

SEND Information Report



St Matthew's
Westminster

The SENDCo at St. Matthew's Primary School is Mrs Jenna Monk who is a qualified teacher.

Mrs Monk is available by phone at school on 020 7504 0500 or by email on via the school office – office@stmwschool.org.uk

The SEND governor is Mrs S Lowson

The named Local Authority EHC Review Co-ordinator is Susan Blake

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Who are the best people to talk to at St Matthew's school about my child's difficulties with learning, special educational needs, or disability?

- Firstly, talk to your child's class teacher about your concerns.
- Then, your class teacher may discuss your concerns with Mrs Jenna Monk, SENCo
- After you have spoken to the class teacher, a meeting may be arranged with Mrs Jenna Monk.
- If you continue to have concerns arrange to discuss these with Ms Green, Head of School.

How will the school let me know if they have any concerns about my child's learning, special educational needs, or disability?

- Your child's class teacher may initially speak to you at the beginning or the end of a normal school day and arrange a further time to discuss the concerns.
- The teacher may also talk to you about any issues at an Academic Review Evening.
- Mrs Jenna Monk may contact you and arrange a meeting to discuss your child's difficulties with learning and any possible support strategies the school might be considering.

How will the school consider my views and those of my child regarding her/his difficulties with learning, special educational needs, or disabilities?

- At St. Matthew's school we believe it is very important for parents/carers to be involved in all areas of their child's learning and we actively encourage discussions. We believe, where appropriate, that it is essential to understand your child's views on any difficulties they may experience with their learning.
- You will be able to share your views and discuss your child's progress at regular meetings with the class teacher and others.
- If your child has an identified special educational need, you will be able to speak with the class teacher and SENCo to discuss current progress, support strategies being used and expected outcomes.
- If your child has an *Education, Health, and Care plan* (EHCP) you and your child will be able to share your views at the Annual Review.

How does St. Matthew's school ensure the teaching staff are appropriately trained to support my child's special educational needs and/or disability?

- At St. Matthew's school we believe that your child's learning needs will first be met through the high-quality teaching delivered by her/his class teacher.

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- We regularly review the school training schedule and professional development for all teaching and support staff to ensure there is the appropriate expertise to support children with special educational needs.
- The school can access training programmes from different organisations including the Tri borough Training and Outreach team based at QE2 School.
- Individual training can also be arranged when necessary.

How will the curriculum and the school environment be matched to my child's needs?

- At St. Matthew's school we believe that your child's learning needs will first be met through the high-quality teaching delivered by her/his class teacher.
- We carefully plan our curriculum to match the age, ability, and needs of all children.
 - The class teacher will adapt lesson planning and teaching to match your child's special educational needs and/or disability.
- It may be appropriate to adopt different strategies or resources and adapt outcomes to meet your child's learning needs.
- Additional specialist advice is sought when appropriate and, when necessary, accessibility aids and technology may be used to support your child's learning.
- St. Matthew's school regularly reviews its Accessibility Plan to ensure that all children have the fullest access to the curriculum and the school site as possible.

What types of support may be suitable and available for my child?

This really depends upon the nature of your child's needs and difficulties with learning. But our education provisions will match the needs of the four broad areas of need as defined in the SEN Code of Practice 2014:

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

- At St. Matthew's School we have a 3-tiered approach to supporting a child's learning.

Universal – this is the quality first teaching your child will receive from her/his class teacher and may include some very minor adaptations to match learning needs.

Targeted - it may be appropriate to consider making additional short term special educational provision to remove or reduce any obstacles to your child's learning. This takes the form of a graduated four-part approach of a) **assessing** your child's needs, b) **planning the** most effective and appropriate intervention, c) **providing** this intervention and d) reviewing the impact on your child's progress towards individual learning outcomes. Specific targeted one to one or small group interventions may be run outside the classroom. These will be limited to several weeks to minimise disruption to the regular curriculum. You will be kept informed of your child's progress towards learning outcomes.

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Specialist – it may be necessary to seek specialist advice and regular long-term support from a specialist professional outside the school to plan for the best possible learning outcomes for your child. This may include educational psychology, speech and language therapy, occupational therapy, physiotherapy, sensory advisory teachers, and the child development service. The school may need to prioritise referrals to these services. However, for a very small number of pupils access to these specialists may be through an EHCP (Education, Health Care Plan).

➤ The current interventions and support provided at St. Matthew's school include:

- o Speech and Language Therapist (external partnership)
- o Early Help Navigator (one half day a week in school)
- o Educational Psychologist (external partnership)
- o Drawing and Talking therapy
- o 5 Minute Box
- o Number Box
- o Plus 1
- o Power of 2
- o Toe by Toe
- o social skills group
- o Social Stories
- o Circle of Friends
- o Fine motor skill group
- o Talking Tables and Box Clever – speech and language in Early Years
- o Reading Recovery
- o Springboard Literacy
- o Learning Mentor

How will you support my child to reach his/her learning outcomes?

- The class teacher and other staff working with your child ensure that your child receives appropriate teaching and support to reach these goals. The learning plan, strategies and progress will be reviewed termly.
- External agencies and specialists may also review your child's progress and adapt their planning accordingly.
- The class teacher and/or Assistant Head (Inclusion) may also liaise with you about your child's progress against their learning outcomes.

What is an EHC Plan and who can request one for my child?

The purpose of an EHCP is to make special education provision to meet the special educational needs of a child or young person, to secure improved outcomes for him/her across education, health, and social care and, as he/her gets older, prepare for adulthood.
An EHCP will contain;

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- - the views and aspirations of you and your child,
- a full description of his/her special educational needs and any health and social care needs, establish outcomes for your child's progress,
- specify the provision required and how education, health and social care will work together to meet your child's needs and support the achievement of the agreed outcomes

You, your child, and/or the school, usually the SENCo, can request that the local authority assess your child's needs. This may lead to an EHCP.

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

- There may be suggested strategies or activities for you to do at home to support your child's learning.
- We sometimes run parent/carer workshops in school to help you understand the strategies used in school. In addition, we may be able to offer you individual training in specific support strategies relevant to your child.
- The SENCo may also support you with strategies, resources, and ideas for supporting your child's learning at home.
- You may have an opportunity to meet with other professionals involved in supporting your child.

How is support allocated to children and how do they move between the different levels of support in school?

- St. Matthew's school receives funding from the Westminster or the local authority in which the child resides. These funds include money to support the learning of children with SEN and/or disabilities.
- The Executive Headteacher, in consultation with the school Governors, decides the budget for SEN provision based on the needs of the children in the school.
- The Executive Headteacher and the SENCo discuss the effectiveness of the school's current interventions and provisions and prioritise an action plan, which may include additional or alternative interventions, staff training and equipment needs.
- This process is reviewed regularly to ensure the best possible intervention is provided to those children who require additional support to learn.

How will the school know that the support has made a difference to my child's learning and how can I and my child be included in this review process?

- Your child's progress will be assessed both in terms of his/her regular learning within the class and about specific intervention programmes.
- The impact of the support given is carefully measured to ensure that the learning outcomes have been achieved and if not, what adaptations are necessary. It may be decided that a further period of support would be beneficial for your child.
- You and your child will be kept informed and encouraged to be actively involved at all stages of this support.

What support will there be for my child's happiness and well-being at St. Matthew's school?

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- At St. Matthew's school we believe that the happiness and well-being of all our pupils is paramount. All members of staff take this aspect of school life very seriously.
- Our school ethos of Belonging, Believing, Achieving is to ensure the well-being and achievement of each individual child is at the centre of everything we do
- You can be confident that your child's class teacher, the teaching assistants, Learning Mentor and the SENCo are available to provide support to match your child's needs.
- You should also feel free to contact your child's class teacher if you have any concerns.

How is my child included in all the same activities as his/her peers at school?

- St. Matthew's school is an inclusive school and committed to providing equal opportunities for all children.
- School clubs, educational visits and residential trips are available to all children.
- When necessary, the school will make reasonable adjustments to ensure that children with SEN and/or disabilities are included in all activities.
- You should also feel free to contact your child's class teacher if you have any concerns.

How will St. Matthew's school support my child in transition stages?

- We liaise closely with the school or nursery your child is transferring from. We can discuss with the relevant teachers any individual needs and how best to support your child in school.
- While at St. Matthew's school we take care to ensure that during transition points (between classes each year and at the end of Key Stages) all staff are aware of individual pupils needs, learning progress and best support strategies.
- St. Matthew's school makes arrangements to ensure there is a smooth transition when your child transfers to his/her secondary school of choice.
- If your child has an EHCP, we will participate and/or facilitate its review in sufficient time prior to him/her moving between key phases of education. You will be kept informed of these arrangements and asked to attend the reviews.

Who can I contact if I have a complaint about the SEN provision made for my child?

- Initially speak with your child's teacher the SENCo. Hopefully they will be able to address your concerns.
- You can then contact the Head of School and then the Executive Headteacher, who may direct you to the school's Complaints Policy and procedure.

If I have any other questions about my child at St. Matthew's school, who can I ask?

At St. Matthew's school we are very happy to speak to you about any aspects of your child's education. It is best to speak to one of the following in this order;

- The class teacher
- The SENCo
- The Head of School
- Executive Headteacher