

## **Our Local Offer**

The Local Offer explains the services available to support children with Special Educational Needs and Disabled children (SEND) and their families. This document provides parents/carers with information about how to access services in the local area and what they can expect from the services in the local area and explains what we can provide as a school.

Our school is supported by the Local Authority to ensure that all pupils, regardless of their specific and individual needs, make the best possible progress in school. Our school strives to be as inclusive as possible, with the needs of pupils with a Special Educational Need/s being met in a mainstream setting, wherever possible, with reasonable adjustment and where families want this to happen.

### **How does Bordesley Green Primary School know if children need extra help?**

#### **We know when pupils need help if:**

- Concerns are raised by parents/carers, teachers or from a pupil's previous school
- Tracking shows little or no progress through teacher assessment
- There is a change in their behaviour
- We have completed an audit continuum and they are not meeting the age related targets
- A pupil asks for help

### **How does Bordesley Green Primary School make a decision to monitor my child as having SEND?**

- If a child is one or more stage(s) (or band(s) in EYFS) behind the expected stage in maths and/or English, we will monitor your child's progress to establish if there is a SEND need and provide appropriate support within the classroom. We will also complete some additional observations and assessments which may include involving outside agencies at a later date. These will be completed by the SENCO or Assistant SENCO.
- If we feel your child needs to be monitored for SEND, we will inform you by letter and invite you in to talk about how school will support your child and to provide strategies for you to use at home.

### **What should I do if I think my child may have Special Educational Needs?**

- If you have concerns about your child, please contact your child's class teacher and they will complete a referral form. Alternatively, contact the school SENCO, Miss Dovey, or Assistant SENCO, Mrs Akhtar.

### **How will I know how Bordesley Green Primary School supports my child?**

- Most children will be supported by Quality First Teaching which is effectively differentiated and resourced. Some children will need additional intervention. This may include additional general support by the teacher or teaching assistant or use of particular resources (e.g. writing slope, specialised ruler etc.).
- If a pupil has needs related to more specific areas of their education or social skills, such as spelling, phonics, reading, handwriting and maths, the pupil may be placed in small focus groups. Parents/carers will be notified of this by the class teacher. These small intervention groups will be run by teachers, learning mentors or teaching assistants in our school. The

length of time of the intervention will vary according to the need but will generally be around 6-8 weeks. The interventions will be regularly reviewed to ascertain effectiveness of the provision and to inform future planning to allow for adaptation or new groups.

- Our interventions will be recorded on the school provision map (for each year group). This is a record of the interventions and their frequency. The impact of the intervention is recorded separately and discussed during Pupil Progress Meetings. If you have any queries related to the interventions, please do not hesitate to contact the class teacher or the SENCO team.
- Review meetings are held up to three times a year for children who have provision plans or have Education Health and Care Plans (EHCP). Parents will be invited in to talk to a member the SENCO team and the class teacher and/or teaching assistant. In addition, any outside agencies who may be involved with your child may attend too.
- Pupil progress meetings will take place three times a year: this is a meeting where the class teachers meet with their Assistant Head Teacher to review targets and progress of all children. This is a shared discussion which may highlight any potential needs in order for further interventions to be put in place.
- Parents' evenings take place three times a year to enable you to discuss your child's progress and talk about any additional support they have been receiving.
- Occasionally, a pupil may need more expert support from an outside agency, as named below. Referral and consent forms are completed in consultation with parents/carers and forwarded to the most appropriate agency. After a series of assessments, a programme of support and/or strategies is usually provided to the school and parents/carers.

#### **Our current agencies involved in school:**

- Pupil and School Support (service for cognition and learning) (PSS)
- The Communication and Autism Team (CAT)
- The Educational Psychologist (EP)
- Occupational Therapists (OT)
- Speech and Language Therapists (NHS)
- Teacher of the Deaf- Supports children in school with different levels of impairment.
- The Physical Difficulties Support Services- (PDSS)
- School Nurses Team

#### **How will the curriculum be matched to my child's needs?**

- Teachers at Bordesley Green Primary School plan for children's stage of learning, differentiating work to closely match children's ability and learning needs. When a pupil has been identified with special needs, their work will be further differentiated by the class teacher to remove barriers to learning and enable them to access the curriculum more easily.

- A member of staff may be allocated to work with the pupil: this could either be 1:1 or in a small focus group to target more specific areas of need.
- If needed, specialist equipment may be given to the pupil e.g. writing slopes, ear defenders trackers, concentration cushions tinted overviews, pencil grips etc.

### **How will I know how my child is doing?**

- At Bordesley Green Primary School we have three parents' evenings every academic year where you can discuss your child's progress and levels of need.
- Class teachers are on the playground at the end of the day, if you wish to raise a concern. Alternatively, appointments can be made to speak in more detail, to the SENCO team, by calling the school office.
- Meetings will be held up to three times a year to review provision plans and EHCPs.

### **How will you help me to support my child's learning?**

- The class teacher may suggest additional ways of supporting your child's learning at parents' evening or by arranging a meeting with you.
- Parent workshops are often run throughout the school year.
- Outside agencies may suggest advice or programmes of study that can be used at home; we will forward any information to you which we are given.

### **What support will there be for my child's overall wellbeing?**

Bordesley Green Primary School offers a wide variety of pastoral support for pupils who are encountering emotional, social and behavioural difficulties.

These include:

- Members of staff such as the class teacher, teaching assistants, SENCO team, Specialist teaching assistants and our learning mentors
- Wellbeing groups and 1:1 sessions for specific pupils, targeting social skills, self-esteem, emotional wellbeing and anger management, run by the Learning Mentors and the specialist teaching assistants

### **Pupils with medical needs**

- If a pupil has a medical need, then a detailed health care plan is compiled by the school nurses team in consultation with parents/carers. These plans are then discussed with all staff who are involved with the pupil and shared with staff of the wider school.
- Where necessary, medicines are administered in school. A parent must sign in any medication when it is new or replenished. Antibiotics may be given if the timings fall in the school day. We are able to accept medicines which are from a pharmacy, as long as they are in original packages and signed in by a parent.
- A large proportion of staff at Bordesley Green Primary School are trained to administer the injector pen for those children who require it.

- For children who need additional medical support, such as tube feeding, support with a catheter, insulin testing and injecting, we will gain the necessary training from the community nurse and happily support this in school.

### **What specialist services and expertise are available at, or accessed by the school?**

At times, it may be necessary to consult with outside agencies to receive their specialist expertise.

The agencies used by the school include:

- Communication and Autism team
- Child protection advisors
- Educational Psychologist
- Behaviour support service
- The hearing/visual impairment team.
- Forward Thinking Birmingham
- PASS (Physical and Sensory service)
- Social Services
- PSS (Pupil and School support)- for cognition and learning.
- School nurse
- Physiotherapists
- Occupational therapists

An Educational Psychologist is allocated to each school. They would normally only work directly with pupils whose needs are felt to be quite severe and have not responded well to the interventions previously put in place for them. These children may require a provision plan or an EHCP. They may also support emotional assessments and wellbeing sessions.

In order to help understand the pupil's educational needs better, the psychologist will generally meet with the parent and give feedback after any assessments have been completed.

They will then offer advice to the school and parent/carers on how to best support the pupil in order to take their learning or specific needs forward.

### **What training will the staff supporting children and young people with SEND be having or had?**

Staff have received training related to SEND.

This includes:

- Level 1 Autism training and two staff have received lead practitioner training
- Training from PSS, including supporting staff with reciprocal reading, precision teaching, Dyslexia Awareness and Cued spelling

- Training on Dyslexia and Dyspraxia awareness, Words First and Anne Locke, delivered by the SENCO
- The school SENCO holds a postgraduate certificate at the University of Birmingham in Special Educational Needs Co-ordination
- Annual Injector Pen/Allergy, Asthma training and Epilepsy in-line with LA expectations (all staff)
- Attachment theory from our Educational Psychologist

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

Activities and school trips at Bordesley Green Primary School are available to all.

- Risk assessments are carried out and procedures are put in place to enable all children to participate.
- If a health and safety risk assessment suggests that an intensive level of 1:1 support is required, a parent or carer, or designated teaching assistant, will be asked to accompany the child during the activity in addition to the usual school staff.

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

As a school we are happy to discuss individual access requirements.

If you have a child with physical difficulties, we strongly advise that you visit our school to ensure it is right for your child. We are an old Victorian building with many stairs and no option for stair lifts.

We have an accessibility plan on our school website. [Click here to see the BGPS school accessibility plan.](#)

### **How will the school prepare and support my child when joining Bordesley Green Primary School or transferring to a new school?**

Bordesley Green Primary School understands what a stressful time moving schools can be.

Therefore, many strategies are in place to enable the pupil's transition to be as smooth as possible.

#### **On entry:**

- A planned programme of visits is offered for the Summer and Autumn terms, for pupils starting nursery and reception in September. This is to familiarise themselves with their new environment and so we, as a school, can get to know your child.
- Parents/Carers are invited to the transition meetings at school so they will know what to expect when entering nursery and reception.
- The school SENCO or assistant will discuss any concerns about the children moving up, either with the previous settings SENCO, staff completing visits or/and parents.

- New in-year admissions throughout the school will meet the Head Teacher and the relevant Assistant Head for their phase. At this meeting, we will gain an understanding of any additional needs a child may have through a conversation with parents and carers.

#### **Moving into a new year group in their school:**

- Previous class teachers will meet with the new class teacher to learn about any children they are receiving with additional needs. They will share strategies and give important information which will support the child.
- The SENCO or their team will work closely with children who are vulnerable at times of change, to ensure everything is as smooth and stress-free as possible.
- Parents will also be informed of all the support given and advice on how to support the transition at home.
- Children new to England will go into class as any other child starting school; during the first two weeks, assessments will be completed and support to build relationships and learn daily routines. From our assessment, we will ensure we plan according to their stage of development, to support their learning process.

#### **Secondary transition**

- Our learning mentor works with year 6 children who are anxious about the move to secondary school and discusses any concerns they may have.
- Secondary school staff visit pupils prior to them joining their new school.
- The school SENCO team meets, or has phone conversations about, children with SEND. This is to pass on important information and useful strategies.
- Children attend a transition day at their new secondary school in the summer term.
- Additional days are planned for those children who are deemed to be more vulnerable and anxious.
- A transition pack is created for the more vulnerable pupils so they can familiarise themselves with their new setting over the summer holidays.

#### **How are the school's resources allocated and matched to children's Special Educational Needs?**

- The SEN budget is allocated each financial year. The money is used to provide additional support or resources dependant on the individual's needs.
- The additional provision may be allocated after discussion with the class teacher at pupil progress meetings or if a concern has been raised by them at another time during the year.
- Further support or resources may be allocated to your child, following assessments by school staff or outside agencies.
- Funding may be used to buy specialist equipment or support.

#### **How is the decision made about how much support my child will receive?**

- Each year group, along with the support from the teaching assistants, will decide and agree the level of support needed in consultation with the AHT and the SENCO team. This may take the form of additional, individual or small group support in class or in other focus groups tailored to the pupil's needs.
- During their school life, if further concerns are identified due to a decline of progress or wellbeing, then other interventions will be arranged.
- Parents/carers will be notified at parents' evenings about any additional support a child may need or is having.

### **How will I be involved in discussions about and planning for my child's education?**

All parents are encouraged to contribute to their child's education.

This may be through:

- Discussions with the class teacher
- During parents' evenings
- Discussions with the school SENCO team, Head Teacher, Deputy Head and other professionals
- An invitation to provision plan and EHCP reviews, to add their comments to plans

### **Who can I contact for further information?**

If you wish to discuss your child's educational needs or are unhappy about something regarding your child's schooling, please contact one of the following:

- Your child's class teacher
- The Head Teacher – Mr K Holmes
- The Deputy Head – Miss L Burgess
- The Assistant Head Teachers- Mrs C Denton (Nursery, Reception and Year 1), Miss C Dovey (Year 2 & 3) and Miss E Pennington (Year 4, 5 & 6)
- The Inclusion leader/SENCO- Miss C Dovey Or Assistant SENCO Mrs Akhtar

Appointments can be made with any of the people through the school office.

*TEL: 0121 772 1601*

**I hope this has answered any queries you may have, but do not hesitate to contact the school if you have further questions.**

To find out about the Birmingham Local offer for Special Educational Needs (SEN) visit the [Birmingham Local offer website](#).

We aim to ensure that SEND at Bordesley Green Primary school reinforces the UN Convention on the Rights of the Child. These articles apply to the teaching and provision of SEND.

**Article 3** All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

**Article 13** You have the right to find out things and share what you think with others, by talking, drawing, writing or in any other way unless it harms or offends other people.

**Article 23** You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.

**Article 28** You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.

**Article 29** Your education should help you use and develop your talents and abilities. It should also help you learn to live peacefully, protect the environment and respect other people.