

# SEND Policy and Information Report

## Broughton Hall Catholic High School



**Approved by:** The Governing Body of Broughton Hall Catholic High School      **Date:** 8/12/2021

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## Our Vision

Founded by the Sisters of Mercy, Broughton Hall is committed to the Catholic Education of girls through Gospel values which permeate the life of the school. We aim to provide a curriculum that is ambitious for all students, no matter their ability or Special Educational Need, which is supported by Quality First Teaching and a SEND provision which allows them to be successful in developing their god given gifts.

## 1. Aims

Our SEND policy and information report aims to:

- Set out how our school will support and make provision for pupils with Special Educational Needs and Disabilities (SEND)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND

### General Aims

The school population of Broughton Hall reflects a diverse, vibrant and talented cross-section of students, and as in any school populations there are some students who are less able than others. As teachers, it is our responsibility to ensure that learning is accessible and ambitious all students, allowing students with SEND to develop their full academic, social, and personal potential.

**This whole school approach to Special Needs demands that every member of staff takes responsibility for every student. Staff should ensure that all their lessons accommodate the needs of their SEND pupils by:**

- Teaching high quality, differentiated and personalised activities and exercises to meet the needs of all the students they teach.
- Aiming for the best education possible for all children, including those with special educational needs, providing all students with equal opportunities to succeed, i.e., all students must have equality of opportunity within the full range of the school's provision.

- Instilling in students that the school has high expectations of all students, and providing all students with aspirational targets. Teachers should regularly gather data about students in a variety of ways in order to make judgements on how best to meet their student's needs.
- Planning lessons and activities and deliver high quality education supported by Learning Support staff in order that all students can access the learning to the best of their ability.
- Give parents/carers/guardians every opportunity to become involved in selecting, from a range of provision, the option that best meets the need for their child. These conversations let parents/carers/guardians know that they are equal partners in the education process.

**In order to fulfil these requirements, it is recognized that the following practices must be inherent to teaching approaches:**

- There should be a caring and supportive environment, which utilizes all available and appropriate facilities.
- That teaching methods and language levels used are appropriate.
- That concept levels in all areas of the curriculum are consistent with the student's stages of development.
- Independence, self-advocacy, respect for others and the development and maintenance of self-esteem are integral to entitlement.
- Thoughtful, negotiated, sympathetic assessment and testing should be used for the benefit of the student but ensuring rigor. Notable achievements can be made by all students, and these should be recognised and recorded.

### **SEND Support in school**

The school policy acknowledges that the needs of all students who may have SEND, either throughout, or at any time during their school careers must be addressed. The school recognises SEND student's right to a broad, balanced and challenging curriculum, including the maximum possible access to the national curriculum.

The SEND support for students who are identified as requiring additional or special educational provision, will operate in the form of a four-part cycle through. Earlier decisions and actions are revisited, refined and revised with a growing understanding of the student's needs. As we work with a student and learn from what helps them most effectively, our ability to implement the support measures best helping the student to make good progress and secure good outcomes using a 'graduated approach' improves consistently. Code of Practice 2014.

## **2. Legislation and guidance**

This policy and information report is compliant with the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND coordinators (SENDCOs) and the SEND information report

## **3. Definitions and Identification of SEND**

A pupil has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than many others of the same age, or
- A disability which prevents or hinders them from making use of facilities generally provided for other students of the same age in mainstream schools.

Special educational provision, is defined as strategies and support measures that are additional to, or different from, those made generally for other children or young people of the same age in mainstream schools.

At the heart of our school and in every class lies a cycle of Assess, Plan, Do, Review. These general arrangements in school take account of the wide range of abilities, aptitudes and interests that our students bring to school. Many children will learn and progress within these arrangements. SEND is here to support those who have difficulty in doing so, and may have special educational needs.

“Children have special educational needs, if they have a learning difficulty which calls for special educational provision to be made for them”.

Children have a learning difficulty if they:

- Have a significantly greater difficulty in learning than the majority of children in the same age.
- Have a disability, which either prevents or hinders them from making use of the educational facilities generally provided for children of the same age in schools within their Local Education Authority.
- Are under compulsory school age and fall within the definition above or would do so if special educational provision was not made for them.

**Special educational provision is defined as:**

Education provision(s) which are additional to, or otherwise different from, the educational provision made generally for children of their age in schools maintained by the LEA, other than special schools in the area.

**Code of practice: Principles**

Section 19 of the Children and Families Act 2014 makes clear that schools, in carrying out their functions under the Act, in relation to disabled children, young people and those with special educational needs (SEND), must take into consideration in their education provision:

- The views, wishes and feelings of the child or young person, and the child’s parents/carers/guardians.
- The importance of the child or young person, and the child’s parents/carer/guardians, ability to participate as fully as possible in decisions, and be provided with the information and support necessary to enable participation in those decisions.
- The need to support the child or young person, and the child’s parents/carers/guardians, in order to facilitate the development of the child or young person and to help them achieve the best possible outcomes, academically and non-academically, preparing them effectively for adulthood.

These principles are designed to support:

- The participation of children and young people, and their parents/carers/guardians in decision making
- Greater choice and control for young people and their parents/carers/guardians, over the options of support the school can provide.
- Collaboration between education, health and social care services to provide support.
- High quality provision to meet the needs of children and young people with SEND.

## **4. Roles and responsibilities**

### **4.1 The SENDCO**

The SENDCO is Mrs Helen Marteau ([roseh@broughtonhall.com](mailto:roseh@broughtonhall.com)) and the Assistant SENDCO is Miss Jackson ([jacksons@broughtonhall.com](mailto:jacksons@broughtonhall.com)).

They will:

- Work with the headteacher and SEND governor to determine the strategic development of the SEND policy and provision in the school.
- Have day-to-day responsibility for the implementation of this SEND policy and the co-ordination of specific provisions made to support individual pupils with SEND, including those who have EHC plans.
- Provide professional guidance to colleagues and work with staff, parents, carers, guardians and other agencies to ensure that pupils with SEND receive appropriate support and high quality teaching.
- Advise teachers on the graduated approach to providing SEND support.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Be the point of contact for external agencies, especially the local authority, and their support services.
- Liaise with potential ongoing providers of education to ensure pupils and their parents/carers/guardians are informed about their options, and where required, facilitate a smooth transition for the student.
- Work with the headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements.
- Ensure the school keeps adequate records of all pupils with SEND and ensure these records are kept up to date.
- Co-ordinate training for staff in relation to the developing needs across the school as they emerge.

#### **4.2 The SEND Governor**

The SEND governor will:

- Help to raise awareness of SEND issues at governing board meetings.
- Monitor the quality and effectiveness of SEND provision within the school and update the governing board on this.
- Work with the headteacher and SENDCO to determine the strategic development of the SEND policy and provision in the school.

#### **4.3 The Headteacher**

The headteacher will:

- Work with the SENDCO and SEND governor to determine the strategic development of the SEND policy and provision in the school.
- Have overall responsibility for the provision and progress of learners with SEND.

#### **4.4 Class Teachers**

Each class teacher is responsible for:

- The progress and development of every pupil in their class.
- Providing quality first teaching for every pupil in their class.
- Having high expectations of all students, ensuring lessons are ambitious for all.
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to the educational provision in place.
- Ensuring they follow this SEND policy.

#### **4.5 Learning Support Staff**

**It is the responsibility of Learning Support staff to ensure that the above stated aims are achieved by the following objectives:**

- To support the class teacher, enabling more opportunities for SEND students to access subject specific support.
- To develop students' resilience and independence.
- To encourage an acceptable code of behaviour and responsible attitudes towards other students and wider society.
- To develop the student's ability to adapt past experiences to new situations.
- To develop the student's ability to make a reasoned decisions.
- To encourage students to empathise and see situations from other people's points of view.
- To support students in having a high standard of literacy and numeracy to meet the demands of the society in which we live.
- To help the students speak clearly and confidently in language appropriate to the situation.
- To run and evaluate social and communication skills interventions in order that they might foster relationships successfully.
- To support students' ability to read fluently, with accuracy and understanding.
- To support students in improving their handwriting.
- To help students to develop lively and enquiring minds.
- To support the students in thinking and planning in a logical manner.
- To support the students to apply concept knowledge in a variety of situations.
- To promote awareness of the local and global environment.
- To develop the students' powers of observation.
- To develop the students' powers of discrimination.
- To support students to reflect on the difference between fact and fiction.
- To promote the appreciation of spiritual needs.

## 5. SEND Information Report

### 5.1 The kinds of SEND that are provided for:

Our school currently provides additional and/or different provision for a range of needs, including:

- **Communication and interaction**, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties.
- **Cognition and learning**, for example, dyslexia, dyspraxia.
- **Social, emotional and mental health difficulties**, for example, attention deficit hyperactivity disorder (ADHD).
- **Sensory and/or physical needs**, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- **Moderate/severe/profound and multiple learning difficulties.**

### 5.2 Identifying pupils with SEND and assessing their needs

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils. This is designed to identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline.
- Fails to match or better the child's previous rate of progress.
- Fails to close the attainment gap between the child and their peers.
- Concerns their parents/carers/guardians.
- Concerns their teacher, for example behaviour or self-esteem is affecting performance

This data collection is designed to facilitate:

- Consultations between class teachers and members of the leadership team.
- Discussions with external agencies e.g. Educational Psychology Service.
- Health diagnoses through a paediatrician.
- Liaisons with previous school or setting, if applicable.

This may include progress in areas other than attainment, for example, social needs. Slow progress and low attainment will not automatically mean a pupil is recorded as having SEND.

It is the responsibility of the teacher to identify students who meet the criteria above. The teacher will then refer students to the SENDCO once they have exhausted wave one of the 'assess, plan, do, review' cycle. The SENDCO will, where appropriate, observe the students and source relevant screening tests such as Lucid Lass, Boxhall, Lucid Exact or assessments from outside agencies. While assessments are carried out, students will be categorized into the four board areas of need, and interventions continued with the support of the SENDCO.

#### **The four board area of need are:**

Cognition and Learning  
Communication and Interaction  
Social, emotional and mental health  
Sensory and physical

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment for the student, and the views and the wishes of the pupil and their parents/carers/guardians. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

### **5.3 Consulting and involving pupils and parents**

We will have an early discussion with the pupil and their parents/carers/guardians when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty.
- We take into account the parents'/carers'/guardians' concerns.
- Everyone understands the agreed outcomes sought for the child.
- Everyone is clear on what the next steps are.

We will formally notify parents when it is decided that a pupil will receive SEND support.

Subject teachers will meet with parents at parents evening held early in the Spring Term and a member of the SEND department is also available to discuss your daughter's needs and review your daughter's Pupil Passport. Our Pupil Passports are updated on a termly basis and emailed to parents/carers/guardians. Parents/carers/guardians can ask for changes to be made to these profiles before they are distributed to teaching staff. Pupils are spoken to about their Pupil Passports and asked what strategies they feel help them make the most progress in school.

#### **What should a parent do if they think their child may have special educational needs?**

Talk to us – in the first instance contact your child's subject teacher(s), Progress Manager or Learning Support Manager who will in turn discuss the issues with subject teachers and report back to you; if you still have concerns you can contact the SENDCO, Mrs Marteau or Assistant SENDCO, Miss Jackson.

We pride ourselves on building positive relationships with parents. We are open and honest with parents and hope that they can do the same with us.

### **5.4 Assessing and reviewing pupils' progress towards outcomes**

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

#### **Assess**

- In identifying a child as needing SEND support the subject teacher, working with the SENDCO, should carry out a clear analysis of the pupil's needs. This will include academic progress measured in line with their peers compared to previous progress. Information from other subject teachers where

appropriate, comparisons to national data and the views of those looking after the pupil outside school.

- This assessment will be reviewed regularly ensuring that the nature of the provision is appropriate to match student expectations.
- Outside professionals will be contacted where they have already worked with the student to inform assessments. This is in agreement with parents/carers/guardians.

### **Plan**

- When support is put in place, parents/carers/guardians will be contacted and a review date will be agreed.
- The review date will be in line with whole school data inputs, parents' evenings and reports. Interim reviews may be organised ad hoc between the parent/carer/guardian and the SENDCO.
- All teaching staff will be made aware of individual student provision through the Provision Map which is updated on a regular basis and shared on the pupil passport.
- Pupil Passports for individual students will be kept on the school's Provision Map system and class charts, where all staff can access strategies of support and expected learning outcomes.
- Parents must reinforce and contribute to progress at home.

### **Do**

- The subject teacher will remain responsible for working with the student on a daily basis.
- Where the interventions involve group or one-to-one teaching away from the main subject teacher, they will still retain responsibility for the student.
- The SENDCO will support the subject teacher in the further assessment of the student's particular strengths and weaknesses, in problem solving and advising on the effective implementation of support.

### **Review**

- The effectiveness of the support and interventions and their impact on the student's progress should be reviewed in line with the agreed date.
- The impact and quality of the support and interventions should be evaluated, along with the views of the student and their parents/carers/guardians. This should feed back into the analysis of the student's needs. The subject teacher, working with the SENDCO, will revise the support in light of the student's progress and development, deciding on any changes to the support and outcomes in consultation with the parent/carers/guardians and student.
- Parents/carers/guardians should have clear information about the impact of the support and interventions provided, enabling them to be involved in planning next steps.
- Where a pupil has an EHC plan, the local authority will review that plan as a minimum every twelve months. The school will co-operate with the local authority in the review process and, as part of the review, the local authority can require schools to convene and hold annual review meetings on its behalf. Further information about EHC plan reviews will be provided by the SENDCO on request.

The class or subject teacher will work with the SENDCO to carry out a clear analysis of the pupil's needs. This will draw on:

- The teacher's assessment and experience of the pupil.
- Their previous progress and attainment and behaviour.
- Other teachers' assessments, where relevant.
- The individual's development in comparison to their peers and national data.
- The views and experience of parents.
- The pupil's own views.
- Advice from external support services, if relevant.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.



## 5.5 Supporting pupils moving between phases and preparing for adulthood

We will share information with the school, college, or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this.

- We offer visits for all SEND children prior to starting with us.
- For children with special educational needs or a disability we will facilitate a phased transition to help your child to acclimatise to their new surroundings. We would also visit them in their current setting.
- We liaise closely with staff when receiving and transferring students to different schools, ensuring all relevant paperwork is passed on and all needs are discussed and understood.
- If your child has an Education, Health and Care Plan and is changing to a new school we will, whenever possible, arrange a review meeting with relevant staff from the receiving school.
- A member of the Senior Leadership Team meets with parents of the new Year 7 cohort before to discuss their daughter's needs
- There is a Year 7 induction meeting for parents held in the summer term of Year 6, where parents can meet relevant staff and ask any questions, they might have regarding their daughter's transition to secondary school
- Year 12 students participate in Higher education days, in which they are given support in writing UCAS applications and looking for apprenticeships
- Universities and Companies are invited in to discuss different pathways for students during assemblies and PSHE
- Year 11 students have Careers meetings to discuss their pathway post GCSE
- Year 9 students have a career day in which different universities and employers come into school and set up stalls to discuss careers with pupils, this event is also available for KS4 and KS5 pupils after school
- The SEND team provide personalised support for students who need enhanced transition post 16

## 5.6 Our approach to teaching pupils with SEND

Teachers are responsible and accountable for the progress and development of all the pupils in their class. The subject teacher can provide communication through Classcharts, homework is displayed here and parents can access the behaviour log of pupils on a daily basis. If a class teacher needs to discuss an issue with you, it will be done privately and strategies to support your child will be offered using the Broughton Hall wave one interventions.

High quality teaching is our first step in responding to pupils who have SEND. This will be differentiated for individual pupils.

If your child is on the SEND register, they will have a Pupil Passport which will have individual targets. This will be discussed with you on a termly basis and you will be given an electronic copy of the Pupil Passport. The SENDCO can offer advice and practical ways that you can help your child at home. Recommendations from external agencies e.g. a speech and language therapist, will be shared with you so that strategies can be implemented at home and school.

If your child has complex special educational needs or a disability they may have an Education, Health Care Plan (EHCP), which means that a formal meeting will take place annually to review your child's progress.

There is a homework club in school after school to support any pupils who have been unable to complete their home learning. There are many intervention groups in individual subjects at KS4 and KS5 for preparation for exams and coursework completion.

We will also provide the following interventions:

- Lexia
- Read write ink (red readers)
- Handwriting support

- Symphony Maths
- Social and wellbeing skills
- Footsteps
- Art works
- Lego therapy
- Emotional Literacy
- Study skills
- Stress management
- Reciprocal reading (amber readers)

## 5.7 Adaptations to the curriculum and learning environment

We make the following adaptations to ensure all pupils' needs are met:

- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc. as stated on pupil passports.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key knowledge
- Class work is pitched at an appropriate level so that all children can access it, while also being ambitious.
- Recall starters are used to embed learning for all students
- Learning environments are calm

### How do you measure my child's progress?

As a school we measure student's progress in learning against national age-related expectations. The subject teacher continually assesses each child and notes areas where they are improving and where further support is needed. We track student's progress from their admission through to Year 11, using a variety of different methods, including the new 1-9 scaling system at GCSE, our subject grading criteria and some standardised tests, as appropriate.

Students who are not making expected progress will be monitored through the ASSESS, PLAN DO, REVIEW (graduated) approach by their subject teacher, parents will be contacted, and a range of wave 1 interventions will be put in place. If after this process the student is still not making progress, the SENDCO will be invited to do a lesson observation and give advice. If after following all advice there is still difficulties, the graduated approach will continue to be following and in turn external professional help may be sought e.g., Educational Psychologist, SENISS, Access Arrangements Assessor. A pupil passport will be drawn up which will be monitored by the SEND Team and the subject teachers.

### How does the school judge whether the support has had an impact?

It is important that when we review targets and support, we collect information from a wide range of stakeholders ensuring a true reflection of progress has been made. We will collect information from.

**Parent voice** – this is essential in reviewing the impact of support. Depending on student's needs, parents will be asked for their thoughts a minimum of three times a year, this may be more if needs or circumstances change throughout the school year.

**Student voice** - is also essential, the SEND team will work to develop positive relationships allowing students to opportunity to share their voice. This may be done in group or 1-1 sessions depending on the needs of pupils.

**Teacher Voice** - we will collect comments from staff evaluating the progress students have made towards their targets within their pupil passport, as well as their academic targets within their subject area.

**Intervention impact reports** - LSA's will constantly review interventions students are involved in to ensure that they are making a positive impact on the students personalized targets and academic progress. If this is not the case, interventions will be reviewed and revised.

**Internal data** – we will look at the data from their subject areas to evaluate if progress has been made academically.

It is important to note that different students will require different levels of support to help them make progress and achieve their potential.

#### **How will my child be able to contribute their views?**

We value and celebrate each student's views on all aspects of school life. This is usually carried out through the School Council. Students also have the opportunity to give feedback to their subject teachers on questionnaires to discuss which aspects of the lessons they have enjoyed the best, enabling them to have an option to choose some of their own learning. Students who have Pupil Passports discuss their targets with their Teaching Assistant. If your daughter has an Education, Health Care Plan their views will be sought at the review stage, if appropriate.

### **5.8 Additional support for learning**

We ensure that all students with special educational needs are provided for to the best of the school's ability with the funds available. We have a team of teaching assistants and part of their responsibility is to deliver programmes designed to meet individual or groups of children's needs. The budget is allocated on a needs basis. The children who have the most complex needs are given the most support.

Our Special Educational and Disability Coordinator oversees all support and progress of any child requiring additional help across the school. The subject teacher will oversee, plan and work with each child with special educational needs or disabilities in their subject to ensure that progress in every area is made.

The SEND team will use a provision map to set out the support your child is receiving and evaluate the success of any interventions. All SEND students are given a Pupil Passport with specific targets and strategies for the subject teachers to follow to meet the student's needs in their own subject area.

There may be a teaching assistant working with your child either individually or as part of a group, if the subject teacher sees this as necessary. The regularity of these sessions will be explained to parents when the support starts. Some of the teaching assistants in school specialise in a specific area, these staff may work with the subject teacher to plan a specific intervention to meet a child's needs or they may work with the child themselves. Specialist staff include those who specifically support pupils with reading and writing difficulties (dyslexia and or dyspraxia and motor skill problems). We also have a lead teaching assistant for speech, language and communication. Some of our children with language difficulties use symbols, picture exchange communication (PECs), colourful semantics or iPad to help them communicate their needs.

### **5.9 Expertise and training of staff**

The SEND team present updated information to all staff when appropriate, they also meet with all new members of teaching staff and student teachers. When available outside agencies are invited in to present and give guidance on different SEND needs.

All of our teaching assistants have had training in delivering reading, spelling, phonics and multi-sensory Interventions. All our teaching assistants have had training in delivering Lexia Reading and Symphony Maths intervention sessions. We have a member of staff who has had training in delivering speech and language interventions planned by a speech and language therapist. A number of teachers and teaching assistants are trained to deliver social communications skills in small groups to students on the autistic spectrum and those suffering with anxiety and social difficulties. One teaching assistant is behaviour management trained. Many of our teaching assistants have Level 3 certificates in specific learning difficulties and are training to understand in more detail mental health issues utilising training from CAHMS. One of our teaching assistants has taken up outside of the school to train for a Level 1 in British Sign Language. The team is currently completing 'Maximizing the impact of Teaching assistants' and are also engaging in a range of CAHMS free training sessions where appropriate.

The SENDCo is currently completing the National Award for Special Educational Needs Coordinators at Liverpool John Moores University. The SENDCo and Assistant SENDCo complete regular training provided by School Improvement Liverpool, recent training has included master classes on access arrangements, EHCP application process, the graduated approach and quality first teaching. They attend SEND briefings ran by School Improvement Liverpool to ensure that they are up to date shared good practice.

### **5.10 Securing equipment and facilities**

We ensure that all students with special educational needs are provided for to the best of the school's ability with the funds available. We have a team of teaching assistants and part of their responsibility is to deliver Interventions designed to meet individual or groups of children's needs. The budget is allocated on a needs basis. The children who have the most complex needs are given the most support. The SENDCO will discuss the students' needs and what support would be appropriate. Different students will require different levels of support in order to help them make progress and achieve their potential.

### **5.11 Evaluating the effectiveness of SEND provision**

We evaluate the effectiveness of provision for pupils with SEN by:

- Reviewing pupils' individual progress towards their goals each term
- Reviewing the impact of interventions
- Using pupil questionnaires
- Monitoring by the SENDCO
- Using provision maps to measure progress
- Holding annual reviews for pupils with EHC plans
- Holding reviews for Top Up Funding applications (for non EHC students)

### **5.12 Enabling pupils with SEND to engage in activities available to those in the school who do not have SEND**

All of our extra-curricular activities and school visits are available to all our pupils, including our before-and after-school clubs. Our LSA's work with students of SEND to support them in their applications for school council.

All pupils are encouraged to go on our residential trips. A risk assessment is carried out prior to any off-site activity to ensure everyone's health and safety will not be compromised. In the unlikely event that it is considered unsafe for a students to take part in an activity, then alternative activities, which will cover the same curriculum areas will be provided in school.

All pupils are encouraged to take part in sports day/school plays/special workshops, etc.

No pupil is ever excluded from taking part in these activities because of their SEND.

#### **Who should I contact if I am considering whether my child should join the school?**

- Contact Gina Smith PA to the Head Teacher, to arrange a meeting and tour of the school.
- If your child has a special educational need or a disability you could contact the SENDCO who will discuss how the school could meet your child's needs.
- Our school has undertaken a review of our SEND policies to meet the new SEND Code of Practice effective from 1st September 2014. These are reviewed every twelve months.

#### **How accessible is the school environment?**

The ground floor of the main school building and all floors in the Learning Hubs are wheelchair accessible. There are 3 disabled toilets in the lower school hubs, and a further 4 across the rest of the school including 2 in the 6th Form block. The Dance Drama Studio and one classroom has 'Sound Field' systems to support hearing-impaired children. The school building is decorated and maintained to support children who are visually impaired.

There are lifts available in the main school, sixth form and technology block.

### **What support is there for behaviour, avoiding exclusion and increasing attendance?**

We have a positive approach to behaviour management with a clear Behaviour for Learning policy that is followed by all staff and pupils. We are an inclusive school and we make every effort to include all pupils in learning sessions with their class. We also take every opportunity to include students socially at break and lunch times.

The attendance of every student is monitored on a daily basis by the attendance officer. Lateness and absence are recorded and reported to the Head Teacher and Governing Body. There are rewards and certificates for 100% attendance which are given termly.

If a child is at risk of exclusion, the pastoral support team will meet with the student and parents to identify the specific issues and where necessary, put in place the relevant support.

After any serious behaviour incidents we will inform you about what has happened. We would then expect the student to reflect upon their behaviour with you; this helps to identify why the incident happened and what the student needs to do differently next time to change and improve their behaviour.

### **How does the school manage the administration of medicines?**

We have a policy regarding the administration and management of medicines on the school site. Parents need to contact the Learning Support Manager if medication is recommended by Health Professionals to be taken during the school day.

## **5.13 Support for improving emotional and social development**

We have a caring, understanding ethos and are an inclusive school; we welcome and celebrate diversity, and believe that high self-esteem is crucial to children's well-being. The school entrances are staffed with adults who greet and welcome pupils and their families each morning. This ensures a smooth transition between home and school each day.

The Progress Leaders and Learning Support Managers have overall responsibility for the pastoral, medical and social care of every child in their Year group, therefore this should be your first point of contact. If further support is required the Progress Leader liaises with the SENDCO for further advice and support. This may involve working alongside outside agencies such as Health and Social Services, and/or the Behaviour Support Service.

The SEND department have developed a wide range of interventions to support emotional and social development including social skills and well being interventions, the use of comic strips and social stories as well as 1-1 sessions to support students when required. We are currently developing a sensory room to allow students a safe and quiet space to self-regulate.

Children with eating difficulties are encouraged in school to try different types of food on offer across two canteens serving KS3 and KS4 and a canteen in the 6th Form Centre.

The school has a team of Learning Support Managers, who work under the direction of the Assistant Head Teacher with children who need emotional support. We provide support for pupils to improve their emotional and social development in the following ways:

- Pupils with SEND are encouraged to be part of the school council
- Pupils with SEND are also encouraged to be part of Social Skills to promote teamwork/building friendships etc.

We have a zero tolerance approach to bullying.

## **5.14 Working with other agencies**

The Head of Special Educational Needs and Disability (SENDCO) is currently partaking in the National SENDCO award.

The school also has a specialist speech and language teaching assistant NVQ Level 3 and collectively has a range of talents within the team of teaching assistants with continued professional development being at the heart of department. We have an Access Arrangement assessor in school who has a Level 7 PATOSS qualification.

We also work closely with any external agencies that we feel are relevant to individual children's needs within our school. These may include: GP, School Nurse, Clinical Psychologist, Pediatrician, Speech & Language Therapist, Occupational Therapist, Educational Psychologist, SENISS, the Child and Adolescent Mental Health Service (CAMHS) and Social Services, including YPAS, and Social Workers.

### 5.15 Complaints about SEND provision

Complaints about SEND provision in our school should be made to the SENDCO or Pastoral Team in the first instance. They will then be referred to the school's complaints policy.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services
- The first point of contact would be your child's Progress Tutor to share your concerns.
- Liverpool Parent Partnership is an organisation that provides independent advice and support for families – 0151 225 3535.

### 5.16 Contact details of support services for parents of pupils with SEN

ASD specific queries:

The National Autistic Society provides a wide range of services to parents and carers of children with autism and can offer advice. There is also a link to the ASD page for the Liverpool Local Offer.

<https://fsd.liverpool.gov.uk/kb5/liverpool/fsd/service.page?id=8VklJg0iBBA&familychannel=4-8>

[www.nas.org.uk/](http://www.nas.org.uk/) (National Autistic Society)

Dyslexia specific:

The British Dyslexia Association and Dyslexia Action are national charities and the UK's leading providers of services and support for people with dyslexia and literacy difficulties. They offer courses to parents and can provide advice, for a child with dyslexia.

<https://www.bdadyslexia.org.uk/advice/children>

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

Dyspraxia specific:

The Dyspraxia Foundation provides advice to parents of children with dyspraxia and information about local support groups. They also provide a helpline that includes advice to parents for a child with dyspraxia.

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

### 5.17 Contact details for raising concerns

YEAR 7

Support Manager	–	Mrs A Rock ( <a href="mailto:rocka@broughtonhall.com">rocka@broughtonhall.com</a> )
Head of Year	–	Mrs W Kirkham ( <a href="mailto:kirkhamw@broughtonhall.com">kirkhamw@broughtonhall.com</a> )

YEAR 8

Support Manager – Ms S Reid ([reids@broughtonhall.com](mailto:reids@broughtonhall.com))  
Head of Year – Mr. Narey ([nareyl@broughtonhall.com](mailto:nareyl@broughtonhall.com))

#### YEAR 9

Learning Support Manager – Mrs C Dowling ([dowlingc@broughtonhall.com](mailto:dowlingc@broughtonhall.com))  
Head of Year – Ms L Fletcher ([fletchere@broughtonhall.com](mailto:fletchere@broughtonhall.com))

#### YEAR 10

Support Manager – Mrs S Tait ([taits@broughtonhall.com](mailto:taits@broughtonhall.com))  
Head of Year – Ms M Strefford ([Streffordm@broughtonhall.com](mailto:Streffordm@broughtonhall.com))

#### YEAR 11

Support Manager – Mrs D Kevan ([kevand@broughtonhall.com](mailto:kevand@broughtonhall.com))  
Head of Year – Ms L Hewitt ([hewittl@broughtonhall.com](mailto:hewittl@broughtonhall.com))

#### YEAR 12 & 13

Support Manager – Mrs D Robinson ([robinsond2@broughtonhall.com](mailto:robinsond2@broughtonhall.com))  
Head of Year Year 12 and 13 – Mrs K Hudson ([HUDSONK@broughtonhall.com](mailto:HUDSONK@broughtonhall.com))  
Mr Hayes ([hayesk@broughtonhall.com](mailto:hayesk@broughtonhall.com))

Special Educational Needs Coordinator (SENDCO) – Mrs H Marteau ([roseh@broughtonhall.com](mailto:roseh@broughtonhall.com))  
Assistant Special Educational Needs Coordinator – Miss S Jackson ([jacksons@broughtonhall.com](mailto:jacksons@broughtonhall.com))

SLT lead for Special Educational Needs – Mrs D Lodge ([lodge@broughtonhall.com](mailto:lodge@broughtonhall.com))

You can also contact the SEND department at the following email address: [send@broughtonhall.com](mailto:send@broughtonhall.com)

### 5.18 The local authority local offer

Our contribution to the local offer is:

<https://fsd.liverpool.gov.uk/kb5/liverpool/fsd/service.page?id=aAVjEGGeXhA&localofferchannel=8>

Our local authority's local offer is published here:

<https://fsd.liverpool.gov.uk/kb5/liverpool/fsd/localoffer.page>

## 6. Monitoring arrangements

This policy and information report will be reviewed by the SENDCO **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

## 7. Links with other policies and documents

This policy links to our policies on:

- Accessibility plan
- Access arrangements
- Behaviour
- Equality information and objectives
- Supporting pupils with medical conditions

## 8. Adaptations to SEND support due to Covid-19 Pandemic

Due to a relaxation of Covid -19 regulations SEND support has reverted to normal procedures.

If regulations are reinstated the following adaptation will be put back into effect:

- Teaching Assistants will be attached to Year bubbles and remain with the Year group throughout the day supporting pupils. The Teaching Assistants are also able to support their year group with interventions on the Year hubs, SEND classroom on year – specific days and in computer rooms when not in use by the Year 10 bubble during lesson 1.
- Teaching assistants are phoning parents to discuss SEND needs once a term to ensure SEND pupils feel supported in school and a communication log is kept so concerns can be discussed.
- If a bubble is sent to home to isolate, Teaching Assistants attached to the Year group will email the SEND students to offer support with work while they are at home. Teaching Assistants are able to edit and break down to support pupils. Our teaching assistants have been trained to use TEAMS so will be able to offer 1:1 support to students at home and join in on subject lessons to support students.
- Our Teaching Assistants have access to PPE as they work within their Year bubbles rather than at a 2m distance. They are able to support students in their classes with Time Outs and help students return to class.

## **9. Adaptations to SEND support during remote learning**

Due to a relaxation of Covid -19 regulations SEND support has reverted to normal procedures.

If regulations are reinstated the following adaptation will be put back into effect:

Due to the Covid – 19 pandemic, the following amendments have been made:

- Teaching Assistants are attached to Year bubbles and remain with the Year group throughout the day supporting pupils. The Teaching Assistants are also able to support their pupils through attendance at Teams lessons
- Teaching assistants are phoning parents to discuss SEND needs weekly to ensure pupils are managing their well-being and workload during a period of remote learning
- Teaching Assistants attached to the Year group will email the SEND students to offer support with work while they are at home. Teaching Assistants are able to edit and break down to support pupils. Our teaching assistants have been trained to use TEAMS so will be able to offer 1:1 support to students at home and join in on subject lessons to support students
- Teaching assistants are able to attend school and support SEND students with work
- Teaching assistants will support students in break out rooms to provide 1-1 support

### **Deployment of Teaching Assistants**

Miss Walker (Monday, Tuesday, Thursday and Friday) Supporting year 10 & 8

Mrs Hoban (Monday – Wednesday) Supporting Year 9



Mrs Hennessey (Thursday – Friday) Supporting Year 9

Miss Atherton (Tuesday – Wednesday) Supporting Year 10 & 9

Mrs Tyrer (Thursday – Friday) Supporting Year 10 & 9

Mrs De La Puente (All week) Supporting Year 11

Mrs Taylor (Monday, Tuesday, Thursday, Friday) Supporting Year 11

Ms Leggatt (All week) Supporting Year 7

Miss Catesby McCabe (All week) Supporting Year 7 & 11

Mr. Carr - Reading specialist TA

Miss Crowley - Maths and Science specialist TA

Miss Catesby McCabe - Sensory room TA