



SEN and Disability

Local Offer:

Primary Settings Template

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: Lea Community Primary School

School Number:06037

Guidance for Completion

This template is designed to help you write or update your Local Offer. The template aims to give you suggested headings to collate and organise your information. The final published Local Offer needs to include this information but can be presented and published in your desired format.

Please read the accompanying Guidance notes.

Accessibility and Inclusion

What the school provides

- Built in 1952, the school is on one level. Access to the main office is via a pedestrian walkway which complies with regulation ramp height allowing wheelchair access. Windows to the office are of dual height for visitors and children.
- All classrooms have large interactive whiteboards and furniture of the right size for that age group. Our classrooms are well organised and resources to support specific areas of the curriculum are readily available for all groups of children. We currently have no specialised equipment in school however this would be provided should a child require it.
- Currently the majority of the school is wheelchair accessible and 2 disabled toilets are available (one in the Nursery.) Please note that the school is currently undergoing building work as we expand to a two form entry school. The Modular Building has access via a ramp and also has a disabled toilet.
- Information about policies, staff, class pages and contacts are available on the school website. A weekly newsletter is published on our ClassDojo site, website and Facebook page. Our website has the facility to be translated into a variety of languages. We also have the teachers2parents text messaging service to update or remind parents of events.
- Teaching Assistants can support children in their learning.
-

Teaching and Learning

What the school provides

- Staff receive regular updates regarding SEN and disability particularly regarding any specific children they are in direct contact with
- Staff are trained in a variety of interventions
- Early identification is vital and outside agencies can advise on the provision of intervention strategies.
- The class teacher informs the parent at the earliest opportunity to alert them to concerns and enlist their active help and participation.
- The class teacher, teaching assistants and the SENCO assess and monitor the children's progress in line with existing school practices
- School have strong links with parents and take any concerns seriously

- Advice is currently sought from an outside specialist who assesses children and supports staff to implement advice.
- Where required, children are referred to outside agencies for assessment and support
- All classes have Teaching Assistant support available which is directed on a class-by-class basis to match the needs of the pupils
- Staff attend or are informed of training arranged by the SENCO
- Our provision map ensures all learning needs are provided for through a variety of interventions, detailing the frequency and type of intervention
- Children with Special Educational Needs or Disabilities (SEND) have Individual Pupil Plans which are evaluated and updated by teaching staff every term in liaison with the SENCo and are shared with parents
- We have a full time Pastoral Lead who works with families and children to meet their needs, ensuring they are ready to learn.
- We have half termly support from a specialist teacher to observe, assess and train staff in meeting individual needs.
- Those who need additional support for end of Key Stage assessments are appointed an appropriately trained TA to accommodate their needs. If a child requires extra time, this is applied for by the school, at the set time.

Reviewing and Evaluating Outcomes

What the school provides

- In the event of a review meeting for an EHCP, the SENCo invites all those involved with the child to attend. Early review meetings can be held if parents or the school feel the need. The child's views and wishes are paramount as are that of the parents and all appropriate feedback paperwork is completed prior to the meeting and this is distributed for consideration. Parents and Local Authority are invited. All other practitioners are also invited.
- IPPs are currently monitored and evaluated termly unless targets are met before then in which case they are amended accordingly. New targets are set by the Class Teacher and the TA and monitored by the SENCo
- For specific medical needs staff are appropriately briefed and trained if required
- These targets are then discussed with the parents and the child. Targets are Specific Measurable Attainable Realistic and Time constrained (SMART) and reflect the child's next steps.
 - Staff are trained to use Performance Indicators in Value Added Target Setting (PIVATS) to assess SEND children and use this to inform next steps.
 - When required, assessments and advice are sought from a specialist teacher employed by the school
- Regular monitoring and evaluation of provision is carried out by members of the SLT

Keeping Children Safe

What the school provides

- Risk Assessments are carried out in line with the Local Education Authority (LEA) and school policies and are signed off by the Head Teacher and EVC
- Personal Emergency Evacuation Plans (PEEPs) are completed by SLT for those who require one.
- If a child requires a handover at the beginning or end of the day, the TA or Class Teacher will speak with the parent/ carer.
- The car park is next to the main entrance so is easily accessible.
- During playtimes and lunchtimes the children are made aware of expectations regarding relationships and behaviour.
 - Policies on anti-bullying are available on request.
 - At break and lunch times, children are supervised at all times by a combination of teachers, teaching assistants and welfare staff.
 - All PE lessons are accompanied or taught by the class teacher or TA so children are carefully supervised.
 - On a school trip we ensure that there are the correct number of adults to ensure that we meet the national guidelines on supervision. Additional adults are sometimes included to support some children with SEN. Medication is taken and first aiders available.

Health (including Emotional Health and Wellbeing)

What the school provides

- Any medication is signed in by parents and carers, documenting the type of medicine, dosage and timings of administration which is dated and witnessed by a member of school staff
- All medicines are stored securely in the office and are administered per the agreed timings and dosages.
 - First aid kits are located in the office, near the KS1 playground and near the KS2 playground. Inhalers are kept in classes by the Class Teacher.
 - Any care plans sent to school via the child's doctor are discussed with the parents and those involved with the child in school.
 - Support and teaching staff are first aid trained. In the event of a child requiring more specific attention i.e. epilepsy training is provided for staff
- Accident slips are filled out and parents are contacted if the injury is significant or the child requires additional medical assistance

Communication with Parents

What the school provides

- Our user friendly website has a translation tool which allows content to be read in several languages
- Staff pictures along with roles and responsibilities are available on the website along with Governor details
- Contact details are also available on our website including email facilities
- We have an open door policy and parents are encouraged to discuss any issues at a time convenient for them. Most teaching staff are available before and after school for discussions. In the instance that a member of staff is not available at that time, an appointment is made.
- There are meet and greet sessions for parents to be introduced to new members of staff.
- Induction sessions are held for children starting school in EYFS and transition meetings are held with prior pre-school or nursery settings
- Learning evenings are provided at the beginning of each academic year for parents, explaining year group expectations as well as reinforcing whole school expectations.
 - Weekly newsletters inform parents of upcoming events and achievements.
 - Parents evenings are held twice a year and parents receive a written report in the final term. At this time, there is an open evening to view the children's books.
 - During Autumn parents' evenings, questionnaires are handed out to collect views.
 - Open days are held for prospective parents in the Autumn term and appointments can be made via the school office for private tours.
 - IPPs are discussed with the parents each term and a copy of the targets shared

Working Together

What the school provides

- There are frequent questionnaires for parents to give feedback to the school.
- Parental views are sought regarding the updates of policies where appropriate
- When reports are sent home, parents are invited to send comments back to school.
- Parents are contacted using the teachers2parents text message service if their child is receiving an award in our end of term celebration assembly and are invited to attend.
 - Each class sends home a topic map on a half termly basis detailing key learning and homework activities
 - Involvement of external agencies is requested and sustained on a case by case basis and school is committed to respecting the advice and views of these agencies in supporting our learners
 - Parents can attend parents evening twice a year and meet the teacher events.
 - Children with EHCP are invited to contribute to and attend review meetings.

- We run a school council and eco council throughout school so that pupil's can contribute their own ideas and views
- There is a nominated SEN governor- Lindsey Timms

What help and support is available for the family?

What the school provides

- All of our members of staff are approachable and would assist where possible with any paperwork or forms associated with the pupils in their direct care
- Advice and guidance can also be sought through our dedicated Pastoral Lead who can signpost parents and carers to external services and provide advice on a range of pastoral concerns
- Parents can access the Pastoral leader before or after school or appointments can be made via email, phone or face to face bookings to ensure her availability
- SLT and the SENCO offer support for parents should they require it when completing forms for review meetings or referrals.
- The school would work closely with parents and the Local Authority to ensure that the travel plans for a particular child/ren were in place safely.

Transition to Secondary School

What the school provides

- We have strong links with the local feeder schools and strive to ensure schools are provided with accurate and up to date information about the children leaving our establishment
- The Year 6 teacher and/ or the pastoral leader meets with representatives from the high schools the children will be attending
- For children with SEND additional meetings may be made with parents, pupils and support staff to ensure a smooth transition
- Visits to the secondary schools are encouraged and staff members may accompany them if required

Extra Curricular Activities

What the school provides

- There is a Breakfast Club available for children to attend from 7:30 until the beginning of school.
- After School and holiday childcare is provided by 'School's Out @ Lea' and finishes at 6pm.
- There are a range of enrichment activities for children to access during lunchtime and after school

- The majority of our clubs are free, although parents may be asked for a small fee to cover costs of materials.
- Staff open clubs to all groups of children and cater for the needs of those who have parental permission to attend
- Activities are tailored to meet the needs of any individuals or groups of individuals to ensure inclusivity
 - The Pastoral Lead is available to support children who have difficulty making friends. All support is to equip children with strategies to support them in socialising and making friends.

Feedback

What is the feedback mechanism?

Feedback can be sent to school via contact@leacp.lancs.sch.uk and then emails will be directed to the correct individuals. Feedback is always gratefully received and acted upon wherever necessary.