

Bridgewater Primary School  
Bridgewater Street  
Little Hulton  
Salford  
M38 9WD

Special Educational Needs & Inclusion Policy  
*Reviewed February 2016*

To be reviewed: February 2017



**BRIDGEWATER**  
PRIMARY SCHOOL

*SENDCO – Mrs Rebecca Cope*

The staff and governors of Bridgewater Primary School are committed to providing an appropriate, high quality education to all children. We believe that each child has an entitlement to:

- A broad, balanced, relevant curriculum
- A choice of extra curricular activity
- Well trained staff
- Respect for their learning styles and needs
- Non discriminatory teaching

We believe that educational inclusion is about equal opportunities for all learners, whatever their age, gender, ethnicity, impairment, attainment and background. We pay particular attention to the provision for (both academic and emotional) and the achievement of, different groups of learners:

- Girls and boys
- Free School Meals
- Minority ethnic and faith groups, asylum seekers and refugees
- Learners who need support to learn English as an additional language (EAL / ESLE)
- Learners with special educational needs – mild, moderate, dyslexia, autism, medical
- Learners who are disabled
- Learners who are more able
- Learners who are looked after by the local authority
- Others such as those who are sick; those who are young carers; vulnerable families under stress
- Any learners who are at risk of disaffection and exclusion

All the teachers at Bridgewater Primary School are teachers of children with Special Educational Needs. All staff members are committed to identifying and providing for the needs of all children in a wholly inclusive environment. Special educational provision is underpinned by high quality first teaching and is compromised by anything less.

Through effective monitoring, children identified as 'in need' will be supported by a wide range of staff including teaching assistants, the Learning Mentor, the SENDCO and teachers. In this way we provide teaching and learning contexts that will enable every child to achieve his or her full potential.

### **Objectives**

- To ensure the SEN and Disability Act and the new SEND Codes of Practice 2014 and guidance are implemented effectively across the school.
- To ensure equality of opportunity for and to eliminate prejudice and discrimination against, children with special educational needs.
- To continually monitor the progress of all pupils, to identify needs as they arise and to provide support as early as possible.
- To provide full access to the curriculum through differentiated planning by class teachers, SENDCO, and support staff as appropriate.
- To ensure that pupils with SEN are perceived positively by all members of the school community, and that SEN and inclusive provision is positively valued and accessed by staff and parents/carers.
- To enable children to move on from us well equipped in the basic skills of literacy, numeracy and social independence to meet the demands of secondary school life and learning.

- To involve parents/carers at every stage in plans to meet their child's additional needs and recognise that they are part of a team in providing support for their child
- To involve the children, as age and maturity allows, in planning and in any decision making that affects them.

### **Arrangements for Leading SEND Provision**

- Class teachers and members of the senior leadership team review the progress of all the pupils every term with a focus on attainment, achievement and those pupils who have not made expected progress. Children with additional needs are identified and strategies planned to meet their needs, this can include intervention plans and individual IEPs.
- The SENDCO will monitor children's progress every term and will present data to staff, senior leadership team and governors annually showing the children's progress.
- The SENDCO reviews the SEN register with all teachers. Staff review and write new IEPs and Play Plans which are shared with parents and pupils by the class teacher. Parents are invited to make a written contribution to the form
- The SENDCO keeps a record of all interventions being delivered within the school with the use of a provision map.
- The SENDCO supports staff responsible for delivering teaching programmes by recommending resources and strategies.
- The SENDCO monitors the quality and effectiveness of provision for pupils with SEND through classroom observation.
- SEND support is primarily delivered by class teachers through differentiated teaching methods. Additional support is provided by trained teaching assistants (TA's). This is funded from the school's annual budget. The support timetable is reviewed termly, by the SENDCO, in line with current pupil needs, educational initiatives such as literacy and numeracy strategies, and the budget.
- SENDCO works alongside outside agencies as required.
- The SENDCO undertakes, on behalf of the headteacher reviews for children who have a EHCP for SEND.

### **Specialised Provision**

There are no special educational needs classes at Bridgewater Primary School.

### **Identification and Assessment Arrangements, Monitoring and Review Procedures**

#### **Definitions of special educational needs (SEN) taken from section 20 of the Children and Families Act 2014.**

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- have a significantly greater difficulty in learning than the majority of others of the same age; or
- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught

The school's system for regularly observing, assessing and recording the progress of **all** children is used to identify children who are not progressing satisfactorily and who may have additional needs.

The school's system includes reference to information provided by:

- Pupil Progress Data for Reading, Writing and Maths
- Baseline assessment results
- National Curriculum descriptors for the end of a Key Stage
- Standardised screening and assessment tools
- Observations of behavioural, emotional and social development
- An existing EHCP of SEND
- Assessments by a specialist service, such as educational psychology, identifying additional needs
- Another school or LA which has identified or has provided for additional needs

### **.Differentiated Curriculum Provision**

At Bridgewater Primary School high quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. We regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement.

The support a child will be provided with consists of a four – part process:

- Assess
- Plan
- Do
- Review

This is an ongoing cycle to enable the provision to be refined and revised as the understanding of the needs of the pupil grows. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.

#### **Assess**

This involves clearly analysing the pupil's needs using the class teacher's assessment and experience of working with the pupil, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The pupil's views and where relevant, advice from external support services will also be considered. Any parental concerns will be noted and compared with the school's information and assessment data on how the pupil is progressing.

This analysis will require regular review to ensure that support and intervention is matched to need, that barriers to learning are clearly identified and being overcome and that the interventions being used are developing and evolving as required. Where external support staff are already involved their work will help inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

#### **Plan**

Planning will involve consultation between the teacher, SENDCO and parents to agree the adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home.

All those working with the pupil, including support staff will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought.

## **Do**

The class teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one-to-one teaching away from the main class teacher. They will work closely with teaching assistants and to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and weaknesses, problem solving and advising of the implementation of effective support will be provided by the SENCO.

## **Review**

Reviews of a child's progress will be made regularly. The review process will evaluate the impact and quality of the support and interventions. It will also take account of the views of the pupil and where necessary their parents. The class teacher, in conjunction with the SENDCO will revise the support and outcomes based on the pupil's progress and development making any necessary amendments going forward, in consultation with parents and the pupil.

## **School Request for a Statutory Assessment**

- For a child who is not making adequate progress, despite a period of support, and in agreement with the parents/carers, the school may request the LA to make a statutory assessment in order to determine whether it is necessary to refer and apply for an Educational Health Care Plan (EHCP).
- The school is required to submit evidence to the LA's Special Needs Panel which makes a judgement about whether or not the child's needs can continue to be met from the resources normally available to the school. This judgement will be made using the LA's current Criteria for making a statutory assessment.
- Planning, provision, monitoring and review processes continue as before while awaiting the outcome of the request.

## **Statement or EHCP of Special Educational Needs**

- A child who had a Statement of Special Educational Needs or an ECHP will continue to have additional support that is provided using the funds made available through the Statement or ECHP.
- There will be an Annual Review, chaired by the SENDCO, to review the appropriateness of the provision and to recommend to the LA whether any changes need to be made, either to the Statement/ECHP or to the funding arrangements for the child.

## **The School's Arrangements for SEND and Inclusion In-Service Training**

- The SENDCO attends regular meetings to update and revise developments in Special Needs Education and Inclusion.
- The leadership team ensures that training in specialist areas such as is made available to all staff as and when required.
- Support staff are encouraged to extend their own professional development and the management team will ensure 'tailor-made' training where this is appropriate.

## **Work with Partners**

- The Educational Psychologist visits the school regularly for planning meetings with the SENCO and provides bespoke support and assessment of targeted children who have been identified as having SEND.

- The Special needs Support Service can provide specific information, share resources and provide in service training
- The SENCO liaises frequently with a number of other outside agencies, for example:
  - Children’s Services SEN
  - School Nurse
  - Community Paediatrician
  - Speech Therapy / Physiotherapy / Occupational Therapy / CAMHS
  - Brief Intervention Team
  - The Locality Team
  - Parents/carers are informed if any outside agency is involved and permission is sought.

### **Partnership with Parents/Carers**

- Staff and parents/carers will work together to support pupils identified as having additional needs.
- Parents/carers will be involved at all stages of the education planning process
- Review Meetings
  - At review meetings the child’s strengths as well as weaknesses are discussed. Where we make suggestions as to how pupils can be supported at home, these are specific and achievable and that all parents/carers go away from the meeting clear about the action to be taken and the way in which outcomes will be monitored and reviewed.
  - Parents/carers are always invited to contribute their views to the review process.
  - All IEP targets are given to parents/carers after meetings.
  - Ideas and materials for supporting learning at home will be discussed and distributed on request.
- Parents evenings provide regular opportunities to discuss concerns and progress. Parents/carers are able to make other appointments on request.
- Regular communication between school and home will ensure that concerns are promptly acted on. Where this has not happened, however, parents/carers are able to make a complaint by contacting the Headteacher or, if this fails to resolve the issues, the governing body. Our complaints procedures, available from the school office, set out the steps in making a complaint in more detail.

### **Links with Other Schools/Transfer Arrangements**

- Early Years staff will meet with staff from other forms of provision prior to pupils starting school. Concerns about particular needs will be brought to the attention of the SENDCO after this meeting. Where necessary the SENDCO will arrange a further meeting.
- Class teachers of children joining from other schools will receive information from the previous school; if there is an SEN issue the SENDCO will telephone to request further information.
- SENDCO will pass on information to new schools, when pupils leave Bridgewater with parental consent.
- The Bridgewater SENDCO links with High School SENDCO at points of transfer.

### **Access to the Environment (see also School Access Plan)**

- Bridgewater Primary School is a single site school. The school is built on two levels with stairs from Key Stage 1 to Key Stage 2 and additional 4 classrooms are in an additional building still within the site. A stairlift has been fitted on the stairs to ensure access for all adults and children between phases. Entrance to the building is through the main lobby, which is level and, therefore, suitable for

wheelchair access. KS2 Classrooms are accessed by corridors from which there is also wheelchair access. Accessible toilets are located in both key stages.

- There are good lighting and safety arrangements (for example, markings on steps) for all visually impaired pupils.
- An access audit of the school has been carried out on identifying accessibility issues. The repairs and maintenance and accessibility budgets enable us to work systematically through the recommendations of the audit.

### **Arrangements for providing access to learning and the curriculum**

- The school will ensure that all children have access to a balanced and broadly based curriculum, and that the National Curriculum programmes of study are flexible enough to meet every child's needs. (No child will be excluded from any learning activity due to their impairment or learning difficulty, unless it is clearly of benefit to that individual and leads towards inclusion.)
- Learning opportunities will be effectively differentiated and the teaching styles will be diverse. Staff should use accelerated learning.com to establish dominant styles. Visual timetables are available in every classroom.
- Schemes of work and policies for each area of the curriculum are reviewed annually and are differentiated to include appropriate learning outcomes for all pupils. Each policy has an Inclusion Statement detailing access to that curriculum area for pupils identified with additional needs.
- Differentiation takes a variety of forms within teacher planning. Learning intentions are always made explicit and then activities may be adapted, or planned separately as appropriate. Alternative methods of responding or recording may also be planned for where this is appropriate.
- Resources are readily available within classrooms enabling children to be as independent in their work as possible.
- Children with sensory or mobility impairments or a specific learning difficulty will access the curriculum through specialist resources such as ICT where this is appropriate.
- The school will ensure that all extra curricular activities are barrier free and do not exclude any pupils.

### **Access to Information**

- Printed materials may be adapted so that children with literacy difficulties can access them, or ensure access by pairing children with peer support or extra adult support.
- Alternatives to paper and pencil recording may be provided, e.g. adult scribing and resources such as different coloured paper.
- A range of assessment procedures are used within lessons (such as taping, role-play and drama, video, drawing) to ensure children with additional needs are able to demonstrate their achievement appropriately.
- The schools local offer and SEND policy is available on the schools website.

### **Access to Assessment**

- For information on assessment procedures see school Assessment Policy.

### **Admission Arrangements**

- Children with additional needs are considered for admission to the school on exactly the same basis as for children without additional educational needs.

- Salford's guidance clearly states places can not be refused because of a child having Special Educational Needs. In certain circumstances when a child has a Statement of Special Educational Needs this can state that the child should attend a particular school as a result of their SEN.
- Prior to starting school, parents/carers of children with a Statement of SEN or Statement pending will be invited to discuss the provision that can be made to meet their identified needs.

### **Incorporating Diversity into the Curriculum and Wider School**

- Resources are regularly reviewed to ensure they include books that reflect the range of special educational needs issues and come from a disability equality perspective, and priority is given to the ordering of books with positive images and a positive portrayal of Disabled People as they become available.
- We work with the children to understand the impact of the words they use, and deal seriously with derogatory name calling.
- We also try to make sure we have positive images of disabled children and adults in displays, resources etc.
- We aim to make optimum use of Circle Time for raising all equality issues.
- Bridgewater encourages the inclusion of all children in the School Council and other consultation groups.
- All pupils have access to a range of staff in whom they can confide. The school places great emphasis on listening to children. A Learning Mentor is employed by the school on a full time basis to work with specifically identified children.

### **Working with Disabled Parents/Carers**

- Bridgewater recognises that there may be a number of disabled parents/carers of children within the school, and in such circumstances we work to try to ensure they are fully included in parents/carers activities.

### **Disability equality and trips or out of school activities**

- All school activities are accessible to all children. Lledr Hall OEC visited in Y5 and 6 is a barrier free centre.

### **Evaluating the success of the School's SEN and Inclusion Policy**

- The SENDCO will provide reports to the Governing Body.
- Whole school monitoring and evaluation procedures will include sampling of work and observations. Outcomes pertinent to SEND provision and planning will be developed through school improvement planning.
- The policy will be reviewed annually by the SENDCO.

### **Dealing with Complaints**

- If a parent wishes to complain about the provision or the policy, they should, in the first instance, raise it with the SENDCO, who will try to resolve the situation.
- If the issue cannot be resolved within 10 working days, the parent can submit a formal complaint to the Headteacher in writing or any other accessible format. The Headteacher will reply within 10 working days.
- Any issues that remain unresolved at this stage will be managed according to the school's *Complaints Policy*. This is available, on request, from the school office.

