

# Heathfield Primary and Nursery School



Parent/Carer SEND Handbook  
2020/2021

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## Overview of Special Educational Needs at Heathfield

<b>What are the 4 main areas of need for Special Educational Needs?</b>	Cognition and Learning Communication and Interaction Social, emotional and mental health Sensory and or physical
<b>Who is the Special Educational Needs Co-ordinator (SENDCo) at Heathfield?</b>	Scotland Road Campus - Miss McColl Kersall Drive Campus - Miss Hampson Please note Miss Hampson will be on Maternity until Dec 2021
<b>How do I contact the SENDCo?</b>	Ring the relevant school office and request to speak to the SENDCo.
<b>What should I do if I am concerned that my child might have a special Educational Need?</b>	Speak to your child's class teacher about your concerns. It may be that the class teacher shares your concerns. In addition to this you can contact your site specific SENDCo by ringing the relevant school office.
<b>What is Heathfield's SEND policy?</b>	The SEND policy contains information relating to how we identify pupils with SEND and what provision we offer for children with SEND.
<b>Where can I find Heathfield's SEND policy?</b>	Heathfield's SEND policy can be found on our School website under the 'SEND' tab.
<b>What is the Local Offer?</b>	The Local Offer provides information for children and young people with SEND and their parents or carers in a single place. It shows families what they can expect from a range of local agencies including education, health and social care.
<b>Where can I find the Local Offer?</b>	Heathfield's version of the Local Offer can be found on our School website under the 'SEND' tab.

# Flowchart of Heathfield's Graduated Approach



At Heathfield, we have created a flowchart to enable you to access the correct support as a family. If you have any concerns or queries regarding your child and believe they may have a special educational need or disability these are the steps you will need to take.

## Step 1 – Assess

- Arrange a meeting to speak to your **child's teacher** regarding any concerns that you may have about your child at home and/or school. This may include how you feel any behaviours are affecting their learning and progress. In this meeting, you may be able to identify any potential barriers.
- Secondly, you would then arrange a separate meeting with the **SENDCo – either Miss McColl or Miss Hampson**. They may be able to provide additional advice and support as well as log any concerns you are having as a parent/carer.

## Step 2 – Plan

- After your initial meetings with your child's class teacher and SENDCo, if further support were required we would invite you in for a joint meeting with the class teacher, yourselves and the SENDCo. We would also ask the pupil to be there to share their opinions and voice in this meeting if appropriate.
- This meeting would be where we identified your child's strengths and difficulties, strategies that worked or didn't work, any interests your child may have, and any barriers to learning.
- With all the above information, we would then design up to 4 SMART targets for your child, based around their area of need and CORE learning.

## Step 3 – Do

- This is where the provision will begin to enable your child to start meeting their targets.
- The provision will be either from Wave 1 or 2 initially, depending on your child's individual needs and targets.
- If needed, as a school we would get support from outside agencies should you give us your consent.
- As a parent/carer, Step 3 is where you may visit your GP or Paediatrician, should you feel your child requires additional support or a referral.
- During this step, school may recognise that Wave 3 is more appropriate to support your child and a meeting will be held to review this.

## Step 4 – Review

- After all the steps have been completed and Step 3 has been in action for 6 weeks you will be invited in to school for another meeting with your child's class teacher and SENDCo. If appropriate, your child may also be invited to share their views and opinions.
- During the meeting, your child's progress will be discussed and whether their targets were met and therefore new ones need setting or the targets continue for another half term.
- If we felt provision from Wave 1, 2 or 3 was not supporting your child make good progress, then we would have a conversation about your child potentially being added to our SEND register. You would be given a letter to sign if you wished to give permission for this to happen.
- Your child would then have a pupil profile with their targets on, this would be updated every half term and shared with yourselves.

# SEND Provision at Heathfield



## **Wave 1 - Universal approach**

- Quality first teaching delivers a multi-sensory approach to all curriculum areas for all children through kinaesthetic approaches, visual aids and practical items to support learning
- Quality first teaching ensures appropriate and accurate differentiation to enable all children to access all areas of the curriculum and to move through the lesson's success criteria
- Quality first teaching which provides an appropriate challenge to all pupils to ensure all children are able to make progress and move forwards with their learning
- A positive behaviour system is in place across the whole of school to encourage children to make the right choices and to receive consistent and fair consequences when making the wrong choices
- All teachers use a variety of resources both visual and practical to enable all children to demonstrate their knowledge and learning in a variety of ways
- Where appropriate, children are given ample thinking and response time
- Where appropriate, learning is broken down into chunks to make it accessible
- Where appropriate, children may have instructions repeated to them on an individual basis to ensure they have understood

## **Wave 2 - Targeted Approach**

- Pupil profile to monitor thorough target setting and a targeted provision
- Small group support to further understanding, highlight misconceptions and close the gap
- Targeted intervention to boost progress and close the gap based on teacher assessments
- Specific intervention such as precision teaching
- Differentiated resources based on personal targets
- Referral to learning mentor
- Small group interventions to meet additional areas such as Fun Fit and Thera play
- Referral to SALT services
- Individual assessment from an external agency

## **Wave 3 - Specialist Approach**

- Highly differentiated activities and resources
- Individualised planning and specific targets
- Additional Assessments through Bsquared to show the small steps of progress being made
- Half termly reviews with parents, external agencies and class teachers to review and set individualised targets and to address any areas in need of further support
- Pockets of in class TA support
- Tailored provision, offering an alternative curriculum for children who cannot access their current curriculum/provision

# Outside agencies

In the Graduated Response, we will call on the support of external agencies. Depending on the child's greatest need and barrier, we will select the most appropriate agency. Often the process will begin with an observation or assessment of the child and a parent consultation to ensure there is a full picture of the child's needs in school and at home.

All outside agencies offer the following support;

- Observations
- Parent consultations
- Assessments
- Identifying barriers
- Support strategies
- Resources
- Training

## Autism Team

Linked Teacher: Julia Hubner

## Learning support

Linked Teacher: Lisa Mills

## Behaviour Support

Linked Teacher: Sarah Stockley

## Educational Psychologist

Linked Teacher: Jessica Draper

## Additional Outside agencies include:

Speech and language Therapist

Occupational Therapist

CASEY councillor

School Nurse

# Consent letter for Inclusion

## on the SEND Register

Heathfield Primary and Nursery School

Scotland Road Campus

Scotland Road

Nottingham

NG5 1JU

☎ (0115) 9155725

✉ [admin@heathfield.nottingham.sch.uk](mailto:admin@heathfield.nottingham.sch.uk)

[www.heathfieldprimary.org.uk](http://www.heathfieldprimary.org.uk)

Twitter: [@heathfieldpns](https://twitter.com/heathfieldpns)

[Text Messaging Service: 441158240505](https://www.textlocal.com/441158240505)



Dear parents/ carer of \_\_\_\_\_

We are writing to inform you that your child \_\_\_\_\_ has now been added to the schools Special Educational Needs Register. This is a fluid document where children can be added or removed at any time. Your child has been added on due to concerns which should have already been shared with you by myself or your child's class teacher \_\_\_\_\_.

Below is a list of the four main areas of need, please see which area of need your child falls under.

Cognition and Learning	
Communication and Interaction	
Social and Emotional Health	
Sensory and or Physical	

You are child currently has an official diagnosis relating to their area of need: yes / No

If you have any questions or you would like any more information regarding the above, please call the school office on 0115 915 5725 (Scotland Road) or 0115 979 4304 (Kersall Drive) and request to speak to myself.

Warmest Regards,

Lydia McColl

SENDCo



## Useful Special Educational Needs website links

These websites have been recommended by outside agencies which school come into contact with on a regular basis.

<b>Autism spectrum Disorder Team</b>	<a href="https://www.autismspeaks.org/">https://www.autismspeaks.org/</a> <a href="https://www.autism-society.org/">https://www.autism-society.org/</a> <a href="#">Autism Team (Inclusive Education Service)</a> <a href="https://twitter.com/city_autism">https://twitter.com/city_autism</a> <a href="https://www.facebook.com/nottinghamautism">https://www.facebook.com/nottinghamautism</a> <a href="http://www.nottinghamschools.org.uk/covid-19/send-support-services/autism-team/">http://www.nottinghamschools.org.uk/covid-19/send-support-services/autism-team/</a>
<b>Learning support Team</b>	<a href="https://www.asklion.co.uk/kb5/nottingham/directory/advice.page?id=p2HlbetlC8l">https://www.asklion.co.uk/kb5/nottingham/directory/advice.page?id=p2HlbetlC8l</a> <a href="https://www.facebook.com/NottinghamLearningSupportTeam/">https://www.facebook.com/NottinghamLearningSupportTeam/</a> <a href="https://twitter.com/nottingham_LST">https://twitter.com/nottingham_LST</a> <a href="http://www.nottinghamschools.org.uk/media/1170145/20180803-final-learning-support-booklet.pdf">http://www.nottinghamschools.org.uk/media/1170145/20180803-final-learning-support-booklet.pdf</a> <a href="https://whiterosemaths.com/parent-workbooks/">https://whiterosemaths.com/parent-workbooks/</a> <a href="http://www.eduserve.co.uk/additional-needs/inclusive-education-service/learning-support-team/">http://www.eduserve.co.uk/additional-needs/inclusive-education-service/learning-support-team/</a> <a href="https://dl.esc4.net/rla/alphabet-arc/english.html?fbclid=IwAR0czchHUMTO8fOgqXmkpbfJJa9jq4GZud_oZcLBRv5z_lqV6VE5wKqPsc">https://dl.esc4.net/rla/alphabet-arc/english.html?fbclid=IwAR0czchHUMTO8fOgqXmkpbfJJa9jq4GZud_oZcLBRv5z_lqV6VE5wKqPsc</a>



	<p><a href="https://www.specialneedsjungle.com/distance-education-resources-for-children-and-young-people-with-send/">https://www.specialneedsjungle.com/distance-education-resources-for-children-and-young-people-with-send/</a></p> <p><a href="https://educationendowmentfoundation.org.uk/covid-19-resources/neli/">https://educationendowmentfoundation.org.uk/covid-19-resources/neli/</a></p> <p><a href="https://www.ucl.ac.uk/ioe/departments-and-centres/centres/ucl-centre-educational-leadership/free-online-learning-resources#Primary">https://www.ucl.ac.uk/ioe/departments-and-centres/centres/ucl-centre-educational-leadership/free-online-learning-resources#Primary</a></p> <p><a href="https://www.ucl.ac.uk/ioe/departments-and-centres/centres/ucl-centre-educational-leadership/free-online-learning-resources#EAL">https://www.ucl.ac.uk/ioe/departments-and-centres/centres/ucl-centre-educational-leadership/free-online-learning-resources#EAL</a></p> <p><a href="https://www.thriveapproach.com/resources/">https://www.thriveapproach.com/resources/</a></p>
<p><b>Behaviour, Social and Emotional Mental Health Team</b></p>	<p><a href="https://www.verywellmind.com/social-and-emotional-development-in-early-childhood-2795106">https://www.verywellmind.com/social-and-emotional-development-in-early-childhood-2795106</a></p> <p><a href="https://www.understood.org/en/learning-thinking-differences/signs-symptoms/age-by-age-learning-skills/social-and-emotional-skills-what-to-expect-at-different-ages">https://www.understood.org/en/learning-thinking-differences/signs-symptoms/age-by-age-learning-skills/social-and-emotional-skills-what-to-expect-at-different-ages</a></p> <p><a href="https://www.understood.org/en/learning-thinking-differences/child-learning-disabilities/social-skills-issues/understanding-childs-trouble-with-social-skills?_ul=1*kdo9gm*domain_userid*YW1wLUJQQkF6NTYya3UtS0hwME93RWtqbEE.">https://www.understood.org/en/learning-thinking-differences/child-learning-disabilities/social-skills-issues/understanding-childs-trouble-with-social-skills?_ul=1*kdo9gm*domain_userid*YW1wLUJQQkF6NTYya3UtS0hwME93RWtqbEE.</a></p>
<p><b>Educational psychology Team</b></p>	<p><a href="https://www.nhs.uk/using-the-nhs/nhs-services/mental-health-services/cypmhs-information-for-parents-and-carers/">https://www.nhs.uk/using-the-nhs/nhs-services/mental-health-services/cypmhs-information-for-parents-and-carers/</a></p> <p><a href="https://youngminds.org.uk/find-help/for-parents/parents-guide-to-support-a-z/parents-guide-to-support-counselling-services/">https://youngminds.org.uk/find-help/for-parents/parents-guide-to-support-a-z/parents-guide-to-support-counselling-services/</a></p> <p><a href="https://www.annafreud.org/parents-and-carers/">https://www.annafreud.org/parents-and-carers/</a></p> <p><a href="https://www.youtube.com/channel/UCLhV-d1BFLFCLvCsgY8WIVA/videos">https://www.youtube.com/channel/UCLhV-d1BFLFCLvCsgY8WIVA/videos</a></p>

