

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 Information Report

“School Offer”

Autumn 2017

Headteacher: Ms Sarah Chaloner

SENCO: Miss Amy Plant

## **Introduction.**

At Holy Trinity School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone.

The primary aim of the school is to help each pupil reach his or her full potential so that they may develop the attitudes, skills and knowledge to take full advantage of the opportunities available in their future lives.

## **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. This is through frequent and ongoing monitoring, by the class teacher and SENCO tracking progress, half termly pupil progress meetings. In these meetings short/long term targets are set to meet the child's needs. As well as any discussion on assessments that may need to take place.

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@holytrinity.herts.sch.uk](mailto:senco@holytrinity.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. It may be decided that provision of specialist equipment is necessary or a specific intervention to address a particular gap. We will plan next steps based entirely on the individual child's personal requirements.

Where we feel something isn't working, we are quick to respond and find alternatives through discussions with the class teacher, pupils and their families.

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

All families are informed of their children's progress regularly. This can be through, parental 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.

We explain to parents and children how we have carried out assessments and what it means. We will explain how we have monitored the effectiveness of interventions we have put in place. We will always listen to parents views and welcome their ideas for helping their child at school. If it is deemed necessary we can provide a home/school book for day-to-day communication.

We will match provision to your child's needs through a thorough understanding of what those needs are. We build a up a picture over time using many different methods such as teacher assessment data, class teacher knowledge, children's own opinions about their strengths and weaknesses, and sometimes data/results from relevant tests.

## **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.

## **What training have the staff, supporting children and young people with SEND, had or are having?**

The staff at Holy Trinity are well trained in how to support a multitude of special needs. Where a particular special need is identified, staff working with that child will attend relevant training in order to meet their needs. Training is refreshed regularly and all opportunities for additional training are sought to ensure that staff have an up to date working knowledge of SEND issues and current legislation.

Our SENCo is a qualified teacher and holds the National Award for SENCo.

Our teachers receive appropriate and regular training from a variety of sources. They have all had professional training in high incidence SEN.

Our TAs receive appropriate training as necessary, from a variety of providers, including in-school training. Some are qualified to NVQ Level 3.

## **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 regularly, ideally 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.

At Parents Evenings we clearly share what can be done by families at home to support the learning at school. This is also reinforced by generic updates on the curriculum which we share through our newsletter and/or website. We have a Parent Forum to provide a link between parents and school. We rely on them to feedback to us and support us in providing the things our parents and students require.

## **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.

## **How will the school prepare and support my child to join the school, transfer to a new school or the next stage of education and life?**

If a child has an identified SEN in their early years setting we will ensure that suitable transition is put in place. This will be discussed with the parents and early years setting and personalised for the child in question. It may involve the following:

- regular visits by the Reception class teacher to the early years setting
- regular and frequent visits to the school
- a longer 'settling in' period to the Reception class
- any other reasonable adjustment deemed appropriate.

We also invite all Parents of Reception children to sign up for a home visit from the class teacher. This enables the teacher to meet the children in a setting in which they feel comfortable and provides valuable information to tailor the curriculum to the children's interests.

We will ensure an appropriate transition is followed for movement between key stages within the school.

We have good relationships with feeder settings, there is a detailed transition programme in place for children moving to new classes or leaving the school. The level of support offered is dependent on each child's needs, age and development

### **How are the school's resources allocated and matched to children's special educational needs?**

The school has an amount identified within its overall budget called the notional SEN budget. This is used for resources and training etc. which will support the progress of children with SEND. is not linked to individual pupils. We use these funds to meet the needs of pupils with SEN, as outlined in this policy. Budgets are closely monitored and aligned to the school improvement plan. Where necessary (if a child requires provision which exceeds the nationally prescribed threshold), school have the opportunity to apply for ENF (Exceptional Needs Funding)

### **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@holyltrinity.herts.sch.uk](mailto:senco@holyltrinity.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.