

# SEND Information Report Coates Lane Primary School



**Name of the Special Educational Needs/Disabilities Coordinator:**

**Miss Sara Toomey**

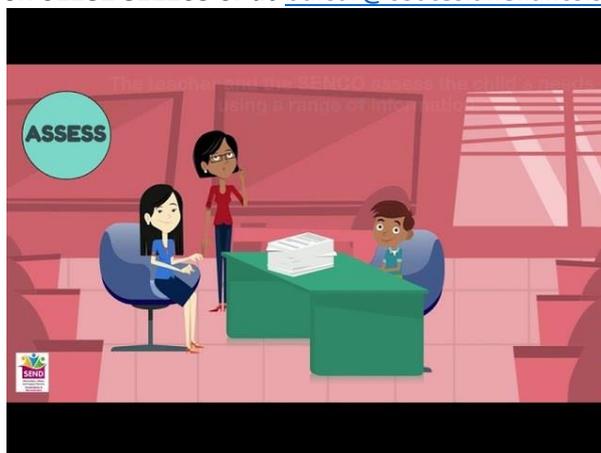
**Associate SENDCo (SEND National Award achieved)**

**Supported by Mr. D Toddington - Headteacher**

**Contact details:**

[senco@coateslane.lancs.sch.uk](mailto:senco@coateslane.lancs.sch.uk)

**Alternatively, an appointment to see Miss Toomey or Mr Toddington can be made via the school office and via telephone on 01282 812203 or at [bursar@coateslane.lancs.sch.uk](mailto:bursar@coateslane.lancs.sch.uk)**



*1 - A great introduction to the SEND system, very relevant even though it is based on the provision of another local authority we all have to follow the SEN Code of Practice 2015 and the graduated response.*

## The kinds of SEND we provided for.

Coates Lane Primary School is a mainstream school with an inclusive ethos.

At Coates Lane Primary School we aim to create a secure, stimulating and happy learning environment where all pupils' needs are met and challenged regardless of gender, ethnicity, ability or background. We want all our pupils to achieve their best and have a successful transition onto the next phase of their learning and into adult life.

At Coates Lane Primary School the emphasis is on a whole school approach. All staff accept responsibility for providing each child with realistic learning goals in a broad-based, appropriate

curriculum. We believe in nurturing and developing the educational, social, emotional, cultural and spiritual aspects by curriculum design and teaching approaches. We aim to raise the aspirations and expectations of all pupils including those who have SEND, therefore we foster an ethos that focuses on outcomes.

In order to achieve the very best for our children with Special Educational Needs (SEN), we work hard to ensure that:

- we welcome and include all pupils into our community
- we have strong, supportive links with parents and carers
- we identify Special Educational Needs as early as possible
- we follow an effective *assess - plan - do - review* cycle to monitor and track continuous progress
- liaise closely with specialist SEN professionals who can support both staff and pupils

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- *we welcome and include all pupils into our community*
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We can make provision for children with a range of needs, including cognition and learning, communication and interaction, and social, emotional and mental health difficulties. We take the advice of specialist teachers and other professionals to help us further support the children in our care. Any additional provision for pupils in our school is detailed on provision maps which are monitored by the SENCo on a regular basis.

Furniture is modern and of a suitable height appropriate to the age group of children being taught in that classroom. All classrooms have interactive whiteboards. The school has a range of ICT programmes suitable for pupils with SEN. Touch screen Tablets are available if necessary. The children are taught using multi-sensory techniques and additional resources are purchased as required.

School also works with other agencies e.g. Occupational Therapy and SALT to support those children who have specific physical needs and/or access requirements, creating individual access/care plans. All areas of our school are accessible for people with disabilities. We have a lift in place to move from the main entrance through to the hall which then gives access to the school playground and KS2 classrooms. If you are visiting our school and want to discuss our access arrangements, please contact Mrs Francis in our school office and she will be more than happy to discuss any concerns you may have.

## HOW WE IDENTIFY SEN

The identification of SEN is built into the overall approach to monitoring the progress and development of all pupils.

The school recognises that early identification is essential. At Coates Lane we identify children with SEND as early as possible, through regular contact with Early Years settings and liaison with parents at initial home visits and by teacher assessment at the start of the Foundation Stage year.

Throughout the school we monitor and track the progress of all children by an ongoing process of planning, teaching and assessment. (For details of assessments used at each phase please refer to assessment policy.)

In addition to school assessments we occasionally request additional diagnostic assessment from outside agencies including tests for reading, spelling and mathematics and sometimes assessments from Educational psychologists or other specialist teachers.

- Their performance monitored by the teacher as part of ongoing observation and assessment
- Standardised screening or assessment tools

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*Both the child and their parents/ carers are fully involved in the identification and assessment process.*

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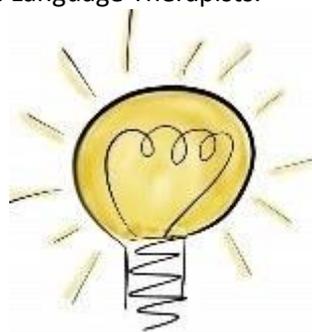
- Assessment from outside agencies

This is not an exhaustive list as identification and assessments are linked to the needs and requirements of the individual pupil. Both the child and their parents/ carers are fully involved in the identification and assessment process. The School also carefully considers areas of need which are not categorised as SEND but may impact on progress and attainment including disability, attendance and punctuality, health and welfare, English as an additional language, being in receipt of pupil premium or being a looked after child. The School strives to ensure that the first teaching of the highest quality is applied in all of these circumstances where all pupils have access to an outstanding, personalised education which is differentiated and adapted to their needs and requirements. The School also adopts the 'reasonable adjustment' duty under current disability and equality legislation as outlined in the [SEN Code of Practice 2015](#)



### Communication and Interaction

We have a number of pupils who experience speech and language difficulties. Consequently, we have teachers and teaching assistants who support children with Speech and Language Difficulties in a 1-1 situation or small group settings. This may include pupils who find it difficult to understand what others are saying or have difficulties with fluency or forming sounds, words or sentences. We have a range of resources which are used to support children's Speech and Language development and we work closely with Speech and Language Therapists.



### Cognition and Learning

We are experienced in supporting children with Cognition and Learning Difficulties through high quality teaching and effective adaption to the curriculum. This includes children with Specific Learning Difficulties such as dyslexia (specific difficulties with reading or spelling), dyscalculia (specific difficulties with maths) or dyspraxia (specific difficulties with coordination). We also support

children with moderate learning difficulties and children on the Autistic Spectrum. For example, we support children by breaking down activities into smaller, achievable chunks; providing appropriate resources including the use of technology or multi-sensory activities and through providing adult support. We also run a number of interventions. The teachers plan a provision map for each of the children, called a PSP, in their class that require additional support and this is monitored by the SENDCo.



### Social, Emotion and Mental Health Difficulties

For some children, difficulties in their social and emotional development can mean that they require additional or different provision. We support these children through pupil mentoring and social skills groups. We involve outside agencies such as CAMHS (Child & Adolescent Mental Health Service) ADHD northwest, New Era and other local charities and agencies to help support the children, families and staff to ensure we are doing the very best for the child.



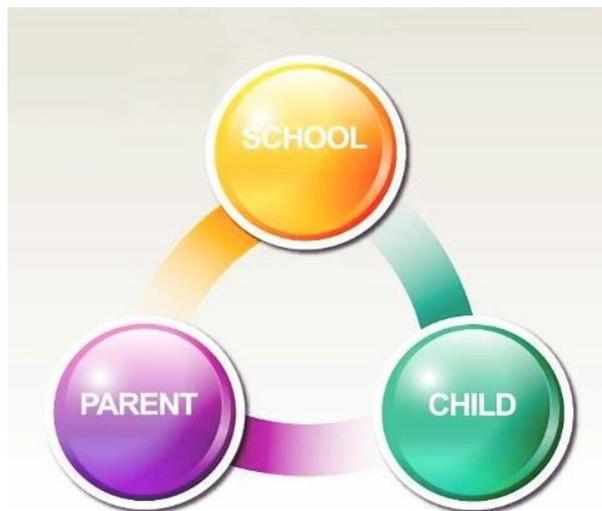
### Sensory or/and Physical Needs

We work closely with outside agencies to provide support for children in our school who have sensory or physical difficulties. Where necessary, we make adaptations to the curriculum or environment in order to make lessons and learning opportunities accessible to them. We hold regular meetings with outside agencies and parents to review the approaches that are in place. At Coates Lane, we endeavour to achieve maximum inclusion for all children whilst ensuring all their individual needs are met.

Teachers provide adapted learning opportunities for all the children within the school and provide materials and resources appropriate to the children's interests and abilities. This ensures that all children have full access to the school curriculum.

All members of staff in school have a responsibility for maximising the achievement and opportunity of all learners, including those with SEND. Staff are aware of their responsibilities towards all learners and a positive and sensitive attitude is shown towards all pupils at all times. Coates Lane provides a very nurturing environment for all children.

How we consult with parents of children with SEND and involve them in their child's education.



***We are a child and family centred school, so you will be involved in all decision making about your child's support.***

- ***When we assess SEND we discuss it with you to determine whether your child's understanding and behaviour are the same at school and home; we take this into account and work with you so that we are all helping your child in the same way to make progress.***
- ***Parents are invited to a meeting held at least once a term with class teachers. In the meeting parents/ child's views will be used to support the class teacher in writing and reviewing targets for your child. Class teachers will then write them onto their PSPs (Pupil Support Plans).***
- ***We also use homework to repeat and practice activities that are new and present an achievable challenge for the individual pupil.***

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*Talk to us – contact your child's class teacher about your concerns initially.*

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***Talk to us – contact your child's class teacher about your concerns initially. If you feel that you would like to speak to a senior member of staff, ask to arrange an appointment with the SENDCo. Appointments can be arranged in person, by phone or by email. Please see the school contact details at the top of this report.***

***If teachers have any concerns regarding a child in their class, they will discuss these concerns with parents and also with the SENCo. The targets of children who have PSPs are reviewed termly and teachers are formally asked at these key points of the year to reflect upon the progress of children on the SEN Register and to identify any other children of concern.***

***If you continue to be concerned that your child is not making progress you may wish to speak to the special educational needs/disabilities co-ordinator (SENDCo).***

***The school's SEN Governor can also be contacted for support through the school office.***

**What arrangements does the school make for consulting with children/young people with special educational needs and disabilities and involving them in their education?**



At Coates Lane we believe that children should play a major part in the target setting process and are involved where possible in planning and evaluating their individual targets on their PSPs

Furthermore;

- Teachers will share targets with the children and they will be involved in setting and agreeing their PSP targets
- Learning objectives will be discussed daily with the children during work linked to their targets
- Children will be invited to annual reviews
- Children complete questionnaires about their thoughts surrounding the provision in place for them and how they are included in school life. This information is then used to inform future practice within the school, classroom and with the individual child
- Children are also encouraged to write a review of their targets termly as part of the monitoring process of the graduated response. These are recorded on the PSP.
- Pupil Interviews are conducted throughout the year by all members of the SLT as well as Subject leaders, with children receiving SEN support and support from an EHCP included in this process.

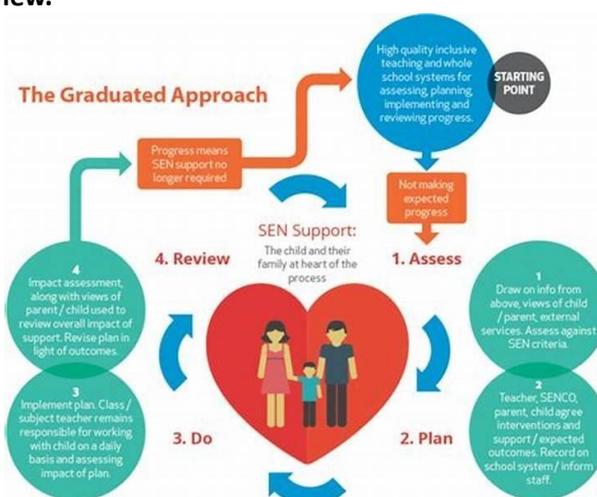
## How does school assess and review children's progress towards outcomes?

- All children are assessed using the EYFS and National Curriculum statements depending on their age. We use Lancashire Tracker to track attainment and progress. To track smaller steps of progress we use PIVATS to celebrate the progress of some of our learners.
- We check how well a child understands and makes progress in each lesson through on formative and summative assessments and evaluations. Staff work closely with colleagues and other schools to moderate their judgements. What extra support we bring in to help us meet SEN: Specialist services, external expertise and how we work together collaboratively
- We can access support from specialist teachers to enable children to access the curriculum and meet specific needs (speech, language and communication, hearing impairment, visual impairment, behaviour related needs and severe learning difficulties, autism and ADHD)
- We get support from other Local Authority services, SEN Specialists, Educational Psychologists, Speech Therapy, School Nurse team, and CAMHS as needed. We also have regular visits from specialist teachers that we buy into.
- We get support from occupational therapists and physiotherapists for children with specific physical needs.
- We review all provision with the child, parent and any other services involved. We will agree the role and responsibility of everyone involved to support the development of the child,

setting targets that will make a difference which will be reviewed with parents. This information is recorded to ensure accountability.

- Our Senior Leadership Team monitor the progress of all children every term at pupil progress meetings and reviews. We discuss what we are doing to make sure they make good progress including those with SEND. Alongside, these meetings senior Leaders report back to Governors on the attainment and progress of all children in school.
- For children with SEND teachers discuss progress with parents every term when updating the child's Pupil support plan (PSP). Children with an Education, Health and Care Plan (EHCP) will have on going PSP reviews as well an Annual Review, which is reported to the Local Authority.

As part of the Code of Practice 2015, we will engage in the four stage graduated approach process: **Assess, Plan, Do and Review.**



**Assess** - take information from parents or carers, class teachers and their assessments and the child where appropriate.

**Plan** – identify barriers to learning, intended outcomes and details of support. This information will be recorded on a PSP which will be reviewed at least termly.

**Do** – provide the additional support. The class teacher is responsible for working with the child on a day to day basis which includes overseeing interventions undertaken outside of the classroom. Teachers work closely with the teaching assistant delivering the intervention to discuss progress and to ensure links are made with classroom teaching.

**Review** - measure the impact of the support provided and consider any changes which may need to be made. All of those involved with the child will contribute to this review which will happen at least termly.

This additional support will be tailored to meet the child's needs and will target the area of difficulty. These interventions may be within class, with a small group of children with similar needs or on a one to-one basis. The support provided, and its impact, will be monitored closely and shared regularly with child and with their parents or carers.

For a small number of learners, their needs may require access to technology e.g. modified ICT equipment, recording devices or larger print etc.

While the majority of children will have their needs met in this way, some may require an EHC (Education, health & care) needs assessment to determine whether it is necessary for the Local Authority to make provision in accordance with an EHC plan.

Resources and extra support will be assessed and provided for if required, for individuals based on their needs.

**How will the school prepare and support my child/young person to join the school, transfer to a new school or the next stage of education and life?**

Change can be challenging for all children, particularly children with SEN. Therefore, at Coates Lane we have lots of procedures to support the transition of children with SEN as they join our school, move to new classes within the school or transfer to new schools.

#### **Joining our school:**

We work closely with pre-school settings to support the successful transition of all of children as they begin their school journey with us in Reception. Our Reception teacher and SENCo if needed visit the children in their preschool setting or at home and the children come into school for an induction period. In order to support children and families of children with SEN, we also offer meetings in the term before the children start school with the SENCo, teacher, parents, and representatives from the preschool setting in addition to any other professionals that are supporting the child or family. This ensures that we are well informed about the child's additional needs and can plan appropriate provision for when the child starts at school.

At this meeting, we can also agree any other strategies that could support a successful transition including photo books, extra visits to the school and home visits.

If a child with SEN is part-way through their school career, we will arrange for parents to meet with the SENCo and Headteacher to discuss the child's needs. We will also liaise with the child's previous school to discuss strategies and support that have been effective in the past. If necessary, we can arrange extra visits to support a child's transition to us.

#### **Moving classes:**

We have a structured transition programme to support children as they move between classes or key stages within the school. Teachers are given allocated times to meet and share information about each child, including effective approaches and strategies for meeting the needs of children with SEN. All children are given the opportunity to spend a morning with their new class teacher. Where necessary, children with SEN make extra visits to their new classroom, are supported by social stories to prepare them for the changes ahead and their new classroom, teacher and any other adults that will be supporting them. For children with complex additional needs or for children who will find the transition particularly challenging, a meeting is arranged with parents and both the previous and new class teacher.

#### **Transferring to a new school:**

Moving on to secondary school can be an exciting but daunting time for all children so at Coates Lane we ensure that the children are well prepared for the transition. We have good links with the local Secondary Schools including special schools within the area.

Where necessary, additional support arrangements such as extra visits and transition projects can be put in place to support a successful transition to secondary education. For children with Special Educational Needs and for children who are likely to find the transition more challenging the SENCo will arrange an extra visit to the secondary school. If a child with SEN is moving to a new school before the end of Year 6, we ensure that all relevant paperwork is forwarded to the receiving school.



*2 - A great video about how to support your child with their transition to secondary school.*

## What is the schools approach to teaching and learning for children with SEND?

First and foremost, we believe that the biggest impact on teaching and learning of all pupils is quality teaching in the classroom (Quality First Teaching). Therefore, all teachers are expected to plan appropriate lessons that can be adapted to meet the needs of individuals so that all children can access the curriculum. Examples of adaptation methods include: scaffolding of learning; use of different resources; planned adult support; extra time to complete a task. Some children may need specific resources to support their learning.

Those children working well-below the year group expectations will often need a separate programme of study, particularly for English and Maths. Teachers are expected to provide planning for the teaching assistants in delivering such a programme, and to be part of the delivery and assessment on a regular basis.

We are also able to offer children additional interventions in school that focus on the specific needs of your child. Children are identified for interventions through discussions between the SENDCo and class teachers alongside school tracking systems. These interventions will complement quality first teaching.

We endeavour to teach in a multi-sensory manner to appeal to all types of learners. Some children's needs can be met through differentiated work, classroom adaptations and/or targeted support in class. Examples may include: Focus Group with Class Teacher or TA, classroom positioning, organisational aids (task ladder, visual timetables etc), large print documents, coloured dry-wipe boards, coloured backgrounds to interactive whiteboards, specially adapted work books, coloured overlays and/or paper, pencil grip aid, sloped desks.

We are building up a bank of resources to assist children with additional needs and are constantly evaluating and updating this to meet the needs of the children we have in school.

Other children may access targeted and time-limited small group interventions (usually in withdrawal for limited periods)

A very small minority of children will require a fully bespoke curriculum. This will depend on the needs of the child but could include having learning 'chunked' into bite-sized pieces where the range or depth of learning is adjusted to suit the child.

We have a range of ICT programmes for pupils with SEN. There are interactive whiteboards in all classrooms and a set of Laptops for each key stage. There are some PCs in every classroom.

Access arrangements for National Curriculum tests are in line with DfES guidelines which are issued each year. i.e. When children meet the prescribed criteria for extra time, rest breaks, a reader (for maths), a scribe, enlarged print or 'live voice' for mental maths tests etc.

Our inclusive approach to provision means that the majority of pupils have their needs met by adapting planning that is used across the school. To ensure personalised learning takes place, lessons are structured to provide a varying range of activities. (Quality First Teaching).

Class Teachers have responsibility for enabling all pupils to learn. To achieve this they:

- have high expectations of all pupils plan appropriate work / activities for their pupils
- ensure that support is available for all children (inclusive 'quality first' teaching) adapt the curriculum to take account of different learning styles, interests, abilities
- ensure that all children can be included in tasks / activities monitor individual progress
- celebrate achievement
- identify those children who require additional or different support in order to make progress
- set targets on PSPs through discussions with pupils and with parents.
- Teachers are familiar with the relevant equal opportunities legislation from the Equality Act 2010 covering the protected characteristics: race, gender, disability, sexual orientation, religion or belief and age.

The school adopts a flexible approach to support provision in order that a child's individual needs can be met. The support provided usually falls into one of the following categories:

- Support in the classroom
- Focused withdrawal support from the classroom 1:1 tuition
- small group focused work

This support may be provided by Teaching Assistants, Teachers, SENCO or external agencies.

The role of staff supporting children is:

- through 'quality first' teaching - support the teachers in enabling all children to have access to the teacher
- support the teachers in enabling children with SEND to have access to an appropriate curriculum
- encourage and promote independence and resilience in the children
- liaise with the Class Teacher
- help to prepare resources and adapt materials
- lead interventions to close the gap for children experiencing difficulty promote the inclusion of all children in all aspects of life at school.

The school Governors also have a role in ensuring your child is supported where necessary. The Head teacher, Pastoral support and SENCO report back to the Governing body regularly in addition to the SENDCo meeting with the SEN Governor.

## What adaptations are made to the curriculum and the learning environment of children with SEND?

Please see our provision map below for each area of need.

Area of Need	QFT - Quality First Teaching Universal Provision	Targeted Support	Specialist Provision
<b>Legislative and Learning</b>	Differentiated curriculum planning, activities, delivery and outcome. Increased visual aids/modelling etc. Visual timetables. Use of writing frames. Illustrated dictionaries. Access to a word processor. In class support from Teacher/ TA Focused group work with Teacher/ TA eg guided reading/writing. Individual reading.	Booster Maths Groups Booster English/ Phonics Groups In class support from Teacher/ TA. Individual reading with TA x2 weeks. Better Reading Intervention High frequency word games. IQ. Screening tests	Intense focused English support groups (weekly) Additional phonics support Additional individual reading. Access to specialist advisory teachers. 1:1 TA support. Referrals and support from SENCO cluster Referrals and support from Inclusion Team / Hub
<b>Communication and Interaction</b>	Phonics / Spoken Beginnings. Differentiated curriculum planning, activities, delivery and outcome, eg simplified language. Independent box with pre-teaching of vocabulary Increased visual aids/modelling etc. Visual timetables. Talking Partners Use of symbols & Structured school and class routines.	In class support from TA with some focus on supporting speech and language. Talk Boost. Team games intervention Time to Talk Play therapy	Support from speech and language specialist. Individualised Speech and language programme. Speech and Language support, eg speech therapist and/or TA. Input from Autism Outreach Team Makaton Visual organiser / knowledge folder Referrals and support from SENCO cluster Referrals and support from Inclusion Team / Hub
<b>Emotional, Behavioural and Social</b>	Whole school behaviour policy Whole school/class rules Class reward and sanction systems Circle time PSE curriculum activities and resources Access to pastoral manager/ counsellor	Small group circle time Group reward system Support for structured activities Talking in his Nursery box Play Therapy Lego Therapy	Rational support/ Counsellor Individual reward system Rigol Conferencing Speech Bubbles' activities to support social understanding. Social Stories. Anger management training. CBT work Social skills training. Access to support from Team Teach for social, interaction and communication difficulties. Support from EP and /or Clinical Psychologist. Support from ADHD Northwest Referrals and support from SENCO cluster Referrals and support from Inclusion Team / Hub
<b>Sensory and Physical</b>	Flexible teaching arrangements. Staff aware of impairment. Reading Jamb. Medical support. Brain gym exercises. Slits of pencil grips. Modified worksheets. Coloured paper	Additional keyboard skills. Additional handwriting practice. Access to equipment, eg sloping boards, pencil grips. Fine motor skills activities with Teacher/ TA.	Access to ICT Individual support in class and PE. Physiotherapy programme. Access to ICT Occupational therapist programme. Speech therapist programme.

## What training have the staff supporting children/young people with SEND had or may they have?

We recognise that to effectively support, we need to have the skills and knowledge to understand the needs and issues that individual children face. Therefore, Continuing Professional Development (CPD) is offered to all staff. A record of CPD is kept in the office and the need for training is reviewed by the senior leadership team each year through the Performance Management systems for teacher and teaching assistants. Specific training will be made available to staff to support the needs of a particular child(ren) if the expertise is not already in school.

All of our teaching assistants have had training for the interventions that they deliver and work closely with the class teacher and SENDCo to monitor impact.

All staff are given regular SEND updates and support from the SENDCo alongside the specialist teacher and SEN consultant.

The SENDCo attends regular cluster meetings and also relevant training events which is then cascaded down to other staff.

Designated staff have undertaken relevant First Aid Training, including Emergency Aid, First Aid at Work and Paediatric First Aid. A number of relevant staff have had Epi-pen training and administering Buccolam through the School Nurse or other NHS professionals. Staff are trained on any medical care that is needed in order to treat a child in school.

If children fail to make progress, despite targeted, reactive intervention over a period of time, outside agencies may be requested, with the parents' consent. This may include: services from our own specialist teacher, the Local Authority, Speech & Language Therapy Services, Occupational Therapy, Physiotherapy, an Educational Psychologist or health services such as a paediatrician. These outside agencies will be contacted by the SENDCo, GP or the Parents and will work with the child in and out of school on individual programmes. These professionals will also be invited into annual reviews to meet with the parents or carers. Some children will require specialist, termly visits from outside agencies and these will be arranged within school time.

Occasionally, even with the support of external agencies, we may identify that we are unable to fully meet the needs of a pupil through our own provision arrangements. In these circumstances, an assessment of the unmet needs would be carried out through the Early Help process which would involve parents, pupils and all agencies involved in the pupil's care.

[Early Help Assessment - Lancashire](#)

### **How do you evaluate the effectiveness of the provision made for children and young people with special educational needs?**

All SEND children have either: an Education, Health and Care Plan (EHCP) and/or a Pupil Support Plan Document (PSP). All of these are reviewed regularly, as laid out above.

The SENDCo reports annually on the efficient and effective use of resources for pupils identified as having SEND. The monitoring and evaluation of progress of pupils with SEND is detailed in the Graduated Approach section of the Policy for SEND. For pupils with an Education, Health and Care Plan, annual reviews (6 monthly for under 5s) are carried out in accordance with the appropriate legislation and the SEND Code of Practice 2015;

The SENDCo collects and analyses tracking data for all pupils on the SEND register and uses this, in conjunction with information gathered from other sources (SEND learning walks, professional dialogue, discussions with pupils and parents etc) to make a judgement on effectiveness. Children with SEND are expected to make at least the same progress as their peers because of the additional provision they receive. If this is the case, provision is judged to be effective. The SENDCo meets with the SEND Governor once per term and they jointly produce a report on the quality and effectiveness of SEND provision. As part of the School Development Plan, the SENDCo produces an annual action plan and updates progress against this on a termly basis.

## How will my child/young person be included in activities outside the classroom, including school trips?

Children with Special Educational Needs and Disabilities are welcomed and actively encouraged to go on all trips (including residential) and to attend all clubs. Where appropriate, parents will be consulted from the planning stage and all reasonable adaptations and adjustments made to ensure that children with SEND can safely access and enjoy the social and skills development that such activities bring. The adaptations will usually be the result of the risk assessment and may include additional staffing (1:1 support if necessary), extra time allowances, amendments to the activity (eg through use of different equipment) etc.

All activities within and outside school are covered by a risk assessment. These are carried out by the Premises Manager (Head Teacher) and/or Lancashire County Council. Additional risk assessments are carried out for specific children with advice from appropriate agencies, depending on their needs. For example, for a child with a physical difficulty (PD) or Health Care need, this may include advice and/or an environmental audit from Occupational Therapy, Physiotherapy, School Nurse or a special

teacher for children with PD. Risk assessments for school trips are also monitored by the Governing Body and Lancashire County Council.

## What support will there be for my child/young person's overall well-being?

Coates Lane Primary School aims to provide a safe, nurturing environment in which all pupils achieve their full potential and have the skills and confidence to meet the challenges of the future. All Teaching Staff record concerns about children in various files kept on CPOMS system (behaviour/CP/racist/bullying/homophobic).

The school use CPOMS- (software for safeguarding and recording for staff). In addition, to supporting pupils and their families, the school liaises with all relevant specialist agencies such as the family and medical centres, CAMHS, paediatricians, speech therapists, occupational therapists, school nurse etc. Although none of these are based in school, some do come into school to carry out assessments and therapy, with parental permission.

In some cases, school or one of the other agencies may complete an Early Help Assessment / EHA form with parents. This is an assessment and planning tool which is used to gather information about children and families in one place to help the family to decide what type of support is needed. It may be used to address an unmet educational need (as above) or an emotional or social need. More information for families about the EHA process is available

here: <https://www.safeguardingchildren.co.uk/professionals/early-help/>

The school has a variety of policies which cover health and wellbeing issues eg Medicines in School Policy, Accident / Incident Report Procedures Policy etc. These are all available on our website and a hard copy can be collected from the school office.

Some medication, such as asthma inhalers are kept in the appropriate classroom. All other medication is kept in a locked cupboard in the office, or in the fridge in the school office. All medicine is recorded in a medicine book along with details of dosage and frequency; parents sign to grant authorisation to the school to administer to their child. Full records are kept in accordance with the appropriate policy.

A review of medical for individual children with specific needs, Care Plans are written at a meeting between a member of the school's staff, the child's parents, the child (when appropriate) and the School Nurse. Coates Lane school is an inclusive school; all staff should know which children have Care Plans and who is trained to deal with them. Any new adults coming into school go through a short induction in accordance with the school's Induction Policy to ensure they are made aware of any particular needs. Care Plans are also kept in the locked medicine cupboard.

Some staff within school have had Paediatric First Aid training which is updated on a 3 yearly cycle. Additionally, staff receive training to deal with specific difficulties, when the need arises e.g. how to deal with a diabetic child or the use of Epi-Pens. Where a child's health care needs may impact on their ability to access an educational trip or activity, additional advice is sought from parents and/or health care professionals, as appropriate. School deals with medical issues through a graduated response. Minor issues are dealt with by trained school staff but we would always err on the side of caution if it was felt that an illness, injury or medical attack was more serious and contact the emergency services. School will always try to contact parents/carers in these instances so it is really important that the office has up to date contact details including home and mobile telephone numbers.

**What measures are in place to prevent bullying?**



**How do you involve other bodies, including health and social services, local authority support services and voluntary organisations, in meeting the needs of children/young people with SEND and in supporting their families?**

Within the school we have a culture of sharing good practice and expertise; this enables us to ensure our staff have as much knowledge as possible within the field of supporting children with SEND. The environment is designed to support children with individual needs e.g. visual timetables, individual workstations etc as required.

As a school we work closely with any external agencies that we feel are relevant to supporting individual children's' needs within our school including: Health services including: GPs, school nurse, CAMHS (Child and Adolescent Mental Health Service), clinical psychologist, paediatricians, speech and language therapists, occupational and physiotherapists; Children's Services including: Early Help locality teams, social workers; educational psychologists and specialist advisory teachers.

**What arrangements do you make in relation to the treatment of complaints from children/young people and their parents/carers with special educational needs concerning your provision made?**

Please speak to the class teacher in the first instance

General information relating to SEND can be found on the school website, included within the SEND policy. This can be found on the policy page of the school website.

Further information is available from the SENDCo/Head teacher, or, in exceptional circumstances, the SEND Governor.

The school has a complaints policy, which is available on the policy page of the school website.

## Where can I find the contact details of support services for the parents of children/young people with SEND?

The information in this report feeds into Lancashire County Council's Local Offer which details support, opportunities and services available to children and young people their area that have SEN. The [Lancashire local offer](#) provides information on what services children, young people and their families can expect from a range of local agencies, including education, health and social care. Knowing what is out there gives parents more choice and therefore more control over what support is right for their child. Find out more at

There are a number of parent support groups and networks related to specific SEND needs, please come into school to find out more.

[Lancashire SEND IAS](#) provides information, advice and support on special educational needs and disability (SEND). It's a statutory service, which means it must be provided by law. Every local authority in England has this type of service and what they provide is shaped by chapter 2 of the SEND Code of Practice and the IAS Minimum Standards..

Contact IPSEA (Independent Parental Special Education Advice) [www.ipsea.org.uk/](http://www.ipsea.org.uk/)



3 - This video gives a good understanding of the support on offer to you through the SENDIASS service.

## Where can I find information on where the local authority's local offer is published?

The Lancashire local offer provides information on what services children, young people and their families can expect from a range of local agencies, including education, health and social care. Knowing what is out there gives parents more choice and therefore more control over what support is right for their child. Find out more at

[Lancashire SEND Local Offer](#)



## How will school support my child during remote learning?

If a child has an identified SEND, the class teacher will take account of their needs when planning for and providing work to be completed at home. This may include:

- suggesting different ways in which children can present their work
- giving more detailed instruction
- providing parents with suggestions to make tasks more practical in nature
- providing targeted adapted work which is targeted at their level of need

The SENDCo may contact the family by telephone and or email regularly to check in and offer support as necessary. In some instances this may mean offering a door-step visit, sending information through the post or in the case where families are struggling, an offer of a school place for the child.

Details of these communications and actions will be recorded.

Further information regarding remote learning support can be found on the school's website.