

SEND Information Report 2018

1. What are the kinds of special educational needs for which provision is made at the school?

Toot Hill School is a secondary school that aims to be as inclusive as possible and tries to ensure that all pupils, regardless of their specific needs, make the best possible progress in school.

The needs generally fall into one of the following categories; Cognition and Learning, Communication and Interaction, Social, Emotional and Mental Health difficulties and Sensory and Physical.

We have a team of experienced support staff who provide individual and small group support.

Teaching staff practice high quality teaching and differentiation as a first response to ensure all individual students' needs are met.

2. What are the school's policies for the identification and assessment of pupils with special educational needs?

At Toot Hill School children are identified as having SEND through a variety of ways including the following:-

- Liaison with primary school
- Child performing significantly below age expected levels
- Concerns and information raised by parent
- Concerns and information raised by class teachers or support staff

If you think your child may have special educational needs firstly contact your child's tutor or the SENDCO, Jo Kitchener.

3. What are the school's policies for making provision for pupils with special educational needs whether or not pupils have Education, Health and Care (EHC) Plans?

a) How does the school evaluate the effectiveness of its provision for such pupils?

At Toot Hill we regularly monitor the effectiveness of the provision through provision mapping, tracking progress and pupil progress meetings.

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Class teachers and The Learning Support Department make ongoing assessments. We also meet regularly with parents/carers and children on Student Review Day which is additional to parent evenings.

b) How will both the school and I know how my child/young person is doing and how will the school help me to support their learning?

Toot Hill staff make ongoing assessments throughout the year, with achievement coordinators and SENDCO regularly tracking pupil progress. Feedback on pupil progress is via termly reports, parents' evenings and Student Review Days. Parents/carers can track behaviour, homework and attendance via our online system called INSIGHT. Parents/carers can contact either the tutor or the SENDCO at any time to discuss their child's progress.

c) What is the school's approach to teaching pupils with special educational needs?

Every effort will be made to educate pupils with SEND alongside their peers in a mainstream classroom setting. Smaller class sizes are used for the most vulnerable learners. Where this is not possible, the SENDCO will consult with the child's parents/carers for other flexible arrangements to be made.

Within class, the child's subject teacher will take steps to provide differentiated learning opportunities that will aid the pupil's academic progression.

Well established one to one targeted intervention programmes are used to improve literacy skills including Toe by Toe, Dancing Bears, Switch On Reading Scheme, Stareway to Spelling and Lexia.

The SENDCO will be consulted as needed for support and advice and may wish to observe the pupil in class. Parents/carers will be informed fully at every stage of their child's development and the circumstances under which they are being monitored. Parents/carers are encouraged to share any relevant information and knowledge with the SENDCO at the school.

d) How will the curriculum and learning be matched to my child/young person's needs?

All students in Toot Hill School are placed into appropriate classes according to their profile on entry. Toot Hill has a sophisticated tiering system which helps teachers provide appropriate courses and learning resources. All teachers are expected to use strategies and techniques associated with quality first teaching, and should differentiate to match individual needs.

Our KS4 curriculum offers a range of vocational qualifications alongside GCSEs, and we have a bespoke foundation learning option for students with high level SEN needs.

Further strategies to ensure children can access the curriculum include:

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- Keeping staff fully informed of the special educational needs of any pupils in their charge including sharing progress reports, medical reports and teacher feedback
- Providing regular CPD opportunities for staff in all departments on the subject of SEND and SEND teaching. School staff should be up to date with teaching methods which will aid the progress of all pupils including those with SEND.
- Using in-class provisions and TA support effectively to ensure that the curriculum is differentiated where necessary.
- Implementing individual access arrangements for informal and external examinations

e) How are decisions made about the type and amount of support my child/young person will receive?

Where it is determined that a pupil does have SEND, parents/carers will be formally advised of this and the decision will be added to the pupil's records. The aim of formally identifying a pupil with SEND is to help school ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four – part process:

- Assess
- Plan
- Do
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.

Assess

This involves clearly analysing the pupil's needs using the class teacher's assessment and experience of working with the pupil, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The pupil's views and where relevant, advice from external support services will also be considered. Any parental concerns will be noted and compared with the school's information and assessment data on how the pupil is progressing.

This analysis will require regular review to ensure that support and intervention is matched to need, that barriers to learning are clearly identified and being overcome and that the interventions being used are developing and evolving as required. Where external support staff are already involved their work will help inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents/carers.

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Plan

Planning will involve consultation between the teacher, SENDCO and parents/carers to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home.

All those working with the pupil, including support staff will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

Do

The class teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one-to-one teaching away from the main class teacher. They will work closely with teaching assistants and /or relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENDCO.

Review

Reviews will be undertaken in line with agreed dates. The review process will evaluate the impact and quality of the support and interventions. It will also take account of the views of the pupil and their parents/carers. The class teacher, in conjunction with the SENDCO will revise the support and outcomes based on the pupil's progress and development making any necessary amendments going forward, in consultation with parents and the pupil.

Parents/carers will be provided with clear information about the impact of support to enable them to be involved in planning the next steps.

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required. The decision to make a referral for an EHC Plan will be taken at a progress review.

The application for an EHC Plan may combine information from a variety of sources including:

- Parents
- Teachers

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- SENDCO
- Schools and Family Support Services
- Educational Psychology Service
- Health professionals.

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people from education, health and social care about whether the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Further information about EHC Plans can found via the SEND Local Offer:
www.nottinghamshire.sendlocaloffer.org.uk

f) How will my child/young person be included in activities outside the classroom, including school trips?

All children, regardless of need, are encouraged to get involved with activities outside the classroom, including school trips. Reasonable adjustments are also made to ensure children can access extra curricular activities and school visits. This may involve additional TA support to ensure SEND pupils are able to fully participate.

g) What support will there be for my child/young person's overall well-being?

Toot Hill's pastoral system is organised into year teams which consists of a Head of Year, an Achievement Co-ordinator and a team of tutors. The pastoral team holds regular meetings when pastoral issues are discussed. PSHE lessons in KS3 and PSHE health days in KS4, address issues of wellbeing alongside active tutoring time. However, for those children who find aspects of this difficult we offer an in-school student mentor, alongside lunchtime and breaktime support in the Learning Support Department. If further social/social support is required this can be arranged through the Head of year or SENDCO and may take the form of discussions with school staff or referral for counselling.

4. Who is the school's special educational needs co-ordinator (SENDCO) and what are their contact details?

The Toot Hill SENDCO is Jo Kitchener She can be contacted by telephone at school on 01949 875550 or by email: jkitchener@toothillschool.co.uk

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5. a) What training have staff supporting special educational needs had and what is planned?

The SENDCO attends all relevant, up to date training on a regular basis. All Teaching Assistants attend in school CPD and individual CPD is encouraged.

As a whole staff we have regular training and updates of SEND issues. There are a number of additional resources in school to provide further strategies for teaching children with SEND.

The SENDCO will attend the Local Authority annual SEND conference where Specialist Schools and Families Services provide training. This usually occurs within the Toot Hill family of schools. The Educational Psychologist provides training, for example on attachment issues and anxious learners. The SENDCO will also attend The SENDCO network meetings as part of the Torch Teaching Alliance.

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

The school has links with external support services in order to fully support our SEN pupils and aid school inclusion. The following services will be involved as and when is necessary:

- Educational Psychology Service
- School nurse
- Community Paediatrician
- Occupational Health
- Physiotherapy
- Parent Partnership
- Early Help Unit
- Targeted Support
- Schools and Families Support Services
- Sensory Impaired Support

6. How will equipment and facilities to support pupils with special educational needs secured? How accessible is the school?

All pupils with SEND will have access to Element 1 and 2 of a school's budget (up to £6,000 per year). Some pupils with SEND may access additional funding. This additional funding might be from a budget which is devolved to and moderated by the Family of Schools. (The Family of Schools comprises of a secondary school and its feeder primary schools). For those with the most complex needs, additional funding is retained by the local authority. This is accessed through the Family of Schools. The Family SENDCO will refer individual applications to a multi-agency panel, which is administered by the Local Authority, who will determine whether the level and complexity of need meets the threshold for this funding.

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In order to access this funding the SENDCO will write a bid in conjunction with the class teacher and the support staff. Every effort will be made to secure additional funding from the Family bidding process and other agencies should this be considered necessary.

We work together in a 'contracted delegation' system which means we meet as a Family of Schools to moderate our additional funding bids and then review the family allocations. We also meet to support training needs. The Family of Schools also supports each other with specialist knowledge and joint training.

The SENDCO and the Headteacher will allocate the funding in the best way they believe necessary to support individual children's needs. This may include:

- Teaching assistant support within the classroom as part of a small group
- Teaching assistant support outside the classroom as part of a small group
- Teaching assistant support on an one to one basis in the classroom
- Teaching assistant support on a one to one basis outside the classroom
- Assistive technology
- Software
- Intervention packages
- Staff training
- Specialist bought in staff eg counsellors

7. What are the arrangements for consulting parents/carers of pupils with special educational needs? How will be I involved in the education of my child/young person?

Parents/carers are invited to review meetings, parents' evenings and to contribute to their child's profile. Information on support agencies, including the Parent Partnership Project, is available from the SENDCO.

Parents/carers can contact their tutor via email or by phoning or emailing the school office.

Parents /carers are kept up to date with their child's progress through parents' evenings, reviews meetings, student review days and reports three times a year. In cases where more frequent regular contact with parents/carers is necessary, this will be arranged based on the individual pupil's needs. The SENDCO may also signpost parents/carers of pupils with SEND to the local authority Parent Partnership service where specific advice, guidance and support may be required.

If an assessment or referral indicates that a pupil has additional learning needs the parents/carers and the pupil will always be consulted with regards to future provision. Parents/carers are invited to attend meetings with external agencies regarding their child, and are kept up to date and consulted on any points of action drawn up in regards to the provision for their child. The school's SEND governor Jane Aspden can also be contacted in relation to SEND matters.

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8. What are the arrangements for consulting young people with SEND and involving them in their education?

We value and celebrate children being able to express their views on all aspects of school life as part of our Student Voice programme.

We also try and meet with students who have SEND support and their parents three times in the year to review targets.

If your child has an EHC Plan then their views will be obtained before any meetings and will form part of the review.

9. What do I do if I have a concern or complaint about the SEND provision made by the school?

If a parent or carer has any concerns or complaints regarding the care or welfare of their child, an appointment can be made by them to speak to the SENDCO, who will try to resolve any difficulties and also be able to advise on formal procedures for complaint. The Headteacher and senior leadership team will aim to resolve any complaints as soon as possible. A copy of the school's Complaints Policy is available on the school's website .

10. How does the governing body involve other organisations and services (e.g. health, social care, local authority support services and voluntary organisations) in meeting the needs of pupils with special educational needs and supporting the families of such pupils?

The school continues to build strong working relationships and links with external support services in order to fully support our SEND pupils, aid school inclusion and provide support for parents.

The following services will be involved as and when it is necessary:

- Schools and Families Support Services
- Sensory Impaired Support
- Educational Psychology Service
- School nurse / Health Visitor
- Community Paediatrician
- Occupational Health
- Physiotherapy
- Parent Partnership
- Early Help Unit
- Targeted Support
- CAMHS

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11. How does the school seek to signpost organisations, services etc who can provide additional support to parents/carers/young people?

The school can signpost organisations and services that provide additional support, such as the SEND Local Offer, and various training events associated with SEN needs via the school website.

12. How will the school prepare my child/young person to:

i) Join the school?

Transition to secondary school is supported by close liaison between Toot Hill School staff, including the SENDCO and Primary School colleagues. Transition events allow children time to meet staff, see the building and become accustomed to a different learning environment. Additional transitional visits are arranged as needed.

If your child has complex needs then an Education Health Care Plan review may be used as a transition meeting during which we will invite staff from both schools to attend.

ii) Prepare for Post 16 Provision?

All Year 11 pupils undertake a week of work experience. Career fairs are hosted in school or, in some cases, pupils are taken to appropriate careers events across the county. SEND pupils may receive additional support, where necessary, to aid transition to Post 16 Provision.

13. Where can I access further information?

If your child has a special educational need of any sort and you are thinking about joining our school, please phone to arrange a meeting with the SENDCO as early as possible. More information about the school in general can be found on the school website www.toothillschool.co.uk.