

Westfield Primary and Nursery School



SEND Information Report

At Westfield, our children are at the heart of everything we do. We are ambitious for each and every child and believe that every individual deserves an outstanding education regardless of their starting points or individual barriers.

Our inclusive environment is built on the belief that every child is an individual with great potential, and we strive to nurture and support them to achieve their very best.

We passionately believe in equality and equity for all and adopt a personalised approach to learning—focusing on each child's strengths—and work in close partnership with parents, staff, and the wider community to learn from each other and collectively create the very best opportunities for growth and learning.

The special educational needs and disability (SEND) code of practice (2015) requires all local authorities to describe the special educational provision it expects to be available for children and young people who have SEND. Our school SEND Information Report has been written with guidance from the SEND Code of Practice (January 2015) and should be read in conjunction with our SEND policy, which can be found on the school website.

The SEND Information Report has been written collaboratively with staff, governors and parents to form part of the Hertfordshire Local Offer and provides information about the help, support and services which are available to meet the needs of pupils at Westfield with Special Educational Needs and Disabilities (SEND) and to their families.

For further information on any particular aspect, please *click the links provided*. (Throughout this document, numbers in brackets refer to the SEND Code of Practice 2015)

School SEND Context:

In our school community we currently have (compared to Hertfordshire and National data):

% of pupils with SEND: 30.0% (Hertfordshire = 19.5%, National = 18.5%)

% of pupils with EHC plan: 4.3% (Hertfordshire = 4.3%, National = 5.3%)

% of pupils receiving SEND support: 25.7% (Hertfordshire = 14.2%, National = 14.2%)

Our Primary SEND Needs are **Speech, Language and Communication Needs** (including children with a diagnosis of Autism Spectrum Disorder) and **Social, Emotional and Mental Health (SEMH)**

Information on SEND at Westfield:

Who is the SENDCo (Special Educational Needs and Disabilities Co-Ordinator) at Westfield?

Throughout this information report it refers to the role of Special Educational Needs and Disabilities Co-Ordinator (SENDCo). Mrs Rhiannon Slater, our Deputy Headteacher, is our SENDCo. She can be contacted through the school office (01442 862729) or via email at: deputy@westfieldprimary.herts.sch.uk

How does the school know if the children need extra help?

At Westfield, all staff build positive and supportive relationships with the children. We track the progress and attainment of all children and have regular pupil progress meetings to discuss any concerns that we have, as well as to celebrate achievements. Where a child's progress and attainment is lower than expected, this will be investigated further. This may be in their academic attainment but may be in other areas within their wider development such as social needs.

Teachers and Teaching Assistants (TAs), alongside curriculum leaders and the Special Educational Needs and Disability Co-ordinator (SENDCo), use their experience and expertise to identify specific needs and to implement appropriate actions and reasonable adjustments to move the child forward.

At different times in their school life, a child may have a special educational need and/or disability (SEND). The SEND Code of Practice (January 2015) states that a child or young person is identified with special educational needs and/or disability (SEND) "if he or she has a significantly greater difficulty in learning than the majority of others of the same age".

If a child's progress is significantly slower than that of their peers, or falls lower than their previous rate of development—despite receiving high-quality, targeted teaching—it may indicate that they have SEN. In such cases, relevant information will be collected, including using assessment data and seeking the views of parents, the child and teacher.

If appropriate, a graduated approach 'Assess, Plan, Do, Review' (APDR) cycle will be discussed with parents/carers and an Individual Learning Plan put in place to identify further quality-first teaching methods, strategies and resources which will be used to support the child. This will involve 3-4 SMART targets being set that both school and parents agree to work towards to support the child to make progress. SMART targets are reviewed termly through meetings between the class teacher and parents/carers. In order to meet some of their SMART targets, further support through small group or 1:1 intervention work with a trained LSA might be appropriate. This will be discussed with the parent/carer as part of the SEND Support Plan meeting and planned for accordingly.

At this stage, the child will also be added to the school SEND register as receiving 'SEND Support'.

The majority of children with SEND can be supported and provided for through school SEND support. But for a small number of children, it may become evident that SEND support is not sufficient and an Education, Health and Care Plan (EHCP) is needed in order to meet the needs of the child. An EHCP is a statutory assessment which builds on the coordinated work that is already happening between families, schools and other health and social care services involved with the child- it should not be the first step in the process of meeting the needs of the child. If your child is already receiving SEND support but you think that they may need an EHCP, please speak to your child's class teacher or the SENDCo to discuss this. Parents and carers have the right to

apply for an EHC needs assessment independently, but, if appropriate to apply, a more comprehensive application can be submitted with school and parents/carers working collaboratively.

What should I do if I think my child may have Special Educational Needs or Disability (SEND)?

If you are concerned about your child's progress or feel that they may have SEND then please speak with your child's class teacher initially, who will speak with the SENDCo to discuss your concerns.

Children's views are also very important, and we encourage children at Westfield to raise any concerns they have with their teacher, parents or the SENDCo and welcome discussions about their targets and the support that they need to achieve these.

How will the school staff support my child?

The first step in responding to pupils who have or may have SEND is quality first teaching.

Class teachers plan and deliver a broad and balanced curriculum which is scaffolded to meet the needs of all pupils. If a child is identified as having SEND then the school will take steps to identify and remove barriers to learning and to put effective provision and reasonable adjustments or scaffolds in place. The class teacher will keep the parents/carers informed of SEND support and will also write and review the SEND Support Plan targets and provision for children with SEND with parents on a termly basis.

Our **TAs** are trained to support children primarily in their whole-class learning but also with a range of specific intervention programmes where this is appropriate.

The **SENDCo** is responsible for co-ordinating all of the support for children with SEND and developing the SEND policy to ensure that all children are receiving a consistent, high-quality response to meeting their needs. They will work alongside the teacher to advise on resources and ensure that the needs of the child are being met. SEND support will be adapted or replaced as necessary depending on how effective it has been in achieving the agreed outcomes. The SENDCo will also liaise with other external professionals such as Speech and Language therapists and Educational Psychologists, who may come into school to help to support the learning of some children.

The **Headteacher** is responsible for the overall day to day management of all aspects of the school, and this includes the overall support for children with SEND.

The school has a Governor who is responsible for overseeing the SEND provision in the school, ensuring the Governing Body is kept informed about any progress/concerns in the school relating to SEND. Our School SEND Governor is Kathryn Gorman.

Provision is planned based on the needs of each individual child. Assessment data, observations and children's wellbeing, as well as teacher and parent feedback, are all taken into account to help to inform these decisions.

Parents/carers are involved from the beginning of the SEND journey and work collaboratively with staff to implement and develop SEND Support Plans and SMART targets. Meetings take place between parents/carers and class teachers on a termly basis to review targets and provision.

How will I know how my child is doing?

Class teachers and the SENDCo review the learning of all children on a regular basis - this will include intervention progress, whole class progress towards age-related expectations (ARE) and

their general wellbeing. This is formally reviewed each term but will be more frequent if there is a need to do so earlier.

As part of reviewing each child's learning, the provision in place to support the child is monitored and we review how much progress the child has made and if the intervention programme is having a positive impact, compared to their baseline when the intervention began. In addition to assessments, provision is monitored and reviewed through feedback from teachers, TAs and the child.

Information about progress and provision is discussed with parents/carers in a number of ways:

- Termly SEND Support Plan meetings take place between teachers and parents/carers to collaboratively review and feedback on progress and provision for children with SEND
- Annual reviews take place for children who have an Education, Health and Care Plan (EHCP) which involve the SENDCo, teachers, parents/carers and outside professionals
- Class teachers will meet with parents/carers at Parent Consultations that take place in the autumn and spring terms. At the end of each academic year, all children will receive a formal written report
- We run an 'open door' policy at Westfield School and we encourage informal discussions between parents/carers and class teachers
- You are also very welcome to make an appointment to meet with the SENDCo
- Where they are involved, we also arrange joint meetings with professionals and outside agencies.

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

At Westfield, we ensure that high quality teaching is in place to meet the needs of all of our children. This is planned carefully, taking into account children's prior knowledge and understanding, and building on this to allow every child to make progress. Lessons are scaffolded so that all children are able to access the lesson at their own level and reasonable adjustments are made to enable children to overcome some of the barriers they face to learning. Wherever possible the curriculum is adapted and personalised as we recognise that not all children learn in the same way.

When additional support is needed, the class teacher, with support from the SENDCo where necessary, will plan for activities that are specific to the child's targets. This may be through a range of specialist targeted interventions which are provided by our TAs or through additional support, resources and adjustments in class such as wobble cushions, ear defenders or sensory toys.

Where they are involved, outside agencies will also set targets which the school will support and work on. SMART targets are monitored and reviewed with teachers, SENDCo (where involved), parents/carers and pupils at termly SEND Support Plan meetings. Each term we plan the provision we feel will best benefit the child and after a term of carrying out this provision, we review what has/hasn't worked, assess where the child is now at and plan a suitable way forward.

The school works closely with parents/carers and children when discussing targets and provision in order to gain their consent and also to listen to parents/carers suggestions, as they know their children best. Children give consent to any interventions or reasonable adjustments made and can talk to an adult at any time if they want to seek clarity on why they are having it or to discuss their concerns if they don't want it.

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

Westfield is a highly inclusive environment where we value the needs and wellbeing of all children. The children's health, both physical and mental, is highly important and we have clear policies around things such as medical needs and behaviour.

All staff are trained in 'Therapeutic Thinking' approaches to understanding and supporting children's behaviour.

Children with social, emotional and/or mental health difficulties (SEMH) will be supported sensitively and in accordance with our behaviour policy.

Children with SEMH needs may be considered for other school services such as counselling, nurture groups or similar. Parents will also be signposted to resources available out of school such as CAMHS, parenting classes etc.,.

We run programmes for children to develop social skills and to develop strategies to enhance self-esteem and friendships. Our TAs are trained to support children to recognise and regulate their emotions, using the Zones of Regulation approach, and to implement calming strategies such as mindfulness. We also have specific staff trained in interventions such as Level 1 Protective Behaviours and Drawing & Talking.

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

We value training and development opportunities for all staff to continue to develop their knowledge and skills so that they can best support children with SEND.

The SENDCo holds the National Award for SEND (Achieved in August 2015). She continually updates her training and knowledge by attending relevant courses and feeds back to staff as necessary. The SENDCo also supports staff to most effectively plan for and teach children with SEND.

Staff attend relevant courses and training provided by Hertfordshire County Council and the local district when necessary as well as receiving relevant 'in house' training in a variety of areas. Training may be delivered to all staff or on an individual basis, depending on the needs of specific children. Examples of training delivered recently include:

- Phonics
- Speech and Language
- Supporting children with sensory needs
- Dyslexia awareness
- Mental Health awareness
- Advanced Drawing and talking
- Therapeutic Thinking approach to support behaviour
- First aid training (including Paediatric first aid & diabetes training)

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

We work closely with a range of external agencies and specialist advisory staff to ensure that we are providing the best possible opportunities and educational experiences for our pupils. Dependent on the needs we are able to access the following services to be delivered within school:

- Communication and Autism Advisory Team
- Speech and Language therapists
- Educational Psychology
- School Nursing Team
- Occupational Therapy
- Physiotherapy
- Child and Adolescent Mental Health Service (CAMHS)
- Children's Services

- School Family Worker

Support from external agencies can be discussed with the SENDCo, who can, if appropriate, talk to the relevant agency and make a referral. These discussions can come from teachers, parents/carers and children, and a referral can be made with everyone's consent.

When a number of agencies become involved with a child or family a 'Families First Assessment' (FFA) might take place. The purpose of this is to ensure that different agencies all work together in an effective and coordinated way to best support the child and family.

For further support for parents/carers of children and young people with SEND, including SEND Information and Advice Support Service (SENDIASS), please follow this link: <https://www.hertfordshire.gov.uk/microsites/local-offer/services-for-parents-carers-and-families/services-for-parents-carers-and-families.aspx>

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

Class teachers are available to discuss your child's progress or any queries that you have about supporting your child's learning. There are formal opportunities to discuss this during parent consultations in the autumn and spring terms, or informally throughout the year. The SENDCo is also able to provide additional information specific to your child's needs and can put you in contact with additional support and courses if needed. We advertise many parent/carer training courses and groups through our school newsletter.

How does the school enable constructive partnership working with families?

We work closely with parents/carers and welcome opportunities to discuss the provision in place for your child or any concerns you may have.

As well as informal meetings, we also hold Parent Consultations in the autumn and spring terms and provide an end of year report in the summer term. Children with SEND also have an additional SEND Support Plan meeting or extended Parent Consultation each term to review their current progress and collaboratively plan provision to move the child forward. Children with an EHCP (Education, Health and Care Plan) will also have an Annual Review which involves the SENDCo, teachers, parents/carers and outside professionals working together to review progress and provision.

Where it is felt appropriate to refer a child to an external professional for further support, this will be discussed with parents and carried out with their consent. Parents/carers will be informed of any discussions and provision agreed with external professionals.

In addition to these, the school operates an 'open door' policy and we encourage parents/carers to speak to their child's class teacher to address any concerns. If you would like a longer meeting or one involving the SENDCo or Senior Leadership Team, please speak to the school office to make an appointment.

We have a number of pupil voice groups in which children can give their views and feedback on various aspects of the school community. These groups have representatives from different vulnerable groups, including children with SEND.

Our governing board play a key role in the development of the school SEND policy and Information Report. Parents/carers are also invited to share their views and ideas to develop our provision further.

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

At Westfield, we strive to provide a broad and balanced curriculum for all children. All pupils are welcome and included on school trips and activities outside of the classroom. All such activities are planned for well in advance and any necessary adaptations are made and additional staff put in place if needed. Risk assessments are carried out to ensure that children are safe when they are on school trips. Individual risk assessments and risk management plans are used for specific children where appropriate.

How accessible is the school environment?

Westfield School complies with the Equality Act (2010), carries out an accessibility plan every three years and makes reasonable adjustments as necessary.

In addition to physical adjustments such as ramps, disabled toilets and washing facilities, and signage being appropriately placed for children to access, we also endeavour to ensure that the learning environment is accessible for all children to engage in their learning. This involves adjustments such as ear defenders used by individual children, safe spaces outside of the classroom environment, our nurture group and our 'Calm' room.

Who can I contact for further information?

Parents/carers are encouraged to first of all speak to their child's class teacher if you would like to discuss anything about your child. They will then direct parents/carers to the appropriate person (e.g. SENDCo, Headteacher) if needed.

If you are unhappy with the SEND provision and your query is not satisfactorily resolved by the class teacher and SENDCo, then please contact the Headteacher, Miss Emma Leach. Our complaints policy can be found on the school website.

Other people who have a role in the SEND provision are our Governor for SEND (Kathryn Gorman) who is also our Chair of Governors.

For further support and advice, including SEND Information and Advice Support Service (SENDIASS), please follow this link: <https://www.hertfordshire.gov.uk/microsites/local-offer/services-for-parents-carers-and-families/services-for-parents-carers-and-families.aspx>

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?

Our school works closely with all settings at the time of transition. At all stages, communication and information sharing is seen as crucial to ensure a smooth transition.

We arrange Home Visits for all children prior to joining our school Nursery or Reception Class and visits are made by key staff to other settings in the Early Years as appropriate. We hold Nursery and Reception Induction sessions to meet the EYFS staff and visit the setting.

There are internal transition meetings between each year group at the end of each academic year.

We work closely with local secondary schools to ensure a smooth transition for our Year 6 pupils in the summer term. This includes the children visiting their new secondary school as well as visits from Year 7 staff. For children, who may find transition to secondary school difficult, additional transition visits can be arranged and support can be offered to individual and small groups of children through the local DSPL outreach support to prepare children for this.

Information and documentation, such as SEND Support Plans, Risk Management Plans etc. about individual children's SEND needs and support is provided to new class teachers/secondary schools to give them the best overview of the child. For some children with SEND, transition books are made to help them to prepare for the changes ahead.

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

The school budget includes a notional SEND budget which is allocated by the Headteacher, SENDCo and Governors to according to need.

Higher needs funding can be applied for by the school to support individual children with exceptional needs and some (but not all) children with an EHC plan are assigned additional funding to help to meet their needs.

We also have funding targeted at specific groups such as Pupil Premium funding which allows staff to work specifically with these children to monitor and support their progress.

How are decisions made about the range of support my child will receive?

Following termly pupil progress meetings, the SENDCo, in consultation with teachers, will allocate provision according to need.

High quality teaching is our first wave of support for all children. Additional provision is monitored for impact and planned accordingly. Provision is discussed with parents/carers and children at Individual Learning Plan meetings each term where progress is reviewed and parents and children are invited to share their views.

How can I find out more 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:
www.hertfordshire.gov.uk/localoffer