

**How is the decision made about how much support my child will receive?**

This is determined by a detailed analysis of a child's needs, barriers to learning, stage development, parental views, their own views and consultation with the class teacher and when appropriate, outside agencies. The level of support is then discussed in Pupil Progress Meetings with the Class Teacher and then agreed by the Senior Leadership Team, the support is timetabled and the parents informed. The support is reviewed in line with the Graduated Response cycle.

Any support offered is reviewed regularly and interventions are monitored to look at amendments that need to be made. There is an emphasis on early identification and targeted effective support to minimise any long term need for additional support.

Our ultimate aim is to support all children to become independent learners.

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

In the first instance parents should contact the class teacher.

Following this they can contact the SENCo, Miss Amy Plant, in person, by appointment through the school office, by email or telephone.

Email: [senco@holytrinity.herts.sch.uk](mailto:senco@holytrinity.herts.sch.uk)

Tel: 01992 623467

Our SEN Governor is Mrs Eve Smith who can be contacted via the school office.

If a parent is not satisfied and wishes to complain they should follow the guidance in our complaints procedure.

**How can I find information about the local authority's Local Offer of services and provision for children and young people with special educational needs and disability?**

Parents can access further information about the Hertfordshire Local Offer on the following website.

[www.hertsdirect.org/localoffer](http://www.hertsdirect.org/localoffer)



# Holy Trinity

## SEN

# Frequently Asked Questions

Headteacher: Ms Sarah Chaloner

SENCO: Miss Amy Plant

### **How does the school know if children/young people need extra help?**

At Holy Trinity we identify children as having a Special Educational Needs in a variety of ways. All staff are invited to raise any concerns at any time. Parents and carers are involved in supporting at home and informed about these concerns. If we feel there is further cause for concern then we will collaborate with the parents to identify next steps which may include consulting with or referring to a specialist professional or service.

### **What should I do if I think my child may have Special Educational Needs?**

In the first instance, speak to your child's Class Teacher. He/she will listen to your concerns and explain any strategies we use in school. He/she may also suggest activities you could do at home to support your child.

If the Class Teacher also feels there is cause for concern then he/she will arrange a meeting with you and the SENCo.

Alternatively you can approach the SENCo directly through the email: [senco@holyltrinity.herts.sch.uk](mailto:senco@holyltrinity.herts.sch.uk)

### **How will school staff support my child?**

All children benefit from High Quality Teaching. The class teacher, with support from the SENCo, has responsibility for ensuring every child makes progress.

Once a Special Educational Need has been identified the class teacher and/or the SENCo will consult with the child and the parents to discuss next steps.

### **How will I know how my child is doing?**

All families are informed of their children's progress regularly. This can be through, parent consultations and the more formal written reports. We will ensure that we meet with the parents or carers of a child with SEN at least once a term. However, we will always see a parent if they have concerns in between meeting dates.

### **What specialist services and expertise are available at or accessed by the school?**

Staff training is continuous, in order that skills are developed to cater for a wide range of needs. We currently have a School Counsellor and a Speech and Language Therapist.

We are able to access support from the following agencies/services:

- Educational Psychologist
- Speech and Language Therapist
- Visual Impairment Team
- Hearing Impairment Team
- Autism Specialist Teacher
- Outreach support from Amwell View (Special School for Severe Learning Difficulties)
- Outreach Support from Middleton (Special School for Moderate Learning Difficulties)
- Bonneygrove SpLd Base
- Outreach from Rivers Educational Support Team (Behaviour based support)
- Health Visitor
- School Nurse
- Allsorts Children's Centre (Family Support Worker, Parent support and advice)

In addition we have staff trained in the principles of nurture and Communication Techniques as well as supporting children with memory difficulties and specialist interventions for English and Maths.

### **How will you help me to support my child's learning?**

We ask that parents take an active interest in their child's home learning tasks and read daily, with their child. We can always provide ideas for activities to use at home.

In addition we have a Parent Resource Library which stocks a range of games and activities for maths and literacy. We also have books, puppets, story sacks and a wide range of Parenting and Child Development books, as well as periodical magazines. All these items are available for parents to borrow to use at

### **How will I be involved in discussions about and planning for my child's education?**

There are formal occasions such as; Parents Evenings. In addition we have an 'open door' policy where parents/carers are usually able to speak to a teacher before or after school to pass on a message or a meeting can be planned where a longer discussion is needed