

Chandos Primary's Core Offer

for all children with additional needs

September 2020/21

At Chandos, we have a team of staff that work together called the **Pastoral Team**.

We aim to offer

[Open and Honest Communication](#)

[Appropriate and Effective Learning](#)

[A Partnership Approach](#)

Please click on the links above, or scroll through the pages below, to find out what our school can offer you if your child has additional needs.

Open and Honest Communication

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- How can I find information out about the school's procedures?
- How will I be kept informed of my child's progress?
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Appropriate and effective teaching and learning

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- How will the school ask for permission to involve another professional to work with my child?
- How will I and my child be involved in all decisions and have my views listened to?
- How will I be given support when contacting organisations to give me advice and support?
- The Birmingham Local Offer

Who's Who?

Meet The Pastoral Team:

Mr Hetherington and Mrs Alonge are our Special Educational Needs/Disabilities Coordinators. They work with children, teachers, teaching assistants, parents and agencies to ensure that our pupils' needs are met if they need any additional SEND provision.

If one of them is not available you can speak to one of our Assistant Head teachers: Miss Devlin (Nursery, Reception, Year 1), Mr Powell (Years 1, 2 and 3), Miss Lewis (Years 4, 5 and 6).

Mr Allan is the head teacher, and the Senior Designated Safeguarding Lead. He works with staff, governors, the local authority, parents and the community to ensure that all our children are safe and appropriately cared for, in and out of school. **Miss Devlin AHT, is the Deputy Designated Safeguarding Lead.**

Mrs Kaur is our Family Support Worker. She works with all our families to provide support regarding children's health needs, parental advice and training, links with community agencies and anything you may be worried about, big or small! She is also a school Designated Safeguarding Lead.

Mrs Samuels is our Learning Mentor and Attendance Support Worker. She works with staff, parents and specialist agencies to provide emotional and behavioral support to those children with specific needs. She works closely with families and other agencies to ensure all our children can get to school everyday and on time. She is also a school Designated Safeguarding Lead.

Mr Ali is our school governor responsible for SEND provision. He can be contacted via the school office.

Any of the above can be contacted at anytime on 0121 464 3881.

They are also often available on the playground or at the front office at the start of each day.

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Who does a parent speak to if they have a concern about their child's needs?

- If you have any concerns about your child and think they may need extra support, talk to your child's class teacher in the first instance. The teacher will then discuss this with a member of the Pastoral Team.
- A member of the Pastoral Team may then contact you if further information is needed.
- If you would like to speak to the Pastoral Team, you can ring school on the school number 0121 464 3881 to make an appointment or ask at the School Office to see when she is available.
- **You can also speak to one of our Assistant Head teachers: Miss Devlin (Nursery, Reception, Year 1), Mr Powell (Years 1, 2 and 3) or Miss Lewis (Years 4, 5 and 6)**
- You are welcome to bring other adults to the meeting too if you need help in explaining your concerns.

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How can I find information out about the school's procedures?

- You can find out about how we identify and support children with additional needs by reading our policies on the school website. You can also ask for paper copies from the school office if you would prefer.
- You might find it useful to read our policies on Inclusion/SEND, Behaviour, Anti-Bullying and Supporting Children with Medical Needs.
- Mr Ali is our School Governor for Special Educational Needs. You can contact him or any other governor by leaving your details with the school office.
- We always try and make sure that we work closely with parents to deal with their concerns but if you feel that your concern has not been dealt with satisfactorily, please follow our complaints procedure. You can ask at the school office or find this information on our school website.

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How will I be kept informed of my child's progress?

- Your child's progress is reviewed termly through discussions with the class teacher, support staff and the Inclusion Lead
- Your child's individual targets relating to the specific area of need will be focused on to see if the provision and strategies being used are ensuring the child makes the expected progress.
- You will be invited in to discuss this during parents evenings as well as at SEN reviews. You can talk to your class teacher or to any member of the Pastoral Team at any point during your child's education. Just phone the school or drop in to make an appointment.
- Parents will ALWAYS be informed of any concerns the school may have regarding your child. If the school feels extra support would be helpful you will always be contacted to discuss this.

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At Chandos we believe in parents as partners. We maintain an open door policy at all times and we want our parents to feel involved in their child's education. This is achieved in a variety of ways including:

- Regular parent meetings
- Target setting shared with the parents regularly
- Home school books for some children to inform parents about the school day
- Home reading logs
- Information on the school website, updated regularly
- Termly parents evenings
- SEN reviews on a termly basis
- Parent workshops to support children's learning
- Parents groups
- Weekly Friday newsletter sharing school news and important information and events
- The school Twitter account

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Will the information that needs to be shared with me be made clear and easy to understand?

- All information about your child will be written in a way that is clear and easy to understand.
- We will speak to you about any reports written by school or outside agencies to make sure you understand the information presented in it.
- All information on our website can be accessed in the majority of languages using google translate
- We have members of staff available to translate and can arrange for specialist translation services if needed.

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What happens if my child's progress continues to be a cause for concern?

- If, after a period of time, you and school staff are concerned about your child's progress, then the school can refer to a number of Specialist Agencies for further advice and support.
- The Inclusion Lead or SENCo will always ask you to agree to the referral and you will have to come into school to sign the referral form.
- The Specialist Agency staff that come into school may observe your child in class, talk to class teachers and carry out some assessments with your child.
- The agency staff will then discuss their findings with the school and the school staff that work with your child. They will advise school on different strategies to try and other resources school could use. If you want to talk to specialist agency staff involved, they are always more than happy to meet with you.

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What happens if my child has complex needs?

- If your child has complex needs, we may review your child's progress through a Person Centred Review. This is a relaxed meeting where everyone's views are listened to in a positive way. At this meeting, there will be your child, parents, school staff and any important agencies working to support your child.
- Most children can have their needs met by their school and the services available to them. This is called the Local Offer.
- However, at times the school or you might want to ask the Local Authority for a statutory Education and Health Care assessment.
- This involves you, staff and outside agencies working closely together to provide information that can be written onto an Education and Health Care Plan (EHCP).
- This plan gives you the full range of options available for you and your child.

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Which agencies come into school to support children needing special provision?

- Educational Psychologist
- Pupil and School Support Service
- School Nurse
- Speech and Language Therapist
- Outreach Team for Physical Difficulties
- Sensory Support Service – Hearing/Visually Impairment Teams.
- Communication and Autism Team

We can also refer children to Community Paediatricians, GPs, ADHD teams and Forward Thinking Birmingham if needed.

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How will the school ensure that the necessary people know about my child's needs?

- The Pastoral Team will make sure that all the relevant staff are aware of your child's needs.
- If your child needs extra support and provision for their additional needs, this will be written into a support plan. All the teachers and teaching staff that work with your child will be aware of the targets that your child needs to work on. This will be shared with the parent and child.
- Children may have their own plans for;
 - Learning
 - Speech and Language
 - Social and Emotional needs
 - Medical Needs
 - Sensory or Physical needs

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How will staff know about my child's needs when they begin or leave school?

- If your child is about to join our Reception, you will be able to talk to staff before your child starts school.
- Sometimes, the Phase 1 Early Years Lead and your child's new class teacher will visit your child at their Nursery.
- We will also speak to the Special Educational Needs Co-ordinator at the Nursery and take copies of any plans your child may have.
- If a child starts within a school year, we will speak to staff from the previous school to make sure that we have all the relevant information.
- When your child is leaving in Year 6, we will contact the relevant staff in their Secondary School to pass on information.
- If your child needs extra visits to settle into their new school, we can arrange this.

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How can I make a complaint

- In the event of any complaint being made, the SENCo should be contacted in the first instance
- Should the matter remain unresolved the case will be passed to the Head Teacher for further investigation and reported to the SEND Governor
- Formal complaints should be made in writing to the Local Governing Body of the Academy. Any communication can be left at the school reception office to be forwarded to the relevant governor.

How are staff trained to support the needs of my child?

- All school staff receive appropriate and regular training so that they have the knowledge and confidence to support children's needs.
- This may be delivered by members of the Pastoral Team or outside specialist agencies
- Other times, groups of individuals undergo training in order to manage needs specific to an individual child.
- Training may cover learning, medical, emotional or communication needs.

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How do we ensure good teaching for your child and how do we give extra support if your child needs it?

- Your child will receive Quality First Teaching in class where the teacher will provide the support your child needs through differentiating the curriculum and providing appropriate resources.
- Extra support staff are available to assist learning in and out of class. They are skilled in providing a range of teaching strategies which cater for different learners.
- We are an inclusive school. As far as possible children are taught alongside their peers in class. Children may be taught in whole class, small groups or individually.
- As well as the high quality differentiated teaching that our children receive in class, children on the special needs register will be working towards specific targets using an Individual Target Plan (ITP) in order to achieve their own recognised outcomes. These ITPs are used as an ongoing planning and assessment tool to enable the pupil to make rapid progress against the incremental targets set for speaking and listening, reading and writing. The Class Teacher will review them every three weeks and adjust the targets as appropriate. These will then be reviewed termly with parents and will include details of specific programmes / interventions that each child is receiving as part of their SEN provision. Both parents and children will be involved in the review process.

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How do we ensure good teaching for your child and how do we give extra support if your child needs it?

- The Senior Leadership team meet regularly with teachers to discuss the progress children are making and you will also be informed of ways you can help at home.
- Your child may also receive extra support through small group work, intervention programmes and 1-1 support.
- A record of all the support your child has received is kept by school and this is regularly evaluated to ensure that it is effective.
- We also use advice from outside agencies to help ensure that we are meeting the individual needs of our pupils.
- Where children need a personalised curriculum this is planned by the class teacher with support from the Inclusion Lead and, if necessary, with outside agencies. This personalised provision will be in response to requirements identified in the child's ITP or Education Health Care Plan.
- As well as teaching staff, teaching assistants and learning mentor we also have a play therapist and speech and language therapist who work in the school one day a week.

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How is work differentiated to the right level to ensure my child makes progress?

- Staff are skilled in differentiating work to meet the needs of all children in the class
- Children on the SEN register will be working towards specific targets. These are reviewed termly and will include details of specific interventions a child is receiving as part of their SEN support.
- Where a child has an Education Health Care Plan, staff will ensure that their provision is built into the daily timetable with appropriate support.
- We use a range of assessment methods to check that children are making the required progress. Where a child is not making progress the provision will be reviewed and adjusted accordingly.

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What resources are available for my child?

- A range of different teaching styles and resources are used to ensure that your child is engaged in their learning.
- These may include: visual timetables, specific maths and english resources, specialised writing equipment, ear defenders, adapted chair design, tailored work stations for individuals.
- Reading books, in class and to take home, are book banded so that they are at the right level for your child to make progress.
- We have a range of ICT equipment and software to support children recording their work in different ways across the school environment.
- We have a building that is easily accessible for children with physical or sensory difficulties. We have lifts, medical rooms fitted with showers, and facilities that are wheelchair friendly.

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What support is available if my child needs help managing their behaviour or dealing with social difficulties?

- Phase Leaders support staff in managing difficult behaviours in school and will also keep parents informed of any issues. This enables school and home to work in partnership together.
- Our Learning Mentor arranges weekly sessions with children, daily drop-ins, support in the playground or support children in class.
- Your child may have an individual plan that will outline the support they will receive.
- We use a whole school approach built around our school values which is aimed at building emotional resilience, empathy and encourages children to make good choices even in difficult circumstances.
- All classes have a visual timetable displayed and some children have their own individual one. This helps children to be prepared for their day and understand what is going to happen.
- We work with the Communication and Autism Team who observe, assess and offer advice on ways to support children with social and emotional needs.

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What support is available if my child needs help managing their behaviour or dealing with social difficulties?

- A play therapist visits the school when required to work with specific children.
- A speech and language therapist works with children and trains staff, visiting the school one day a week
- We also liaise closely with the Educational Psychologists.
- We work with City of Birmingham School (previously Behaviour Support Services) who provide support for pupils who have difficulty in managing their behaviour. Some children attend a 6 week “social skills” programme that this service provides.
- Children also will have extra support from TAs and Learning Mentors. This enables children to have learning breaks as necessary and helps them to make the right choices during breaks and lunchtimes.
- All staff are trained in “Team Teach” procedures to swiftly de-escalate potential social or behavioural difficulties.
- Social skills groups and support from Learning Mentor are also used to support children finding it difficult to make the right choices.

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How will school ensure that children with additional needs are fully included in all school activities?

- We ensure all children have access to a broad and engaging curriculum
- All children are eligible to take part in all before or after school clubs and activities
- Risk assessments are carried out for any trips and children with additional/medical needs are identified. Parents are consulted if their child has complex needs so that staff are confident that all children have a safe and enjoyable experience.
- Extra staff are deployed as necessary to accompany children on trips/visits. This may be 1-1 support from a person who knows the child well if necessary.

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How will school work and communicate with me to identify my child's needs?

- We have an open door policy for all parents and carers, ensuring that all parents feel involved in their child's education
- We aim to regularly involve parents in their child's education through:
 - Informal meetings to discuss concerns - when required
 - Parents Evenings - termly
 - SEN reviews - termly
 - Regular meetings with Inclusion Lead, Parent Link, learning mentor, class teacher, teaching assistant - when required
 - Home/school diaries - daily
 - Parent/Pupil workshops - termly

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How will the school ask for permission to involve another professional to work with my child?

- If your child requires support from an outside agency, this will always be discussed with you.
- All information about the service, the nature of the support and how it will benefit your child will be made available to you.
- Some services require signed parental consent
- Whenever possible, opportunities for you to meet with the outside professional will be arranged.
- Any information that we have regarding your child and their areas of difficulty is kept confidential and will only be shared with other professionals if it is in your child's best interests.

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How will I and my child be involved in all decisions and have my views listened to?

- Parents will be informed every step of the way about their child's provision, through parents' evenings and review meetings.
- Parents will be invited to attend regular review meetings with school staff and other professionals.
- Teachers talk regularly to children about their targets
- As children get older, we encourage them to take a more active part in the review process and dialogue
- Children are encouraged to assess their own and each other's learning within class

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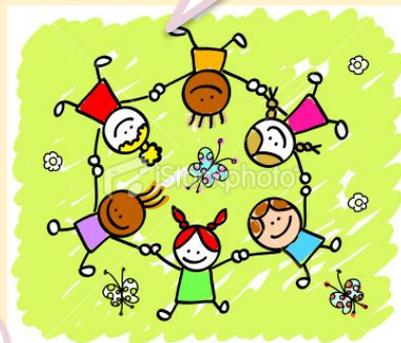
How will I and my child be involved in all decisions and have my views listened to?

Here are the things we do to make sure your child is listened to and involved in decision making:

Nursery visits

Person Centred Reviews

Saying what they feel they need to help them learn more.



Our voice!

Creating their own one page profiles

Open door policy - children can speak to the Head Teacher, Assistant Head, their class teacher and the learning mentor at any time

Sessions with Learning Mentors

Being involved in target setting and saying how well they've done.

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How will I be given support when contacting organisations to give me advice and support?

- The Inclusion Lead and Parent Link Worker can signpost parents to a wide range of community and family support services, including:
 - Communication and Autism Team - 0121 675 5057
 - Behaviour Support
 - Pupil and School Support Services
 - Educational Psychology Service - 0121 303 1793
 - Special Educational Needs and Review Team (SENAR) - 0121 464 4489
 - Speech and Language Therapy
 - Parent Partnership - 0121 464 8004
 - Social Services
 - Child and Mental Health Service
- Please contact school if you require contact details
- We can provide translation services if required

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The Birmingham Local Offer

- The Birmingham Local Authority's Local Offer can be found at [Birmingham Local Offer for Special Educational Needs and Disabilities](#)
- This is a website to enable parents to find out what services are available to support children and young people with additional needs.
- The Local Offer will help you to:
 - find out what you need to know
 - be less dependent on other people
 - find the nearest and most suitable services
 - ask the right questions
 - give feedback about what is needed, raise a concern or make a complaint.

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