



Sunnyside Spencer Primary Academy Special Educational Needs and Disability (SEND) Information Report 2021-2022

Introduction

At Sunnyside Primary Academy, we are committed to the equal inclusion of all pupils in all areas of school life. We recognise the diverse and individual needs of all of our pupils and take into account the additional support required by those children with Special Educational Needs and Disabilities (SEND).

Sunnyside Primary Academy is a mainstream Primary school we value the abilities and achievements of all pupils and we are committed to providing the best possible environment for learning for each pupil. All pupils follow the National Curriculum at a level and pace that is appropriate to their abilities. We believe in personalised learning and our curriculum is tailored to meet individual pupils' needs. At times, and when it is felt appropriate, interventions and modifications to the curriculum may be implemented.

Special Educational Needs and Disability

Our SEND philosophy places SEND children at the heart of personalised learning and our curriculum is tailored to meet individual pupils needs. To successfully match pupil ability to the curriculum Sunnyside Spencer Academy School remains committed to:

- A range of teaching and learning styles
- Differentiated learning materials
- Access to ICT and technology
- Additional in class support
- Additional out of class support
- Targeted interventions
- Flexible groupings – including small group support work
- Innovative and supportive curriculum
- The appropriate use of rewards and sanctions
- A broad range of extra-curricular activities.
- Assessment procedures that emphasise pupils' strengths and achievements
- Applications during national testing at Key Stage 2 to obtain access arrangements as appropriate.

There is a wide range of special educational needs for which children may need extra support. Sometimes these needs are only short term, others may continue through a child's school life and some children may have a specific diagnosis. The needs generally fall into one or more of the following categories:

Cognition and Learning; **Communication and Interaction;** **Behaviour, Social and Emotional;** **Sensory and Physical.**

Within our school community, we have pupils with a wide variety of special education needs and disabilities such as Autism, ADHD, Speech, Language and Communication difficulties, Dyslexia, Dyscalculia and Dyspraxia.

What is the Local Offer?

The SEND Local Offer is a resource, which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available both to those families in Nottinghamshire that have an Education, Health and Care Plan and those who do not have a plan, but still experience some form of special educational need. The SEND Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors.

Nottinghamshire County Council Local Offer:

<https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page?newdirectorychannel=9>

Q. Who are the best people to speak to in school about my child's difficulties in learning/special needs or disability?

The Class Teacher is responsible for:

- Checking the progress of your child, including planning and delivering any additional help your child may need (this could be targeted work or additional support) and letting the Special Educational Needs Team know as necessary.
- Writing pupil progress targets and or completing BSquared and sharing and reviewing these with parents at least once a term and planning for the next term.
- Personalised teaching and learning for your child.
- Ensuring that the schools SEND policy is followed in their classroom and for all pupils they teach with SEND.
- To seek advice and strategies that may help your pupils.

The SENDCo: Mrs Edwards is responsible for:

- Developing and reviewing the school's SEND policy – a document used to inform identification and assessment of children with SEND.
- Co-ordinating all the support for children with special educational needs or disabilities (SEND)
- Ensuring that you are;
 - ✓ Involved in supporting your child's learning
 - ✓ Kept informed about the support your child is getting involved in reviewing how they are doing.
- Liaising with all the other people who may be coming in to school to help support your child's learning, e.g. Speech and Language Therapy, Educational

Psychology, Schools and Family Specialist Services (SFSS), Schools Behaviour and Attendance Partnership (SBAP)

- Updating the school's SEND register (a system for ensuring that all the SEND needs of pupils in this school are known) and making sure that records of your child's progress and needs are kept.
- Providing specialist support for teachers and support staff in the school, so that they can help children with SEND in the school to achieve the best progress possible.

In light of the Coronavirus Pandemic: Parents with concerns that their child may have an additional or special educational need will need to raise concerns with the SENDCo so that the correct protocol and procedure can be followed, i.e. the graduated response (please see the Assess, Plan, Do, Review) and the correct support implemented or sought.

Family SENDCo: Janet Rigby is responsible for:

- Observing children with additional needs and signposting staff to support
- Leading professional development meetings, Springboard meetings and the annual family bidding moderation.
- Sharing information about current policy and practice or continual professional development opportunities between the local authority and the SENDCOs and their schools.

The Principal: Mrs Laurie Baczynski is responsible for:

- The day-to-day management of all aspects of the school; this includes the support for children with SEND.
- The Principal will give responsibility to the SENDCo and class teachers, but is still responsible for ensuring that your child's needs are met.
- The Principal must make sure that the Governing Body is kept up to date about issues relating to SEND.

The SEND Governor: Mr Paul Brockless is responsible for:

- Making sure that the necessary support is given for any child with SEND who attends the school.
- Monitoring the attainment of SEND pupils.

Q. What are the different types of support available at your school for children with SEND?

Quality First Teaching

- a) All teaching staff at Sunnyside Spencer Academy are expected to have knowledge of high incidence needs that apply quality first teaching strategies in line with school and cohort needs.
- b) Any pupils who are falling significantly outside of the range of expected academic achievement in line with predicted performance indicators will be monitored.
- c) Once a pupil has been identified as *possibly* having SEND they will be closely monitored by staff in order to gauge their level of learning and possible difficulties.
- d) The child's class teacher will take steps to provide differentiated learning opportunities that will aid the pupil's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied.
- e) The SENDCo will be consulted as needed for support and advice and may wish to observe the pupil in class.
- f) Through (b) and (d) it can be determined which level of provision the child will need going forward.
- g) If a pupil has recently been removed from the SEND list they may also fall into this category as continued monitoring will be necessary.
- h) A personal provision plan will be written to provide small achievable targets for the child.
- i) Parents will be informed fully of every stage of their child's development and the circumstances under which they are being monitored. They are encouraged to share information and knowledge with the school.
- j) The child is formally recorded by the school as being under observation due to concern by parent or teacher but this does not place the child on the school's SEND list. Parents are given this information. It is recorded by the school as an aid to further progression and for future reference.
- k) Pupil progress meetings are used to monitor and assess the progress being made by the child. The frequency of these meetings is dependent on the individual child's needs and progress being made.

SEND Support

Where it is determined that a pupil does have SEND, parents will be formally advised of this and the decision will be added to the pupil's school file. The aim of formally identifying a pupil with SEND is to help school ensure that effective provision is put in place and so remove barriers to learning. The support provided 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 /subject teacher. They will work closely with teaching assistants and /or relevant specialist staff 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 SENDCo.

Review

Reviews will be undertaken in line with agreed dates. 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 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. Parents will be provided with clear information about the impact of support to enable them to be involved in planning the next steps.

Referral for an Education, Health and Care Plan

If a child has lifelong or significant difficulties they may undergo a Statutory Assessment Process which is usually requested by the school but can be requested by a parent. This will occur where the complexity of need or a lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required. The decision to make an EHC Plan will be taken at a progress meeting. The application for an Education, Health and Care Plan will combine information from a variety of sources including:

- Parents
- Teachers
- SENDCo
- Social Care
- Educational Psychologist
- SFSS

Information will be gathered relating to the current provision provided, action points that have been taken, and the preliminary outcomes of targets set. A decision will be made by a group of people from education, health and social care about whether or not the child is eligible for an EHC Plan. Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

Further information about EHC Plans can found via the SEND Local Offer:

<https://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/localoffer.page?newdirectorychannel=9>

or by speaking to an Education, Health and Care Plan Co-ordinator on:

0115 9774012 or 0115 9773323

or by contacting the Parent Partnership Service on:

0115 948 2888

Education, Health and Care Plans [EHC Plan]

a. Following Statutory Assessment, an EHC Plan will be provided by Nottinghamshire County Council, if it is decided that the child's needs are not being met by the support that is ordinarily available. The school and the child's parents will be involved developing and producing the plan.

b. Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the Plan if it differs from their preferred choice.

c. Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The annual review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place, for example, reducing or increasing levels of support.

In light of the Coronavirus Pandemic: In the event of a national lockdown, annual reviews will go ahead as scheduled, however this will be done remotely and will be coordinated by the SENDCo. The timescales for this will be less strict allowing for the

SENDCo to gather and collate all information required remotely. The ICDS who write/assess/amend the plans will also be working on a less stringent time scale and there may be delays to requested placement changes due to the remote working conditions and school closures.

Q. How will you support my child during periods of transition e.g. moving class, key stage or school?

Transition

We recognise that transitions can be a challenging time for children with SEND and we take steps to ensure that any transition is as smooth as possible. The period of transition, depends on the individual needs of the pupil.

If your child is joining us from another school into EYFS:

- The EYFS team will speak to the previous school where appropriate.
- Your child will visit the school with you and your family and meet the staff.
- You will be shown around the school and introduced to key staff, class teacher and teaching teams who will be working closely with you.
- If your child would be helped by a book/passport to support them, then one will be made **with** them to include pictures of their new classroom, school and staff.

In the event of a national lockdown, children joining Sunnyside with an already identified SEND will be managed as follows;

- *National Offer Day for F2 allocations will still take place on 19th April 2022.*
- *If your child is an F2 transition child who could potentially be attending Sunnyside Spencer Academy from September 2022, a member of the EYFS team will liaise with the SENDCo to share information about the child via teams or phone.*
- *The SENDCo will make contact with staff from the F1 setting, if this is possible, to talk about the child.*

If your child is moving to another school:

- We will contact the school SENDCo and ensure he/she knows about any special arrangements or support that needs to be made for your child, where possible a planning meeting will take place with the SENDCo from the new school.
- If your child would be helped by a book/passport to support them in understanding moving on, then one will be made with them.
- We will make sure that all records about your child are passed on as soon as possible.

In the event of a national lockdown: There will still be close liaison with the new school, the SENDCo and surrounding team, only information will now be shared via email/online video call/phone call. There is still the possibility of creating a passport, which would be emailed directly to you. Social stories, where appropriate, may also be shared to support this. If your child is due to move to a specialist provision, transitional visits may still go ahead if the

school has remained 'open' but this will be planned on an individual case basis by the ICDS, new school and school SENDCo in consultation with the parents/carers and the young person when appropriate.

When moving classes in school:

- Information will be passed on to the new teaching team in advance and planning meetings will take place with the new teaching teams to discuss personal provision plans, positive handling plans etc.
- If your child would be helped by a book/passport to support them in understanding moving on, then one will be made with them.

In the event of a national lockdown: Staff will be led by the schools Senior Leadership Team. Once staffing and classes have been decided for the next academic year, conference calling will be used to share information and teaching assistants (Key workers for 1:1 children) will produce transitional materials to use at home such as pupil profiles to share with the new teacher, a letter from the new class teacher and teaching assistant, photographs of the new classroom and staff will also be shared when required.

In Year 6:

- Advanced planning for pupils in Year 6 is essential to allow appropriate options to be considered. The SENDCo will liaise with the SENDCo's of the secondary schools serving the area to ensure that effective arrangements are in place to support pupils at the time of transfer.
- The SENDCo will discuss the specific needs of your child with the SENDCo of your child's secondary school. In some cases, a transition review meeting, to which you will be invited, will take place with the SENDCo from the new school. During the transition meeting a transition plan will be developed.
- Your child will be participating in focussed learning related aspects of transition to support their understanding of the changes ahead.
- Where possible, your child will visit their new school on several occasions and in some cases, staff from their new school will visit your child in this school.
- If your child would be helped by a book/passport to support them in understanding moving on, then one will be made with them.

In the event of a national lockdown: There will still be close liaison with the new school, the SENDCo and surrounding team, only information will now be shared via email/video call/phone call. There is still the possibility of creating a passport, which would be emailed directly to you. Social stories, where appropriate, may also be shared to support this.

Transition Weeks

- Supporting children in moving to their new year groups before the summer term, allows all children to; build relationships with their teacher, settle into their new classroom, set expectations for the year ahead, continue working at high expectations, receive homework projects for the summer holiday, have in place reading books over the holiday and a reduction in any anxiety or worry about moving into an unknown classroom with a new teacher following the prolonged summer break.

- Information will be passed on to the new teaching team in advance and planning meetings will take place with the new teaching teams to discuss personal provision plans, positive handling plans etc.
- If your child would be helped by a book/passport to support them in understanding moving on, then one will be made with them.
- The SENDCo and SEND Team will ensure that training needs are planned for and that information regarding needs is passed to the new teachers through the class SEND files.
- When pupils move to another school their records will be transferred to the next school within 15 days of the pupil ceasing to be registered, as required under the Education (Pupil Information) Regulations 2000.

Q. How will you measure the progress of my child and how will the teaching be adapted to enable progress and success?

Pupil Progress for all children at Sunnyside Spencer Academy is monitored with great rigour and is monitored by us and the Trust on a weekly basis. In evaluating the success of provision the careful tracking of data identifies those children making progress and those who are not. Success will be evident if:

- Progress is made by all pupils in all areas of learning, self-esteem and skills levels.
- We receive positive responses from pupils, parents, staff, governors, 'The Trust', Challenge Partners and Ofsted Inspectors.
- We can demonstrate effective use of resources.
- Self-evaluation of our SEND provision and inclusive policies is continuous and assessment results in improved practice and innovative initiatives for the benefit of pupils and staff.
- Recognition and value is given to all forms of achievement including personal development and well-being.
- Each child's progress is continually monitored by his/her class teacher.
- His/her progress will be reviewed formally by Senior Leaders in reading, writing, numeracy and for some children personal and social development.
- If your child is in F2 or far behind their peers, a more sensitive assessment tool can be used, which shows their attainment in more detail – breaking learning into smaller steps (BSquared).
- At the end of each Key Stage (i.e. at the end of Year 2 & 6) all children are required to be formally assessed using Standard Assessment Tests (SATs). This is something the Government requires all schools to do and the results are published nationally.
- Each SEND child will be included on our weekly RAG meetings and records, highlighting the impact of personalised provision which is designed to accelerate learning and wherever possible close the progress gap.
- The school will use the graduated response strategy of; Asses, Plan, Do, Review.

- The progress of children with an EHC Plan will be formally reviewed at an annual review with all adults involved with the child's education. The child is also involved in their review as much as possible, a variety of creative strategies are employed to ensure accessibility.
- The SENDCo will also check that your child is making good progress with any individual work and within any group that they take part in.
- Regular book scrutiny, lesson observations, learning walks etc are carried out by the SENDCo team along with members of the Senior Management Team to ensure that the needs of all children are met and that the quality of teaching and learning is high.

The class teacher, with support from the SENDCo and SLT team, will decide the action required to help a pupil progress. These actions might include:

- Use of different teaching and learning styles.
- Deployment of extra staff to work with the pupil.
- Provision of alternative learning materials/special equipment.
- Group Support.
- Different groupings.
- Provision of additional adult time in devising interventions and monitoring their effectiveness.
- Staff development/training to undertake more effective strategies.
- Access to outside agency support services for advice on strategies, equipment or staff training.
- Implementing programmes supplied by other agencies e.g. the speech and language therapist (SALT) or occupational therapist (OT).

These interventions are recorded and monitored through the use of provision maps and alongside individual and class timetables. Outcomes of support are monitored each half term, if not sooner, by the SENDCo, SEND to inform future practice. P scale and B Squared records may be appropriate for children who have achieved age related targets (ARE) in year 1 but continue to make small, slow steps progress.

*In the event of a national lockdown: Teaching staff will continue to offer differentiated tasks and will liaise directly with the children and parents. **ALL** children should post the work or learning based tasks they are completing at home onto Class Dojo so that the class teacher and SENDCo can monitor the progress of individuals. If your child has a provision plan target based around fine motor skills for example, posting photos of them working on an activity which supports the meeting of this target are also encouraged.*

Personal Provision Plans

Every child who is on the SEND list, will have a personal provision plan. The provision plan will record only that which is different from or additional to the normal differentiated curriculum, and will state individual outcomes and targets with measurable success criteria. These should match the pupil's needs as well as:

- Personal details.
- The pupils strengths
- The pupils weaknesses
- Teaching strategies and resources that support the pupil.
- Long term targets for the academic year.
- Short term, SMART targets which build up to the long term targets..
- Measurable success criteria, e.g. ‘...will be successful 3/5 days’.
- Evaluations on the impact of any input from the teaching team, parents/carers and, most importantly, the child.

The provision plans will be developed and discussed with the pupil and the parents/carers and should be written in plain language on the child friendly pro-forma. Each party should then sign the pupil profile and a copy will be kept in a secure file on the school server (under the new GDPR guidelines).

Provision plans should be written at the start of each term, with the summer term plan being written by both the current class teacher and the teacher for the next academic year. There is an annual formal evaluation of the effectiveness of the SEND provision, policy and practise. The evaluation is carried out by the SEND Governor. The information collected will help inform our school development and improvement plan.

In the event of a national lockdown: Whilst we cannot meet in person to conduct provision plan reviews, the SENDCo will liaise with the class teacher for an update on the progress made towards current targets. The SENDCo will then call individual families for their updates and requests around targets (the child’s opinions and views will also be requested at this point where appropriate) and an updated/amended/new personal provision plan will be created and shared via email and the online learning platform for the remainder of the school year. Meetings in person will resume once restrictions are lifted.

Finance

The school funding formula is generated to include financial provision to specifically support pupils’ individual special needs. This funding is prioritised to enhance learning to ensure that small steps of progress are continually made by all learners with additional needs/SEND.

At Sunnyside Spencer Academy, for those pupils with AFN – additional funded needs COSTED PROVISION MAPS are created with detailed evidence of supporting resources provided in school. This builds a portfolio of the support each child receives and the progress each child makes. Additional funding and financial support can be applied for from the Local Authority. Detailed assessments and data tracking insure that all learners achieve and make progress at Sunnyside Spencer Academy.

In the event of a national lockdown: Our usual bidding moderation will not go ahead in person, but will be conducted remotely. Our SENDCo will still write bids for key pupils.

Q. How can I support my child's learning?

The class teacher is available to discuss your child's progress or any concerns you may have and to share information about what is working well at home and school, so that similar strategies can be used. The SENDCo is available to meet with you to discuss your child's progress or any concerns/worries you may have.

All information from outside professionals, will be discussed with you by the person involved directly, or where this is not possible, in a report. Personal provision plan meetings will be reviewed with your involvement every term. These meetings are in addition to Parent's Evenings times.

Once your child has been identified with SEND; the class teacher will respond accordingly making the necessary adaptations to the curriculum and they will also provide extra provision for your child which is highlighted on the weekly RAG (in consultation with the personal provision plans). Parents are always consulted where a child has been identified with SEND and feedback from yourself is important to us as we understand that you know your children best.

Any targets will be sent home in the form of a provision plan and at any point, you are welcomed and encouraged to meet with the teacher or SENDCo to look at the targets set and help in the reviewing process.

We also provide all children with home-school diaries – any messages or concerns you have can be noted into the diary and the teacher will respond with any information they can provide either by telephone, in person or by writing a message back in the home-school diary.

Where appropriate we also try and include the children in the target setting process and consult them on their progress and what help they would like to have next. We take into consideration the child's strengths and try and build on these to increase confidence and self-esteem.

In the event of a national lockdown: Parents and carers, you will play a vital role in supporting the learning of your child. Any concerns about how to approach this can be shared with the class teacher via the online learning platform or you may wish to contact school by our office email address or by the new school phone number: 07930495413.

Q. Will my child with SEND be able to engage in activities with children without SEND in school?

Sunnyside Spencer Academy is an inclusive school where all children regardless of their abilities are engaged and able to partake in all activities we offer. Where appropriate we will make reasonable adjustments to the curriculum, environment and activities so all children can access them.

Q. How are the teachers in school helped to teach children with SEND and what training to they receive.

The SENDCo's job is to support the class teacher in planning for children with SEND. Our aim, is to train staff and ensure that training opportunities are matched to the school development priorities and the needs of the pupils on our SEND list. The training and support provided should enable all staff to improve the teaching and learning of children, including those with SEND. This includes whole school training on SEND; Nurture, Autism Spectrum Disorder (ASD), Attachment Disorder, Speech and Language Difficulties, Cognitive Behaviour Therapy (CBT), Physiotherapy, Dyslexia, Mental Health (the role of CAMHs). In addition there is also further training specifically for personal care, booster groups, more able pupils, and phonics, literacy and maths intervention.

We are also in some cases, able to gain support from outside agencies who will then advise teachers on how best to support the child in class and to help ensure they meet their targets. This is done through the family springboard meetings which are held once a term or through the SBAP team where applicable.

Q. How do you know if the provision given to SEND children is effective?

At Sunnyside Spencer Academy the teachers are incredibly effective at assessing and evaluating both themselves and the provision given to all children. All lessons are evaluated including assessing how particular groups or individual children do through formative feedback such as verbal or written marking.

All additional provision is progress based – whereby the children are assessed for a base-line before the provision starts and again afterwards to accurately measure and monitor progress made by all the children.

Q. How will you support my child emotionally and socially and what measures do you have in place to prevent bullying?

We recognise that some children have extra emotional and social needs that need to be developed and nurtured. These needs can manifest themselves in a number of ways, including; behavioural difficulties, anxiousness and being uncommunicative. If a child has a specific need such as low self-esteem they may also access the Nest (safe space and sensory room), positive play or nurture support groups.

Some children will be supported by TA's at lunchtime and playtimes. These sessions are supported through planned activities and spaces. If a parent or teacher has concerns that a child is being bullied because of an identified need, the anti-bullying policy would come into force and procedures would be followed.

In the event of a national lockdown: This time is extremely unsettling for most people, but more so for those with SEND. Open and appropriate conversations led by the child are important in them being able to process their emotions. The use of social stories to explain the pandemic might also be useful and can be obtained from

the SENDCo or the class teacher. Teaching staff are not only setting work related tasks but tasks which are mindful of promoting mental wellbeing such as daily exercise, outdoor learning opportunities (where possible and in line with government restrictions and guidelines) and our online learning platform means your child still has the option to speak with the staff they work closely with any time. If you have concerns about your child's mental health, please make contact with the class teacher or SENDCo and we will support you in any way we are able to.

Q. Are there other people / organisations involved in supporting children and families?

The school continues to build strong working relationships and links with external support services in order to fully support our SEND pupils and aid school inclusion. Sharing knowledge and information with our support services is key to the effective and successful SEND provision within our school. Any one of the support services may raise concerns about a pupil. This will then be brought to the attention of the SENDCo who will then inform the child's parents. The following services will be involved as and when is necessary:

- School, families and Support Services (SFSS)
- Physical Disability Support Services (PDSS)
- Children and Adolescent Mental Health Services (CAMHs)
- Early Help Team; Personal, Social and Emotional Development Team (PSED)
- School Health; Speech and Language Therapists (SALT)
- Physiotherapists
- Occupational Therapists (OT)
- Paediatricians
- Looked After Children Team
- Educational Psychology Service (EPS).

In order for this to happen:

- Parents will be asked to give permission for the school to refer their child to the specialist professional e.g. SALT or EPS. This will then be taken to 'Springboard' where it will be discussed and taken to a panel. From here the chosen agency will decide on what support is needed and feedback.
- If the specialist professional will work with the child to understand their needs and make recommendations as to the ways the child is given support. This will then lead to specific group or individual work being carried out.

Please refer to schools Local Offer for more information.

In the event of a national lockdown: Whilst most services will operate remotely, they will still operate and are at hand to offer guidance and support. If you have

involvement with community paediatrics, the EPS or any of the above services, their current working policy will be communicated to you directly. Whilst the provision on offer may look different, rest assured it will still be highly beneficial.

Staffing and any Specialist Qualifications/Expertise at Sunnyside Spencer Academy

Both our SENDCo Mrs Edwards and the Associate SENDCo Miss Bayliss, hold the National SENDCo award. This is a statutory requirement for all SENDCOs appointed new to role from September 2008.

The school provides training and support to enable all staff to improve the teaching and learning of children, including those with SEND. Our school operates the following training programmes:

- The Spencer Trust Academies Alliance - all staff attend a variety of training through the Alliance.
- The George Spencer family of schools and The Spencer Trust Academies Alliance will also support and use expertise within the schools to train each other where possible.
- Pilot AET Progression Framework- Trust SENDCo is involved in delivering two SEND training courses, to the NPQML leaders and NQT's.
- The trust SENDCo has supported three newly qualified SENDCo's who have shadowed her role in school.
- The SENDCo will attend specific SEN training events termly with Family SENDCo. Support is given from all outside agencies who will advise teachers on how best to support the child in class and to help ensure they meet their targets.

Each year the needs of children within our school are carefully considered and training organised to build on the individual skills sets of our staff. So far this year, all staff have had the following training:

Safeguarding
KCSIE Update
The Role of the Adult
Showbie and Apple Classroom
RWI Phonics

This year the following members of staff took part in the following training courses:

BSquared - 7 members of staff
Mental Health First Aider Level 2 – 1 member of staff
Understanding Autism Level 2 – 1 member of staff
Understanding Specific Learning Difficulties Level 2 – 1 member of staff
Behaviour That Challenges Level 2 – 1 member of staff

This academic year, we have the intention of providing training for specific staff on

writing SMART targets for pupils, BSquared assessment, CAMHS services and accessing appropriate provision.

Q. How do I make a compliment or a complaint about the provision my child is receiving?

The education of all pupils that attend Sunnyside Spencer Academy is very important to us and therefore the school is open to comments, questions, compliments and complaints.

Compliments are always greatly received and can be passed on either directly to staff and the SENDCo.

We endeavour to deliver an individualised programme of provision for children within the school. However, if you were to become unhappy with the provision your child is receiving the first person to speak to would be the class teacher who may involve the SENDCo – who will try to resolve any concerns and work with parents to adapt to change provision. If the matter was not resolved satisfactorily, the School Principal and SEND Governor would listen to your concerns and together find an amicable solution. If again, it was not resolved to your satisfaction you may follow the school's Complaints Procedure. For further information please view our **Complaints Policy** located in the school policy section of our website.

Reviewed: September 2021