

People who support children with special educational needs and/or disabilities (SEND) at Cleve Hill Community Academy

ALL the teaching staff in a school are responsible for the provision for pupils with SEN and/or disabilities. All staff should be involved in developing school policies and fully aware of the school's procedures for identifying, assessing and making provision for pupils with SEN and/or disabilities. Staff should help pupils with SEN to overcome any barriers to participating and learning, and make any reasonable adjustments needed to include disabled pupils in all aspects of school life.

Our SENCO (Special Educational Needs Coordinator) is Sian Pugh. Sian is responsible for:

- Coordinating all the support for children with special educational needs (SEN) and or disabilities, and developing the school's SEND policy to make sure all children get a consistent, high quality response to meeting their needs in school
- Ensuring that you are involved in supporting your child's learning, kept informed about the support that your child is getting, involved in reviewing their progress and part of planning next steps in their learning.
- Liaising with all the other agencies that come into school to help your child; such as The Speech and Language Therapy Service (SALT), Occupational Therapist (OT), Educational Psychologist (EP), Sensory Inclusion Service (SIS), Education Welfare Officer (EWO), Learning Support Advisory Service (LSAT), School Nurse, Woodlands Outreach, Children and Adolescent Mental Health Services.
- Updating and monitoring your child's needs; recording programmes and interventions. (This ensures that all the special educational, physical and sensory needs of your child are known and understood.)
- Providing specialist support for teachers and support staff in the schools so they can help your child to achieve their potential.
- Supporting your child's teachers to write Learning targets to enable your child to achieve.
- Organising training for staff so they are aware and are confident about how to meet the needs of your child and others within the school.
- Monitoring staff delivering additional support programmes and interventions.
- Meeting with the SEN Governor each term to keep them up to date with developments in SEND and the progress of the children.



Class teachers are responsible for:

- Ensuring that all children have access to good/outstanding teaching and that the curriculum is adapted to meet your child's individual needs (also known as differentiation).
- Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (such as targeted work, additional support, adapting resources etc.) and discussing amendments with the SENCO as necessary.
- Writing learning targets and sharing and discussing these with parents at least once a term and planning for the next term.
- Ensuring that all members of staff working with your child in school are aware of your child's individual needs and/or conditions and what specific adjustments needs to be made to enable them to be included and make progress.
- Ensuring that all staff working with your child in school are supported in delivering the planned work/programme for your child, so that they can achieve the best possible progress.

This may involve the use of additional adults, outside specialist help and specially planned work and resources.

- Ensuring that the school's SEND Policy is followed in their classroom and for all the children that they teach with SEND.

Teaching Assistants/Special Support Assistants

- They are responsible for completing additional intervention programmes and supporting your child within the classroom under the direction of the class teacher and/or SENCO.
- They are responsible for monitoring the daily support that your child receives to ensure they receive the support at stated within their targets/provision map.
- They are responsible for giving regular feedback to the class teacher and/or SENCO regarding your child.
- Teaching assistants will also give additional pastoral support and welcome dialogue with you about your child.

The Head teacher - Ceri Little - is responsible for:

- The day to day management of all aspects of the school, this includes the support for children with SEN and/or disabilities. She will give responsibility to the SENCO and class teachers but is still responsible for ensuring that your child's needs are met.
- Coordinating all the support for children with special educational needs (SEN) and or disabilities.
- Monitoring the support your child is getting.
- Liaising with all the other people who may be coming into school to help support your child's needs eg. Educational Psychology, Speech and Language Therapy etc.
- Monitoring training for staff so they are aware and confident about how to meet the needs of your child and others within our school.
- Providing specialist support for teachers and support staff in school so they can help pupils with SEND in the school to achieve their potential.
- Making sure that the Governing Body is kept up to date about any issues in the school relating to SEND.



The SEND Governor is (Current vacancy) - is responsible for :

- Making sure that the school has an up to date SEND Policy.
- Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school.
- Making sure that the necessary support is made for any child who attends the school who has SEN and /or disabilities.
- Making visits to understand and monitor the support given to children with SEND in school and being part of the process to ensure your child achieves his/her potential in school.