



Special Educational Needs

School Offer

The Birchwood Federation

“Inspire everyone, every day, to grow and succeed”

We are three schools working together in the Birchwood Community sharing expertise, experience and resources with the aim of providing a first class education for our children. At the same time as working collaboratively, we also retain the advantages of being individual and friendly.

We work closely together and share our Governing Body and some key members of staff including our Executive Headteacher.

Special Educational Needs at The Birchwood Federation

At the Birchwood Federation Schools we strive to support all children in accessing an exciting and relevant curriculum. We believe that all pupils have individual needs and that some pupils may require more support than others. In order to do this successfully careful consideration is given to a child's individual needs and particular learning style. The nurture principles are well embedded throughout our school and all children are made to feel valued, individual and important. We, as a school, believe that high quality teaching is the first step in supporting any child to make progress; however we also recognise that for some children there are occasions when further 'additional to and different from' support may be needed to help them in achieving their targets.

What is the school offer?

The School Offer has been written with parents and carers for parents and carers. It allows children, parents and carers to understand exactly what our school can offer a child with special educational needs; what provision and resources are available to them as well as understand how their child and family will be supported.

Who is there to support my child?

T Bowman

Executive Head teacher for The Birchwood Federation

Miss C Page

SENCO for The Birchwood Federation

Jude Smith

SEN and Wellbeing Governor for The Birchwood Federation

Miss N Haughton

Head of School The
Lancaster School

Miss J Bingwa

Head of School
Woodlands Infant and
Nursery School

Mr M Davies

Head of School
Birchwood Junior
School

Mrs E Harvey

Parent Support Advisor

Miss E Bell

Parent Support Advisor

What qualifications do the staff have who may be supporting my child?

Miss Page has completed the National Award for Special Needs Coordination as well as Autism (Level 7) training. The teaching assistants have had a large variety of training ranging from qualifications in nurture, writing and reading interventions, autism and speech and language therapy. As a whole staff team we have many years of experience in supporting children with speech and language difficulties, autism, ADHD, dyslexia, dyscalculia, cerebral palsy, attachment disorder, memory difficulty as well as global developmental delay. One of our teaching assistants has the ELKLAN speech and language qualification and three of our teaching assistants have training in counselling (grief and loss).

All staff have had training for:

- Safeguarding (annual face to face training plus weekly updates)
- Understanding and managing behaviour – a nurtured approach Team Teach
- ADHD Awareness
- Working Together Team – Autism
- Attachment
- Dyslexia friendly classroom
- Trauma informed classroom approaches
- First Aid

How will staff know if my child requires additional support?

We know that a child may need more help if:

- Concerns are raised by parents, carers, teachers, teaching assistants or by the child themselves
- There is a lack of progress
- There is change in your child's behaviour
- Your child asks for extra help

How will I be told that my child will have Special Educational Needs?

Concerns regarding your child's rate of progress or changes in behaviour maybe shared with you:

- At a parents evening
- A telephone call maybe made inviting you to come into to speak to your child's class teacher or to Miss Page
- Miss Page may contact you directly

What should I do if I think my child has Special Educational Needs?

Arrange to speak with Miss Page, Mrs Bowman, the Head of School or contact your child's class teacher. There is always the opportunity to discuss your child's progress or any concerns you may have; once these have been discussed an appropriate course of action can be taken. This could involve setting your child additional targets or involving an outside specialist agency depending on your child's level of need.

Will a decision ever be made about my child's Special Educational Needs without my knowledge?

No. Any decisions regarding the provision for your child's individual needs will be discussed with you and, where appropriate, your child. Parental consent is always required for your child to be added or removed from the register as well as for the involvement of any outside agencies.

What will the school do to support my child?

The school has a number of identification processes which are used to decide whether or not your child requires additional support:

- Classroom based observations, over a fixed period – these maybe noted by the child's class teacher, a teaching assistant, Heads of School, Miss Page or Mrs Bowman.
- Monitoring data – the progress of all children is monitored carefully each term. If a class teacher has a concern regarding your child's progress they will share this information with Miss Page, Heads of School or Mrs Bowman.
- Pupil discussions – pupils of The Birchwood Federation develop secure relationships with the adults around them, if at any point they need to share a concern regarding their own learning or another difficulty (this could be communication, social, emotional, mental or physical) they are having then they are provided with ample opportunity to do so.

How will I be involved in supporting my child?

If you have any concerns about your child, whether this be social, academic, physical, mental or emotional, please contact Miss Page, SENCo through the form below or speak to your child's class teacher. The Birchwood Federation provides a number of support routes for parents in supporting your child's individual needs. These can be discussed on a case by case basis.

How and when is my child's progress reviewed?

All staff of The Birchwood Federation have high expectations of all children within the classroom. The school continually reviews your child's progress during everyday teaching and learning as well as more formally during pupil progress meetings between Mrs Bowman, Heads of School, Miss Page and class teachers.

Miss Page also monitors your child's progress closely and responds to concerns raised by the class teacher or teaching assistant.

Your child's progress is also reviewed three times a year in a special needs review meeting with yourself, Miss Page, your child (where appropriate) and any outside agencies who are currently supporting your child.

There is also the chance to talk about your child's progress with their class teacher at parents evenings which take place three times a year.

If at any point you wish to discuss your child's progress or raise a concern an appointment can be made with Mrs Bowman, Heads of School, Miss Page or their class teacher - all of our staff are very approachable and always willing to help.

What intervention groups are there within school to support my child?

There is a large range of intervention programs to support your child's learning at The Birchwood Federation. Memory workshops, Toe by Toe, Power of 2, Speech and Language intervention, nurture groups, behaviour coaching, art therapy, LEGO therapy to name but a few. The schools' aims to provide for all levels of need to the best of its ability. The schools' provision map, a copy of which can be requested, details the high level of intervention which your child may be eligible for.

Which outside agencies could be supporting my child?

The school works very effectively with a number of outside agencies in order that your child's needs can be fully supported:

- Working Together Team
- Educational Psychologist
- Art Therapy
- Specialist Teaching Team
- Sensory Impairment Service
- Children's Therapy (Speech, ECLIPS, Occupational and Physiotherapy)
- CAMHS (Child and Adolescent Mental Health Service)
- Grief and Loss
- School Nursing Team

As a school we can also refer your child to the community paediatrician

as well as write supporting letters to the family GP.

Whenever an outside agency observes or assess your child you will be provided with a full copy of their observations or report. There may also be the opportunity for you to discuss your child with them directly – this can be arranged with Miss Page.

What does the school SEN review cycle look like?

ASSESS

An assessment is made of your child's individual needs. This could be carried out formally through;

Pupil progress meetings
Observations of your child

Unaided writing

Maths assessment

Reading assessment

Observation by an outside agency

Or through discussion directly with your child, yourselves, their class teacher or teaching assistant.

Review

Your child's targets are formally reviewed approximately every term – however, staff are continually reviewing and monitoring your child progress and making any necessary adjustments to their provision to ensure their progress. As parents you will be invited to discuss your child's progress formally three times per year. The reviews will evaluate progress, provision as well as agree next steps. You will also receive a full school report for your child at the end of each academic year.

Plan

Targets are created using any information collected during the assessment part of the cycle. Your child's targets will be based around one (or more) of the following areas -

- Communication and interaction
- Cognition and learning
- Social, mental, emotional health
- Sensory and / or physical needs

DO

Your child will receive support to meet their targets in a variety of ways. Primarily all children will receive high quality teaching within the classroom from their class teacher, supported by a teaching assistant. To further support their development they may also be involved in intervention programs - either in small groups or on an individual basis, depending on their level of need. Outside agencies may also be requested to support your child's development.

What if my child has significant medical needs?

If your child has medical needs then a care plan will be written jointly with yourselves, your child and any medical practitioners involved.

All staff have basic First Aid training as well as four members of staff having advanced First Aid Training. Staff in school are also trained to support children with diabetes, cerebral palsy, anaphylaxis and epilepsy; in the past our staff have also catered for children requiring Bolus or PEG Feeding.

As parents you will be asked to sign the Medicines in School Policy if you wish your child to receive medication within the school day. All medicines are stored in a locked medical cupboard in the school office and signed for when administered to your child.

Can the school support a child with physical learning difficulties?

At The Birchwood Federation we are able to support children with physical learning difficulties. We have a hygiene suite complete with changing bed, a hoist, a toilet for disabled users and numerous ramps around school. We also have excellent links with a local school for children with physical learning difficulties who provide us with training for staff as well as direct support for our children and families. All staff supporting a child with physical learning difficulties receive all relevant training in regards to moving and handling as well as feeding and intimate care giving.

What happens if my child makes limited progress (academically, socially, emotionally, mentally or physically) within school?

If your child, despite intensive target setting, regular review and support from outside agencies:

- makes limited progress and / or
- is working at level which is well below that expected for someone of their age and / or
- has extensive medical or physical needs

It may be appropriate to consider applying for an Education, Health and Care Plan. This higher need provision and process can be discussed with Miss Page directly as part of the ASSESS, PLAN, DO and REVIEW cycle.

How will my child be made aware of their special educational needs and the targets to which they are working?

Children with special educational needs are treated in a fair and respectful manner, being fully supported within the classroom and around the school as a whole by all staff. The targets for your child will always be shared with them and they will always be involved in their review as well as the development of next steps. Your child's thoughts and views are extremely important and staff always take the time to talk directly to them as well in order that they can be supported in making the most possible progress, whether this be academically, socially, emotionally, mentally or physically.

Child friendly targets are used to ensure that you child can access their own next steps provision; visual timetables, social stories and learning prompts are also used to support the development of independence as well as ensuring progress.

How will my child be supported with the transition from KS1 to KS2?

Transition programs, additional to planned whole school transition days, are developed to meet the individual needs of your child. Being a federation means that our schools are linked in multiple ways throughout the academic year – sharing staff, events, resources and expertise helping to ensure a smooth transition for your child.

As your child moves from Year 2 to Year 3 they are welcomed to Birchwood Junior School, as a whole year group, for three consecutive days during Term 6. Your child will take part in learning activities as well as have the opportunity to explore the school, become familiar with routines, expectations as well as spend time in their new classroom with their new class teacher. The primary aim of this extensive provision being to ensure a smooth transition in September; allowing them to settle quickly, feel safe, happy and secure in their new environment.

If you child requires additional visits then these can easily be arranged. In most cases, where a child requires additional visits, three extra visits are arranged initially. The first may be a chance to walk around the school with a familiar adult and a camera in order that photographs can be taken and developed into a transition book. The following visits your child may have the chance to carry out an art activity, use the outdoor equipment or join in with a nurture based activity such as baking or circle time.

Staff from Birchwood Junior School regularly visit the infant feeder schools to get to know the children and answer any questions regarding transition.

Mrs Bowman and Miss Page regularly attend the parents evenings at both of the infant feeder school in order that they can meet both parents and children as well as any questions which you may have regarding the move to junior school.

The Year 3 teaching staff, Mr Davies and Miss Page meet with the Year 2 teaching staff from both infant feeder schools to discuss children's academic levels, friendship groups as well as any special educational needs.

The children from the infant feeder schools are regularly invited to attend events at Birchwood Junior School such as sports afternoon, performances and picnics to help prepare them for the transition in Year 3.

Birchwood Junior School host two open evenings for perspective Year 3 children and parents where the children can carry out activities in the classrooms, get to know the adults, hear about school organisation and routines as well as ask any questions which they may have.

If your child transfers from another school, either local or from out of county, Miss Page and / or Mr Davies will speak with the SENCo or Head teacher from your child's previous school in order that they your child's full needs can be understood and provided for as quickly as possible.

When you child moves between year groups at Birchwood Junior School they will have the opportunity to spend time with their new class teacher before the transition and all information regarding individual needs, progress and provision is readily shared between class teachers.

How will my child be supported with the transition from KS2 to KS3?

Birchwood Junior School has very close links with the local secondary schools to ensure a smooth transition for your child. At parents evening and the Year 6 open evening at Birchwood Junior School a number of the secondary schools attend to showcase their provision – providing the chance for questions to be asked as well as demonstrating the differences in their organisation of year groups and whole school provision.

Towards the end of Year 5, beginning of Year 6 parents and child are advised to visit the full range of secondary schools in order to determine which provision is most suited to their child's needs. Miss Page is always available to help you make links with the special needs coordinators of the secondary schools.

Our outside agencies, for example autism outreach and the educational psychology service, are also available to support the transition from KS2 to KS3 – supporting you and your child with the process.

Birchwood Junior School offers a transition club for those children identified as

having a high level of need regarding the transition to secondary. The club supports your child with organisation, the preparation for leaving the junior school, making new friends, navigating routes to school and much more.

The secondary schools provide a number of transition days to prepare your child for the move to secondary education; starting in Year 5 your child may take part in a sports afternoon or science workshop at one of the secondary schools to allow them to begin thinking about the move. Once in Year 6 and having made the choice of secondary school you and your child will be invited to open evenings to meet form tutors and look around the school, there will be also induction days and invitations to whole school events.

The special needs coordinator of your child's secondary school is always invited to your child's transitional special educational needs review meeting at the end of Year 6. This allows for targets, strategies and provision to be shared with the secondary school as well as allowing you the opportunity to ask any questions regarding the secondary special educational needs provision. All paperwork regarding your child's special educational needs provision is sent to the secondary special needs coordinators.

What provision is there for Gifted and Talented children?

The Birchwood Federation has numerous opportunities for those children who are particularly gifted or talented in a particular area - whether this be an academic area, sport or music. If your child is recognised to be gifted or talented in an area then this will be discussed with you; you maybe provided with information regarding local clubs or activities which may further support develop their specialist skill. In addition to this the school has a number of opportunities for your child to be supported in developing their skills further; sports coaching opportunities, athletics events, swimming galas, peripatetic music tuition, higher level maths teaching or Young Journalists are just an example.

Who can I contact for more information about the Special Educational Needs Provision at The Birchwood Federation?

SENCo - Miss Carrie Page

Designated SEN and Wellbeing Governor – Jude Smith

Other useful information

ADHD Support, Lincoln - 01522 539939 lincoln.adhd@btconnect.com

Children's Therapy Services – 01522 514814

Dyslexia Action, Lincoln - 01522 539267

Family Information Service - 0800 195 1635

Lincoln Parent Partnership - 01522 553351
www.lincolnshireparentpartnership.org.uk

Lincolnshire Centre for Grief and Loss – 01522 546168

Lincolnshire Children's Services – 01522 782111

Lincolnshire County Council Support and Aspirations – 01522 782030

PAACT (Autism Support) – paactsupport@hotmail.co.uk

Special Needs Services, Lincoln - 01522 553332

If you have any further questions or comments regarding the provision of Special Educational Needs at The Birchwood Federation please do not hesitate in contacting us or please visit

<http://www.birchwoodfederation.co.uk/#send>