discussion with you.
- The external professionals involved with your child will be happy to meet with you on request.
- We will be happy to consider any ideas in order to support your child.

If your child is undergoing statutory assessment for an EHC Plan you will also be supported by the Children's Services SEN Team. They will ensure that you fully understand the process.

How will we support your child when they are leaving this school or when moving on to another class?

We recognise that 'moving on' can be difficult for a child with SEND and take steps to ensure that any transition is as smooth as possible.

- If your child is moving to another school:
 - We will talk with your child to identify how they are feeling about the move and discuss with them how to make it as positive an experience as possible.
 - We will contact the new school's SENCO and ensure s/he knows about any special arrangements or support that needs to be made for your child.
 - Where possible we will support a visit to the new school in advance of the move.
 - We will make sure that all records about your child are passed on as soon as possible.
- When moving classes in school:
 - All IEP (PLP's) will be shared with the new teacher. You will be invited to the planning meeting.
 - If your child would be helped by a book to support them understand 'moving on' then it will be made for them.

GLOSSARY OF TERMS

SEND	Special Educational Needs and/or Disabilities
SEN Code of Practice (CoP)	The legal document that sets out the requirements for SEN
EHCP	Education, Health and Care Plan
IEP	Individual Education Plan
SENSP	Special Educational Needs Support Plan
OT	Occupational Therapist
SALT	Speech and Language Therapist
CAMHS	Child & Adolescent Mental Health Service
EP	Educational Psychologist
SENCO	Special Educational Needs Coordinator
ASD	Autistic Spectrum Disorder
ADHD	Attention Deficit Hyperactivity Disorder
BESD	Behavioural, Emotional & Social Difficulties
EAL	English as an Additional Language
HI	Hearing Impairment
VI	Visual Impairment
SLCN	Speech, Language and Communication Needs
SpLD	Specific Learning Difficulty