

Special Educational Needs **School Offer**



Forest Skies Federation

"Take off and fly!"

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.

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

Special Educational Needs at the Forest Skies Federation

Here at the Forest Skies Federation we recognise that all children have different needs and not everyone learns at the same pace or in the same way. If your child is not making the progress that might be expected or an additional need is identified, the class teacher or Special Educational Needs Co-ordinator (SENCO) will speak to you, parents or carers, about our concerns.

We will closely monitor your child's progress and if deemed necessary they will be placed on the special educational needs (SEN) register.

As part of this process we may carry out additional assessments to understand your child's needs and set and review individual targets every term. These targets may be relating to their cognition and learning, communication and interaction, their personal, social and or mental health or any identified sensory or physical needs. Your child will play a fundamental part in their own target setting and reviews.

There are many different programmes of learning and intervention to accelerate progress and help your child reach their full potential within the Forest Skies Federation. These may be done in small groups or on an individual basis.

In some cases we may feel a need to seek further advice from outside agencies such as the educational psychology team, specialist teaching team or speech and language therapy services - your permission will be obtained for the involvement of any outside agencies.

It is vitally important that there is good communication between home and school in order that your child's needs can be best met.

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?

| | | |
|--|---|---|
| Miss N Haughton Headteacher The Lancaster School | Miss J Bingwa Headteacher Woodlands Infant and Nursery School | Mr M Davies Headteacher Birchwood Junior School |
| Miss C Page SENCO for the Forest Skies Federation | | |
| Niall McCordick SEN and Wellbeing Governor for the Forest Skies Federation | | |
| Mrs E Harvey 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.

All class teachers and 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, PDA, attachment disorder, memory difficulty as well as global developmental delay. A number of our teaching assistants have the ELKLAN speech and language qualification.

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
- Restorative Practice

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?

(please see page 10)

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?

(please see page 10)

Arrange to speak with Miss Page, the Headteacher 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?

(please see page 10)

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?

(please see page 10)

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, Miss Page or the headteacher.

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 or headteacher.

Pupil discussions – at the Forest Skies Federation pupils 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?

(please see page 10)

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.

How and when is my child's progress reviewed?

(please see page 10)

All staff at the Forest Skies Federation have high expectations of all children within the classroom. The schools continually review your child's progress during everyday teaching and learning as well as more formally during pupil progress meetings between the headteacher, 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, you 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 the headteacher, 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 are a large range of intervention programs to support your child's learning at Birchwood Junior School. The schools aim 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?

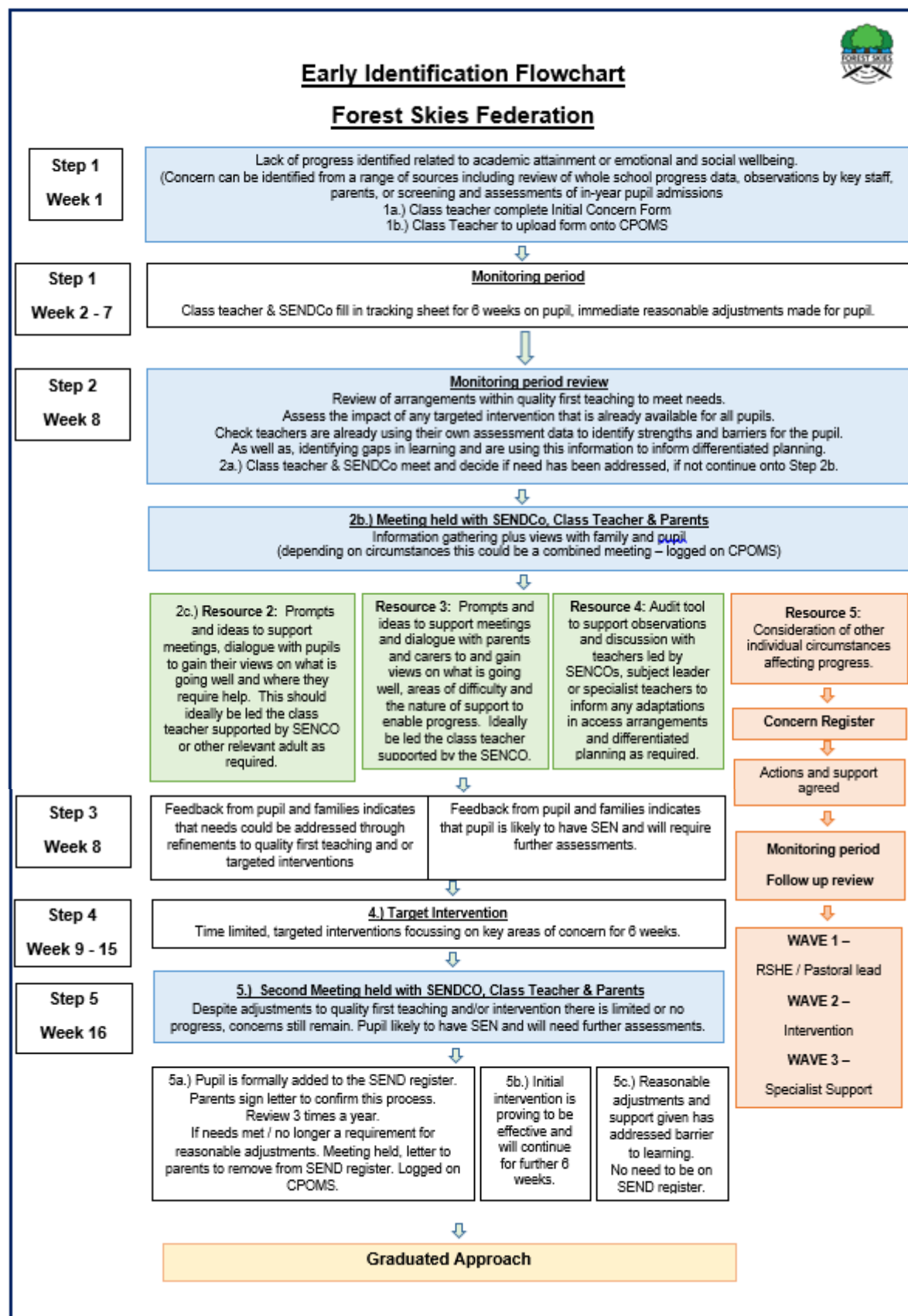
The school works very effectively with a number of outside agencies in order that your child's needs can be fully supported:

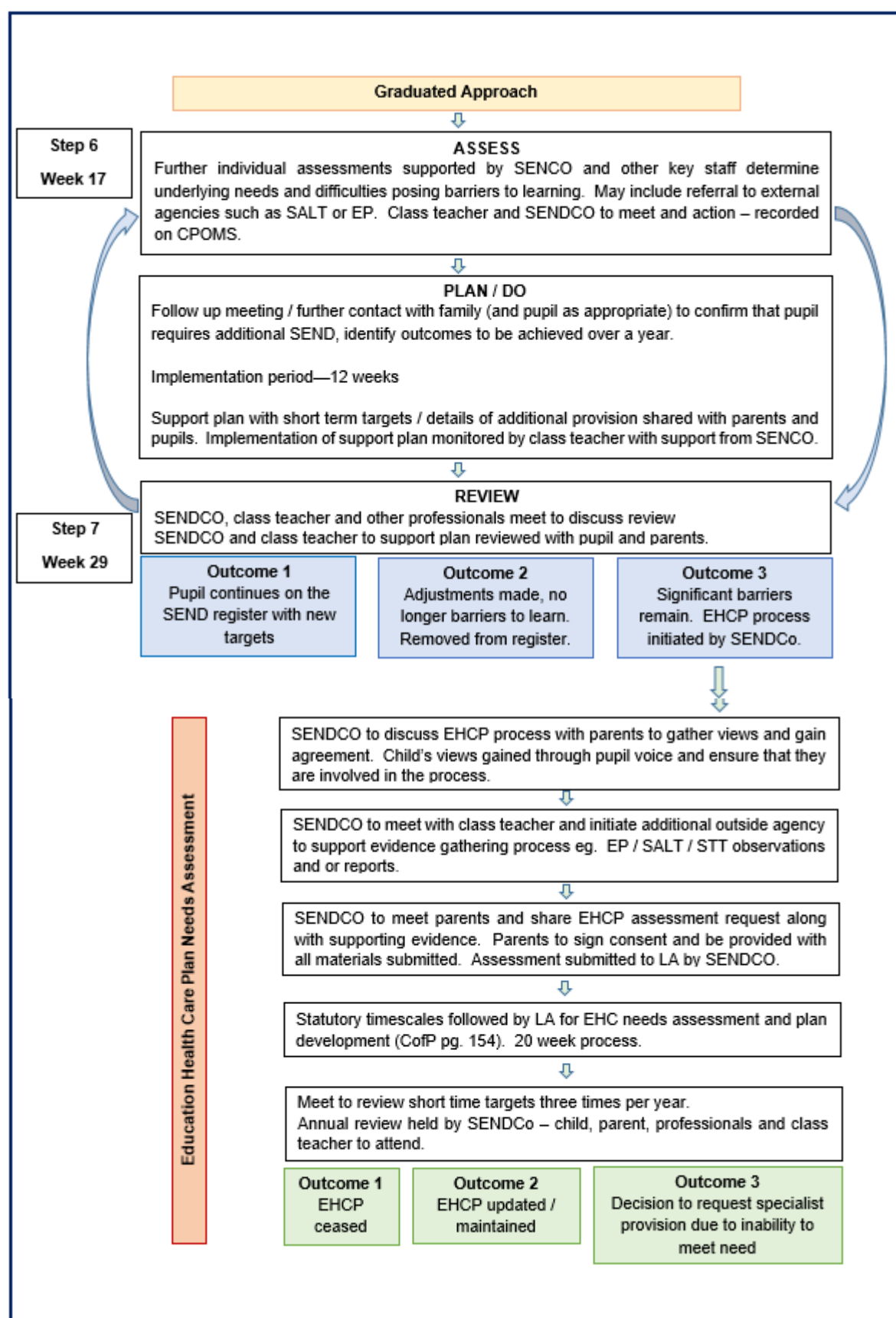
- Social Communication Outreach Team
- Specialised Teaching and Applied Psychology Service
- Sensory Impairment Service
- Children's Therapy (Speech, Occupational and Physiotherapy)
- CAMHS (Child and Adolescent Mental Health Service)
- Grief and Loss
- School Nursing Team

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 identification process look like?





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 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 and signed for when administered to your child.

Can the school support a child with physical learning difficulties?

At the Forest Skies Federation we are able to support children with physical learning difficulties. We have a hygiene suite complete with changing bed and hoist, a shower cubicle, two toilets 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. *(See Accessibility Policy)*

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

(please see page 10)

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.

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

(please see page 10)

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 your 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 EYFS to KS1, KS1 to KS2 and KS2 to KS3?

Transition programs, additional to planned whole school transition days, are developed to meet the individual needs of your child. The Forest Skies Federation has very close links with the local nursery schools as well as the secondary school provisions.

There are always transition days and activities planned between any year group with additional resources such as photos, additional visits being made available for those that require it.

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.

The staff from the Forest Skies Federation move between the

sites and are therefore familiar to the children, further aiding the transition process.

If your child transfers from another school, either local or from out of county, Miss Page and / or the Headteacher 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.

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 Forest Skies 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 for example.

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

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|--|---|---|
| Miss N Haughton Headteacher The Lancaster School | Miss J Bingwa Headteacher Woodlands Infant and Nursery School | Mr M Davies Headteacher Birchwood Junior School |
| Miss C Page SENCO for the Forest Skies Federation | | |
| Niall McCordick SEN and Wellbeing Governor for the Forest Skies Federation | | |

Other useful contact information (see website for more) -

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 554673

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 Forest Skies Federation please do not hesitate in contacting us.