



# **Our Lady Catholic Primary School**

## **Special Educational Needs Information Report 2024-2025**

The Special Needs Code of Practice requires us to provide you with specific information about how we support children who have specific needs. This school information report forms part of Hertfordshire Special Educational Needs and Disabilities (SEND) local offer. All Hertfordshire Schools are using a similar approach. We hope you find the information easily accessible and that it is set out in clear, straightforward language.

### **How does the school know if the children need extra help and what should I do if I think my child may have special education needs?**

- Before joining Our Lady Catholic Primary School, we will liaise with you and your child's previous setting to ensure a smooth transition and the continuation of any required additional support. This applies to all children whether starting Nursery, Reception or mid-year.
- An outside agency, such as the Speech and Language Therapy Service, School Nurse or Early Years Transition Worker, may inform us about your child's additional needs.
- Once children join Our Lady Catholic Primary School, teachers continually track and monitor their progress through regular assessments.
- If at any time the class teacher is concerned about your child's progress or behaviour, they will discuss their concerns with you and, if necessary, consider if your child would benefit from any extra support. The Special Educational Needs Co-ordinator (SENCO) may become involved at this point.
- We use pupil voice, where appropriate, to seek the views of the children about how they are doing and how they like to be supported in school. Furthermore, we monitor the behaviour of children in school and any significant change in behaviour may indicate a concern.

## **What should I do if I think my child may have special educational needs?**

- If you think your child may have special educational needs, you should request a meeting with the class teacher to discuss your concerns in the first instance. This may be at a parent consultation evening, by telephone, by email or by appointment.
- You can also arrange to see the SENCO via the school office.

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

- The class teacher is responsible for all the children in their class, including those with special educational needs and/or disabilities.
- Lessons are differentiated to suit the needs of the children in the class and may include general support by the class teacher or teaching assistant.
- In addition to Quality First Teaching, it may be necessary for your child to receive extra support in small groups or occasionally on a one to one basis. The length of time of any intervention will vary according to need. Interventions are regularly reviewed by all those involved to ascertain the effectiveness of the provision and to inform future planning.
- We may also provide additional equipment and resources, such as a writing slope or pen/pencil grips, to support your child's needs.
- Occasionally a child may need more specialist support from an outside agency, such as the Children's Speech and Language Therapy Service, Educational Psychologist, etc. Referral forms are completed in collaboration with parents/carers and the child, if appropriate, before being forwarded to the appropriate agency.

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

There are a number of ways in which you can find out how your child is doing in school as outlined below:

- Parent consultation evenings take place in the Autumn and Summer terms.
- Communication with the class teacher further to parent consultation evenings. To make an additional appointment to see your child's class teacher, please see them at the end of the day or leave a message in the school office.
- Appointments can be made to speak to the SENCO by contacting the school office.
- In the Spring term, every child receives an annual report, outlining their progress and achievements.
- Home/ school books may be set up for individual children upon agreement.
- Comments from staff in reading record books.
- Meetings with and reports from external professionals (e.g. speech and language therapist).
- If your child has a special educational need with a personalised provision plan in place, there are termly meetings between staff and parents/carers to discuss your child's progress.
- Finally, don't forget you can ask your child how they think they are doing at school!

## **How will the learning and development provision be matched to my child's needs?**

- Each child's education is planned by the class teacher. It will be differentiated to suit the child's individual needs to enable them to access the curriculum more easily.
- If appropriate a member of staff may be allocated to work with a child one-to-one or in a small group. This will enable more specific needs to be targeted.
- Additional specialist equipment will be provided where required.
- Regular assessments are carried out to ensure that the needs of all children are met.
- Reasonable adjustments will be made by the class teacher to meet the individual needs of the child.
- If your child has a special educational need with a personalised provision plan in place, there are termly meetings between staff and parents/carers to discuss your child's learning provision.

## **What support will there be for my child's overall wellbeing?**

- Every member of staff is committed to ensuring the wellbeing of all children.
- We aim to demonstrate positive relationships between ourselves, parents/carers, children and visitors to our school. Daily worship takes place and helps to support the wellbeing of each child. PSHCE (Personal, Social, Health and Citizenship Education) lessons take place in every class. Furthermore, a range of extra-curricular activities take place during and after school, which contribute to a child's overall wellbeing.
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- We also seek to gain the children's views through pupil voice, pupil profiles and pupil questionnaires.
- There are a number of school policies which help to ensure the overall wellbeing of your child in school. These include the school's Behaviour policy and our Child Protection policy. The Designated Persons for Safeguarding are Mr Curry, Mrs Avery, Miss Gajjar and Miss McDonald.
- The school offers a wide variety of pastoral support for children who are encountering emotional difficulties. These include:
  - Members of staff being readily available for children who wish to discuss issues and concerns. If necessary, a key adult may be identified for a child to go to.
  - Specific interventions, such as social skills groups, run throughout the school when needed, including by the Mental Health Support Team (MHST).
  - 'Zones of Regulation' is used for targeted support for specific children. This is a programme to foster self-regulation and emotional control.
  - Consistent communication with parents.

- When required, referrals will be made to specialist outside agencies, such as CAMHS, the school nurse or the Educational Psychology team.
- To ensure a smooth transition to and from the school, we liaise with your child's previous and future settings. Transition programmes may also be put in place for individuals and groups of children to enable a positive move from one school to another. We may also access transition support provided by external agencies.
- If a child has significant medical needs then a detailed care plan may be compiled by parents/carers and school staff. Where appropriate, this process will be supported by an external healthcare professional. This will then be shared with staff and reviewed regularly.
- First aid training, including paediatric first aid, is regularly updated. Specific health care training, such as Epipen training, is delivered annually (or as required) by a healthcare professional.
- Prescribed medicines may be administered in school, where signed consent is in place, in agreement with parents/carers and school staff. Furthermore, the school health team is contactable via the school.

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

- At times, it may be necessary to consult with outside agencies to receive their more specialised expertise. Specialist involvement is sought where a child's needs are felt to be significant and they have not responded to the interventions put in place. When children's needs are identified, support and action is put in place as quickly as possible.
- In addition to the high quality teaching and the expertise of staff within the school, we may access the following outside agencies:
  - Educational Psychologist;
  - The SpLD (Specific Learning Difficulties) Base;
  - Integrated Services for Learning (ISL) – specialist teachers including Autism and Communication needs, Visual Impairment, Hearing Impairment, Physical and Neurological Impairment;
  - Education Support Team for Medical Absence (ESTMA);
  - Children's Speech and Language Therapy Service;
  - Child and Adolescent Mental Health Service (CAMHS);
  - Counselling;
  - SEN Consultant;
  - Physiotherapist;
  - Occupational therapist;
  - Parent support worker.

*This list is not exhaustive and some services require a referral through your family GP.*

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

- Staff receive regular training and updates regarding supporting children with SEND.
- This can take the form of attendance at an off-site training course, staff meetings and whole school INSET.
- Staff also receive targeted advice, strategies and training from the various outside professionals who are asked to support children in the school.
- The school SENCO has completed the National Award for SEN Coordination and is able to signpost staff towards additional sources of training and support.
- Staff have access to Autism Education Trust training.
- We review our practice with the annual Audit of SEND provision.

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

- Parents/carers will be advised of the expectations for homework in particular year groups at the beginning of the school year. If your child is having difficulty completing a piece of work, we suggest you encourage her/him to do what s/he can, but do not let them become distressed or demoralised. Let the class teacher know as soon as possible so that we can provide some help.
- Looking at books together is an excellent way to support your child's learning. All children are encouraged to read at home every day.
- Class teachers may suggest ways of supporting your child's learning through parent workshops, parent consultation meetings and other requested meetings. Where appropriate a home/school contact book may be set up in which messages can be exchanged between home and school.
- Where a specific assessment has been carried out by the class teacher, SENCO or specialist agency, parents/carers may be contacted to discuss the results and suggested ways forward.
- The school SENCO is happy to meet with parents/carers to discuss strategies that can be used to support specific individual needs. If outside agencies such as an Education Psychologist have been involved, strategies and suggestions are often provided which can be implemented at home as well as at school.

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

All parents/carers are encouraged to contribute to their child's education. This may be through:

- Specific termly monitoring of your child's learning and process using the Assess, Plan, Do, Review cycle.
- Parent consultations evenings in the Autumn and Summer terms.

- Discussions with the class teacher.
- Discussions with the SENCO or other outside professionals.
- An annual parent questionnaire for SEND children.
- If a specific need has been identified and advice sought from an external agency, additional meetings may sometimes be arranged with these professionals in school.
- If your child has a special educational need with a personalised provision plan in place, there are termly meetings between staff and parents/carers to discuss your child's progress, targets and provision.

### **How will my child be included in activities outside the classroom including school trips?**

- Activities and school trips are available to all children.
- Risk assessments are carried out and procedures are in place to enable all children to participate. Adjustments and additional arrangements will be made dependent on your child's individual needs.
- If a health and safety risk assessment suggests that an intensive level of one-to-one support is required, a parent/carer may be asked to accompany their child during the activity or trip in addition to the usual school staff.
- Reasonable adjustments will be made - such as medical support or an additional adult.
- Additional preparation will be made for children with Autism.

### **How accessible is the school environment?**

- All Hertfordshire schools will comply with the Equality Act 2010 and will make reasonable adjustments.
- The school's Accessibility Plan is regularly reviewed and updated.
- As a school we are happy to discuss individual access requirements.
- Annually environmental sensory checklist to be completed.

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

- If you wish to discuss your child's educational needs, please contact your child's class teacher in the first instance.
- You can also contact Miss McDonald (SENCO) who will be happy to provide information or signpost you in the direction of additional sources of information. Miss McDonald is contactable via the school office or on the following email address: [senco@ourladys527.herts.sch.uk](mailto:senco@ourladys527.herts.sch.uk)

## **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?**

- At Our Lady Catholic Primary School, we understand that joining and moving schools can be a stressful time. Therefore, many strategies are in place to enable your child's transition to be as positive as possible.
- To ensure a smooth transition to and from the school, we liaise with your child's previous and future settings prior to them joining/leaving. This may occur in a number of different ways:
  - Early years staff make home visits for children joining the Nursery class;
  - Early years staff visit pre-schools and Nurseries;
  - For children joining mid-year, the SENCO will phone the previous setting to discuss the child's needs;
  - Paperwork from previous settings is passed onto the school. Equally, we pass required paperwork to new schools.
  - In some cases, there will be meetings held for parents and staff prior to the child joining the school. These may be attended by other outside professionals as required.
  - Parents are also encouraged to visit their child's next setting.
- When children leave Our Lady to move to secondary school, the Year 6 teachers meet with a member of secondary school staff to discuss each child. The SENCO meets with the secondary school SENCO to discuss the children with SEND.
- For transitions within school, meetings are held to ensure a positive handover from one year group to the next. Children have the opportunity to meet with their new teacher and visit their new classroom as part of the whole school transition programme.
- Personalised transition programmes may also be put in place for individuals and groups of children to enable a positive move from one school to another or from one year group to another. These may include additional visits to a setting.
- We may also access transition support provided by external agencies.

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

- Resources are allocated to pupils depending on their needs, within budgetary constraints. Where possible, this is provided through the resources we already have in school. However, we will sometimes need to ask other services for support. This might be through the Local High Needs Funding.
- As part of the EHCP assessment process, parents, school and outside professionals complete a local authority High Needs Funding banding tool, which identifies funding to be allocated.

- In addition to the High Needs Funding allocation as part of the EHCP process, Hertfordshire Local Authority operate Local High Needs Funding (LHNF) which schools can apply for under set criteria. Allocation of LHNF is determined by a DSPL panel. They may decide that further professional input may be more appropriate than a funding allocation.

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

- Before joining Our Lady Catholic Primary School, we will liaise with you and your child's previous setting to ensure a smooth transition and the continuation of any required additional support.
- Once children join Our Lady Catholic Primary School, teachers continually track and monitor their progress through regular assessments. When progress is slow or attainment is significantly below age related expectations further assessment may be necessary.
- Children are discussed at termly pupil progress meetings between teachers and senior leaders.
- Support is allocated according to the individual needs of a child. Where there are concerns regarding a child's progress or attainment, interventions will be put in place to support the child. Specialist outside agencies may also make recommendations for support.
- Regular discussions will take place between parents/carers, children and staff regarding any special educational needs. These meetings allow all those involved to review progress, discuss support and set targets.
- For children with SEND who have a personalised provision plan, support is discussed at the termly meetings about these between parents/carers and staff.

### **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?**

Information regarding the Hertfordshire Local authority offer can be found at:  
<http://www.hertsdirect.org/localoffer>

***Our School Offer (School Information Report) is a work in progress. It will be reviewed as new developments, processes and provisions alter and change.***