

SEND SCHOOL OFFER DOCUMENT

September 2017



School Details

Sherwood Primary School
Sherwood Way
Preston
PR2 9GA
01772 719093

admin@sherwood.lancs.sch.uk

www.sherwood.lancs.sch.uk

Age range: 4-11

Number of pupils on roll: 422

Headteacher: Mrs J Lumb

SEND Coordinator: Mrs N Mirza

SEND Governor: Mrs H Gooch

Sherwood Primary School does not specialise in meeting the needs of children with a particular type of SEND.

Accessibility and Inclusion

Sherwood Primary School is an inclusive school that seeks to meet the needs of all pupils. To ensure access for pupils or parents with disabilities, the school has taken steps to improve access to all areas in line with Sherwood Primary School equality, accessibility and inclusion policies.

- The school was built in 1990 and is fully wheelchair accessible.
- To ensure all access for pupils and parents with disabilities the school has ensured that most doorways and entrances to the school are on a single level and wide enough to accommodate a wheelchair if necessary.
- There are accessible parking spaces available for the public and disabled persons and 2x disabled toilets are available for wheelchair users if the need should arise.
- Information is available on the school website and a community noticeboard in addition to regular newsletters.
- Furniture is modern and of a suitable height appropriate to the age group of children being taught in that classroom.
- A Loop system is installed for HI children in the hall/ one class in every year group also has benefit from the specialist equipment.
- The school has a range of ICT program for pupils with SEND, most recent is the IDL Programme for dyslexia, in addition to IPADs, headphones, netbooks, computers and interactive whiteboards installed in every classroom.

Information about school including policies, governors, staff, contacts and weekly newsletters are available on the school website. Resources for children are labelled with pictures and words where appropriate. Resources are displayed at children's height. Sherwood Primary School is committed to the provision and development of an inclusive learning environment. Planning is reviewed annually and/or in response to the needs of children joining our school.

Admissions

The governing body of Sherwood Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. Admission to Reception is coordinated by the Local Authority.

Keeping Children Safe

The Head Teacher (Health and Safety co-ordinator) carries out Risk Assessments where necessary. The governing body also has a very active Health and Safety Committee. If handover to parents is required it is carried out by the SSA, a T/A or class teacher to the appropriate parent/carer. There are parking areas by the school for pick up and drop off points. If required, a member of support staff supervises the child each break time along with the designated teacher on duty. Support is available in every class but some classes have additional adult support if required. Parents can access the Anti-Bullying Policy on the new school website.

Teaching and Learning

Teachers, support staff and our SEND coordinator work very closely to assess and plan provision for pupils with Special Educational Needs. Parents are involved at the earliest possible opportunity to support early identification of a pupil's additional needs.

Pupil progress is monitored half termly by teachers. Pupils not making expected progress are identified by class teachers and Senior leaders. Provision is carefully reviewed and additional intervention is planned to reduce barriers to learning. Additional 1:1 SEND provision may be appropriate and support could include further assessment either internally or externally by specific professionals including; Inclusion Disability Support Service (IDSS), specialist teacher, Educational Psychologist, Speech and Language Therapist, School Nurse.

In the case of children with medical needs specialist support, equipment and training is provided by IDSS, NHS (Diabetes Nurse etc). Next steps are identified alongside parents and a support plan is agreed that outlines a pupil's next steps. Targets are monitored weekly by the class teacher in order for new targets to be set. The Support plan is reviewed half termly by the class teacher and SENDCO. Parents and children (in some cases) are invited into school to be involved in target setting. If a child does not attend a meeting their views will be included in the Support plan. The Lancashire E- Tracker also tracks progress and provides data monitoring pupils receiving the Pupil Premium as well as pupils with SEND.

Each class has a Teaching Assistant to support teaching and learning each morning and most afternoons. We have a number of teaching assistants who are trained to work with children on a 1:1 basis or with groups of children with speech and language difficulties.

When sitting statutory assessments children with SEND can be supported 1:1, have timed breaks, be granted additional time, sit assessments in a quiet setting in a small group to aid concentration. Our termly provision summaries record the type of intervention a pupil is receiving, the duration, pupils' progress throughout the school and records how much progress individuals make following intervention.

Reviewing and Evaluating Outcomes

For children with an Education, Health and Care plan, parents and all relevant professionals contribute and take part in Annual Reviews and receive copies of all relevant paperwork concerning their child. Pupils are also asked to make a contribution to the review. Support plans are produced termly and reviewed alongside the parent and child. The school operates an Open Door policy with regards to any concerns a parent may have. Pupils' progress is monitored throughout the school and Pupils with SEND are monitored using the schools assessment and tracking framework.

Parents of pupils with support plans are invited into school to discuss their child's targets. Evidence collected during the half term is used to show parents on how the targets are worked upon. The plan is evaluated and new targets set. Time is given to pupils to discuss their targets and if they have met them. The targets set are SMART and reflect the child's needs at that time. Pupils' progress is monitored throughout the school and Pupils with SEND are monitored using school tracking data in association with the Provision Map by the SENDCO and Deputy Headteacher as part of our inclusion team. Each class teacher has a 'Contextual Dashboard' and an 'Inclusion Profile' for their class with specific information regarding any issues with the children's progress. These are monitored and updated termly and provision is amended where necessary according to the needs of the children.

Health (including Emotional Health and Wellbeing)

Pupil inhalers are kept by the class teacher in the classroom. All staff at Sherwood receive first aid training. Care Plans are drawn up in consultation with parents and the school nurse. Care plans are kept in the pupils' classrooms with a master copy kept in the SEND file. Pupils with extreme needs have their details displayed in the staffroom with all relevant details and contact numbers. We have a first aid box in each classroom and the school office. Pupils' emotional development is closely monitored and this is tracked and targeted as pupil's move through the school. Any additional support required to support pupils emotional wellbeing is sought through the Primary care trust.

Communication with Parents

A weekly newsletter is available on the schools website. The school website contains details of all staff with their role within school. The school website has a list of all governors their role in school improvement and monitoring. The School operates a 'Safe Open Door' policy and has 2 parent consultation evenings a year to provide opportunities for parents to discuss the progress of their child. A parent questionnaire is also provided for parents to record their views and suggestions. Feedback from the parent questionnaire is provided once information has been gathered and how matters are addressed is included in the school newsletter. Home school diaries are also used to support communication between home and school for all parents. A school report is written by each class teacher and sent to parents at the end of the school year. There is an Open

Day at the beginning of the school year for prospective parents and children to view our school and become familiar with the facilities provided.

Working Together

We have a School Council and a Sports Council for pupils to contribute their own views. Parents can have their say about their child in Parent Evenings, Annual Reviews and support plan reviews. Children are also involved in support plan and Annual reviews. Elections to the Governing Body are held in the event a vacancy arises. We have Governor and community member helpers in school and they are timetabled to support with reading. We have an active PTA (The Supporters of Sherwood) who plan half termly events for the children, parents and staff. Our SEND governor is updated half termly on other SEND issues in school.

What help and support is available for the family?

The SENDCO or Headteacher can offer help with forms if this is required. We have access to Lancashire Parent Partnership if necessary. There is a School and Community Notice board which contains additional information of upcoming events and general information e.g. How to apply for FSM, the school nurse contact details, Surestart information and parent partnership contact numbers can be obtained through the newsletter or school office. If a pupil requires a Travel plan to get to and from school this would be dealt with by the class teacher, SENDCO and Head Teacher if required. The school has volunteers who contribute to school by hearing children read. The Supporters of Sherwood Primary School fundraise and organise activities for parents, children and staff to get together on an informal basis.

Transition to Secondary School

Our Year 6 teachers meet with the heads of Year 7 for the feeder secondary schools. Information of open days to various secondary schools is made available to parents through the weekly newsletter. Transition days are organised to allow pupils to visit their intended secondary school in the Summer term. SEND children's transition is carefully planned alongside secondary staff to allow the move to be as smooth as possible. This ranges from the SENDCO at the secondary school being invited to meet the child, attend the annual review meeting, information being shared and day visits to the secondary school. Meetings with parents can also be arranged to support this transition.

Extra-Curricular Activities

Sherwood Primary School opens each morning at 8.45am. We operate a daily Breakfast Club and After School club available to all pupils 7.30-6pm. Pupils are invited to arrive at this time in preparation to start teaching at 8.55am. After school enrichment is available every evening until 4.30pm. There are opportunities for pupils to take part in a series of sports, arts or booster clubs after school. Sport clubs also take part before school at 8am. All children are able to join in the after school clubs we offer. All of the clubs are free. Music tuition is available through school.