

# Florence Melly Community Primary School SEND Information Report

IF YOU CAN DREAM IT, YOU CAN DO IT!



## Policy Approval

<b>Policy Title:</b>	SEND Information Report					<b>Date written:</b>	October 2023			
<b>Written by:</b>	Christina O'Keefe (Inclusion Lead/SENCO)					<b>New or revised policy:</b>	Revised			
<b>Stakeholders consulted in policy production:</b> (✓ or x)	<b>Governors</b>	<b>SLT</b>	<b>Teaching Staff</b>	<b>Support Staff</b>	<b>Admin Staff</b>	<b>Parent/Carers</b>	<b>Pupils</b>	<b>Local Community</b>	<b>External Agencies</b>	
	✓	✓	✓	✓	✓	✓	✓	✓	✓	
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	✓			✓			✓			



## **Florence Melly Community Primary School**

### **SEND Information Report - October 2023**

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**SEN Link Governor:** Mrs Janet Matthews

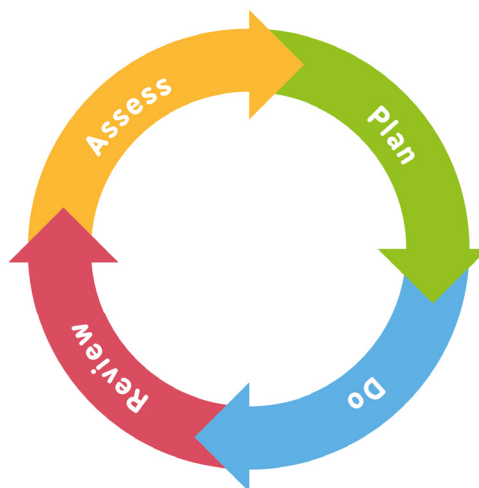
**Local Offer Contribution:** [FSD Local Offer Florence Melly Community Primary](#)

As of September 2023, we have **120** children receiving SEN Support. This equates to **27%** of the total number of children on roll.

### **Our Approach as a School**

High quality first teaching and additional interventions are defined through our person-centred planning approach across the school, contributing to our provision management arrangements. These processes help us to regularly review and record what we offer all children in our care and what we offer additionally. These discussions also serve to embed our high expectations amongst staff about quality first teaching and the application of a differentiated and personalised approach to teaching and learning. We make it a priority to discuss our DREAMS core values and aspirations with ALL our learners. We strive to ensure that all children believe that, **'if they can dream it, they can do it!'** This is a whole-school approach and this report will promote how we underpin this practice across our classrooms, pastoral care and support arrangements.

Underpinning ALL our provision in school is the **graduated approach** cycle of:



To reflect the Code of Practice (2014), in stating that teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. (p86, para 6.33). *'Every teacher is a teacher of every child or young person, including those with special educational needs or disabilities.'*

### **Assess**

In assessing a child/young person, the school will carry out an analysis of the pupil's needs which draws on the teacher's assessments and experiences of the pupil along with their previous progress and attainment. This is put in the context of the individual's development, compared to the school's core approach to pupil's progress, attainment and behaviour and their peer and national data. The pupil's own views are sought, as are those of external support services, if

involved. The school liaises fully with outside agencies who are conducting the assessments. Any concerns by parents/carers are actively listened to and recorded.

## **Plan**

We will notify parents/carers if their child is being provided with SEN support, despite prior involvement and communication. The teacher and SENCo agree, in consultation with the parent and pupil, the adjustments, interventions and support to be put in place as well as the expected impact on progress (outcomes), development or behaviour along with a clear date for review.

## **Do**

The School's SENCo, Mrs O'Keefe, supports the class teacher in problem solving and advising on the effective implementation of support and in further assessments. The teacher remains responsible for working with the child and where the interventions involve group or one to one teaching away from the teacher, they remain responsible for overseeing this and work closely with teaching assistants or specialist staff involved, to plan and assess the impact of support and how this can be linked to classroom teaching.

## **Review**

Reviews are carried out on the agreed date. Some children have an EHCP (Education, Health and Care Plan). These must be reviewed by the school, in partnership with the local authority, at least annually. These reviews are arranged at school and are part of the SENCo's role. When we review, we evaluate the impact and quality of the support and take into account the views of the parents/carers and pupils. This feeds back into the analysis of the pupil's needs. The teacher working with the SENCo, will revise the support in light of the pupil's progress and development, and any changes to support and outcomes will be made in consultation with the parent/carer and pupil. We strive to provide clear information to parents/carers about the impact of support and interventions provided, enabling them to be involved in planning next steps. In transition to another setting, information to be passed on will be shared with parents/carers and this may involve others being present at review meetings, and the SENCo attending meetings offsite to support the transition process.

Having consulted with children, young people and their parents, all our additional provision (internal or external) is based on an agreed outcomes approach and these are discussed with the professionals that offer the support to your child/young person and hold both our internal/external providers and ourselves to account.

## **SEN Needs**

Children and young people's SEN are generally thought of in the following four broad areas of need and support:

**1. Communication and interaction** - for example, where children and young people have speech, language and communication difficulties which make it difficult for them to make sense of language or to understand how to communicate effectively and appropriately with others.

- Those children with a speech, language and/or communication difficulty are identified early.
- Support is provided by external agencies such as the Speech and Language Support Service, Chatterbugs, OSSME and SENISS.
- Children with language difficulties receive additional support from our teachers and TAs, as required.

- Children are also provided with opportunities to develop communication and interaction through interventions, such as: Socially Speaking, Talkabout, Time to Talk, Talking Partners, Wellcomm and using specific Chatterbugs programmes.
- Speech and Language opportunities are encouraged as part of a wide and balanced curriculum.

**2. Cognition and learning** - for example, where children and young people learn at a slower speed than others of their own age, despite appropriate differentiation, have difficulty understanding parts of the curriculum, have difficulties with organisation and memory skills, or have a specific difficulty affecting one particular part of their learning performance, such as in literacy or maths.

- This area is catered for using a wide range of intervention programmes, depending on the individual's need. These include: Precision Teaching, Toe by Toe, Read Write Inc interventions, Word Shark, TT Rockstars, working memory groups, small group support, pre-teaching.
- There are well-qualified and highly experienced Assistant Headteachers and a skilled pastoral team and support staff involved in delivering interventions.
- Advice from external services is sought through SENISS specialist teachers and Educational Psychology.

**3. Social, emotional and mental health** - for example, where children may experience social and emotional difficulties, which can manifest in different ways. This difficulty can present in varying ways, examples include: becoming withdrawn, displaying challenging behaviour, behaving in a disruptive manner and self-harming.

- The Mental Health Lead and Pastoral Lead are trained and experienced in supporting children with social, emotional and mental health difficulties; they support children in both small group situations and on a one-to-one basis.
- The SENCo is trained in Recovery for Childhood ACES and therapeutic play.
- Children are also provided with opportunities to develop SEMH through interventions, such as: Think Yourself Great, Zones of Regulation, Lego Therapy and Social Stories.
- To further support pupils with SEMH needs, our school often seeks the support and expertise from a number of agencies and professionals who have specialisms in this area. Links are established with the following: Child & Adult Mental Health Services (CAMHS), Seedlings and the Mental Health Support Team. In addition, we work closely with the ADHD Foundation throughout the school year.

**4. Sensory and/or physical needs** - where a child has a physical disability or sensory impairment, the relevant support is planned for and provided, often through the provision of additional/adapted equipment or by adjustments to the school timetable.

- In some cases, the named School Nurse may be contacted and they would support the school, family and most importantly the pupil, in planning for and implementing appropriate provision. The School Health Service may be invited to attend reviews and discussions to ensure that staff in contact with the pupil have the relevant training/awareness of specific conditions.
- At times, a Medical Care Plan may be written to support the physical/sensory needs of pupils. In this, strategies, treatment and specific information on the pupil's needs would be documented and reviewed at least annually. The medical expertise of professionals working alongside a child with sensory/physical needs are vital. It is their input which usually informs how best to support the individual.
- Provision is made for children with sensory or physical needs to take part in all areas of the curriculum; this includes educational trips and extra curricular activities.

- Parents/carers are always contacted before a planned activity if it is thought that a child needs additional support to meet the required health and safety standards.
- The school is fully wheelchair accessible, with a lift from the ground to the first floor.
- We have sensory/physical provision in the form of personalised sensory resources, Sensory Circuits, movement breaks, motor skills interventions and a sensory area within our Nest resourced provision.
- To further support pupils with sensory and/or physical needs, the school often seek the support and expertise from a number of agencies and professionals who have specialisms in this area. This includes: ADHD Foundation, OSSME, Occupational Therapy, Physiotherapy and other departments within Alder Hey.

### **Co-producing with children and their parents/carers**

Involving parents/carers and learners in the dialogue is central to our approach and we do this through:

<b>Action/Event</b>	<b>Who's involved</b>	<b>Frequency</b>
<b>Learning Plan Review</b>	Children Parents/carers Class teachers Key staff members SENCo (if needed)	Termly
<b>EHCP Annual Review</b>	SENCo Children Parents/carers Key staff members Professionals involved LA (if key transfer year)	Annually
<b>One Page Profile Review</b>	Children Parents/carers Class teachers Support staff Key staff members SENCo (if needed)	Annually
<b>Parent/Carer Meetings</b>	Parents/carers Class teachers Key staff members SENCo (if needed)	Termly
<b>Specialist Services Meetings</b>	Specialist professionals SENCo Children Parents/carers Key staff members	As frequently as needed
<b>Parent/Carer Training</b>	Specialist professionals SENCo Mental Health Lead Parents/carers Key staff members	At least half-termly and/or when training is available

<b>Open Door Policy</b>	Children Parents/carers Class teachers Key staff members SENCo (if needed) SLT (if needed)	As and when needed
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### **Staff development and qualifications**

We are committed to developing the ongoing expertise of our staff. We have current expertise in our school:

<b>Staff member</b>	<b>Area of expertise</b>	<b>Level of qualification</b>
Mrs O'Keefe	SEND	Qualified Teacher Status National SENDCo Award ACEs Recovery Therapeutic Play Nurtured Hearts Bucket Therapy & Intensive Interaction Sensory Circuits Lego Therapy Precision Teaching
Mrs Findell	SEND	Qualified Teacher Status Masters in Advanced Educational Practice PGCE Dyslexia National SENDCo Award ACEs Recovery Therapeutic Play Mental Health First Aider Team Teach
Mr Doyle	Mental Health	Degree: Mentoring HLTA Football Coach Level 3 Mental Health First Aider Counsellor (training) Comic Strip Conversations Team Teach Zones of Regulation
Miss Campbell	Pastoral	Teaching Assistant Level 3 Learning Mentor Level 3 CBT Level 3 Mental Health First Aider Neglect Certificate School EHAT Lead Lego Therapy Team Teach Zones of Regulation

Miss Dalton	SEND	Signalong Social Communication & Play Journals Bucket Therapy & Intensive Interaction Box Time Dialogic Book Talk Zones of Regulation
Miss Griffiths	SEND	Level 4 SEND Practitioner Tracheostomy Trained Epilepsy Trained Makaton & Signalong AAC Sensory Integration Team Teach Sensory Circuits Attention Autism Zones of Regulation

The following CPD has been provided in the last academic year:

<b>CPD Activity (Training/Courses)</b>	<b>Date</b>	<b>Length of Activity (Days/Hours)</b>	<b>Staff members</b>
3As Autism, ADHD & ACEs (Dr. Lee Randall – Educational Psychologist)	1 <sup>st</sup> September 2022	AM session	All teachers and support staff
Zones of Regulation (Dr. Lee Randall – Educational Psychologist)	1 <sup>st</sup> September 2022	PM session	All teachers and support staff
1:1 Support Strategies (Kate Maddocks – OSSME)	14 <sup>th</sup> September 2022	2 hours	SJ & MG
Edukey Training (Christina O’Keefe)	20 <sup>th</sup> September 2022	Staff Meeting 1 hour	All teachers
Social Stories (Kate Maddocks – OSSME)	21 <sup>st</sup> September 2022	2 hours	MC, SJ & MG
KS1 Social Skills (Together Trust)	23 <sup>rd</sup> September 2022	PM session	MC, LW & LS
Edukey Support Session (Christina O’Keefe)	26 <sup>th</sup> September 2022	Staff Meeting 1 hour	All teachers
KS2 Social Skills (Together Trust)	30 <sup>th</sup> September 2022	PM session	MC, RB, DS & AW
One Page Profiles Intervention Logging (Christina O’Keefe)	13 <sup>th</sup> December 2022	Twilight (2 hours)	All support staff
Autumn Term Learning Plan Reviews Spring Term Learning Plans (Christina O’Keefe)	9 <sup>th</sup> January 2023	Twilight (2 hours)	All teachers
Edukey Support Session (Christina O’Keefe)	16 <sup>th</sup> January 2023	Staff Meeting 1 hour	All teachers

One Page Profiles (Christina O'Keefe)	23 <sup>rd</sup> February 2023	Twilight (2 hours)	All support staff
Speech and language support from SENISS: <ul style="list-style-type: none"> <li>• Session 1: 3:30-4:30pm - Supporting children with speech and language difficulties in the mainstream classroom</li> <li>• Session 2: 4:30-5:30pm - Intervention and strategies for support staff (Claire McGuffie – SENISS SaLT Team)</li> </ul>	6 <sup>th</sup> March 2023	Twilight (2 hours)	All staff (1 hour) Support staff (2 hours)
Autism Initiatives 1:1 staff training sessions based on appraisal targets (Kate Maddocks – OSSME)	15 <sup>th</sup> March 2023	1 hour sessions (1:1)	LW, AA, AT & CM
Selective Mutism (Claire Sutherland - SaLT)	17 <sup>th</sup> May 2023	PM session	CM
Social Communication & Play Journals (Educational Psychology Service)	7 <sup>th</sup> June 2023	AM session	CD
Comic Strip Conversations (Educational Psychology Service)	12 <sup>th</sup> June 2023	AM session	JD
Lego Therapy Refresher - all levels (Educational Psychology Service)	19 <sup>th</sup> June 2023	AM session	MC
WellComm SaLT Assessment & Intervention Programme (SaLT)	28 <sup>th</sup> June 2023	AM session	DK

Our SENCO also attends the School Improvement SEN Briefings in March and November as well as the EYFS and KS2-3 Transition Events.

### **Staff deployment**

Considerable thought, planning and preparation goes into utilising our support staff to ensure children achieve the best outcomes, this includes them to gaining independence and preparing them for adulthood, from the earliest possible age.

It is the needs of the children which leads decision making in the deployment of staff. All staff recognise and appreciate that the needs of individual pupils and classes change. In meeting such needs, a flexible approach to planning, and at times staffing, can be necessary if it is believed that pupils will benefit. As a result of this, on occasions, there may be a movement of staff (teaching and non-teaching) between classes / key stages in order to ensure that the individual needs of children and the needs of classes as a whole are best met. Timetables of staff are tailored to suit the needs of children, not only during class-based work but during lunchtimes and throughout the extended school day.

### **Finance**



As a school, we receive a SEND notional budget. The needs across the whole school are monitored and analysed and this money is spent in a way we feel best meets the needs of the children. The SEND notional budget is currently being spent on the following:

- Support staff
- Additional teachers for withdrawal and nurture groups
- Teaching resources
- Professional development and training

### **School External Partnerships and Transition Plans**

The Code of Practice (2014) states that, '*SEN support should include planning and preparation for the transitions between phases of education.*'

All transitions are particularly important times in a child's school life, and even more so for those with SEND. We are very aware that such times need to be managed very carefully to reduce the anxiety and worry for the children and their families.

Where more vulnerable children are concerned, individualised transition plans will be put in place to ensure the needs of each child are met. If a child with SEND is due to change school, then the next school will be contacted and a meeting requested to discuss needs, strategies and what works for the young person. Visits are arranged for children to familiarise themselves with their new surroundings.

The SENCo and Year 6 staff members work closely with secondary schools to make transitions as smooth as possible. Throughout Years 5 and 6, children are given opportunities to visit local high schools, to experience public transportation and there is an ongoing dialogue with schools within the local community.

Transition within school is also planned carefully. Opportunities to visit new classrooms and meet new staff are given. Staff meet for handover meetings and strategies and techniques are discussed at length. Regular transition arrangements for the Early Years are also on-going throughout the Summer term.

The SENCo attends School Improvement Liverpool's Annual Transition Event to further develop strategies to aid smooth transitions to Key Stage 3.

### **Complaints**

In the first instance, any concerns should be raised with the SENCo. A formal complaint against the provision of SEND can then, if necessary, be made to the Headteacher. If unresolved, this can be escalated to the appropriate SEND Governor.

All complaints must follow school's documented complaints procedure. This is available on the school website: <https://florencemelly.org/information/schoolcomplaintsprocedure/>

### **What has and has not worked this year**

As a school, we are continuously striving to recognise what has worked well and had the greatest impact on the needs of the children across the school. Recent positive developments we have identified include:

1. Working alongside the ADHD Foundation and OSSME – they have been supporting us in early identification of those with social and emotional difficulties and implementing support and strategies in a school environment to help each individual child access school and learning to

their optimum. They have also supported families to implement strategies in the home environment.

2. Working with Chatterbugs and SENISS within EYFS – they have supported our staff and trained them in early identification of speech, language and communication difficulties. This has involved assessment to identify exact need and designing and implementing tailored intervention and support. They have also highlighted children for early identification of showing signs of cognitive difficulties
3. Developing links with North Liverpool Learning Partnership SENCOs – this has enabled us to make links with other local schools, including those with specialist facilities to seek advice in best supporting all children with SEN, particularly those with EHCPs.
4. Our Nurture Base, now known as, 'The Nest' is thriving. There are currently 9 children accessing the space each morning and we are delivering a bespoke play-based curriculum focusing on 'communication and interaction' and 'social, emotional and mental health needs'. We are extremely proud of the provision in place and are continuing to develop this further through the support and recommendations of the professionals who visit school regularly. This provision is then adapted for a group of EYFS children in the afternoon to support their SEMH development. Three of our pupils are, 'flying our Nest' to transition to specialist settings. Transition files have been delivered and enhanced transition has been arranged for all pupils who require this. We have already identified pupils joining our Reception cohort in September who may require time in our Nest and have spoken directly with all families involved and individual stay and play opportunities have been planned.
5. We have worked hard to empower all staff so that they are equipped with the knowledge and skills to effectively cater for children with SEND within their classes; this means that all children have access to Quality First Teaching. By auditing staff's competence and confidence, relevant training has been identified and delivered. Class SEND files have been produced to ensure that all class teachers are aware of children in their class who have SEND, have had initial concerns raised or have an EHCP. EHCP provision has been broken down and mapped out for class teachers and support staff. Staff are now taking ownership for the one-page profiles and learning plans for the children with SEND who are in their classes.

**Further developments**

Our strategic plans for developing and enhancing SEN provision in our school next year include:

	<b>Priorities</b>	<b>How it can be achieved:</b>
<b>1</b>	To further empower all staff so that they are equipped with the knowledge and skills to effectively cater for children with SEND.	<p>An audit of staff's competence and confidence. Relevant training planned and delivered in light of this.</p> <p>SENCo line management of SEND support staff, including appraisals.</p> <p>Class SEND files to be produced by SENCo to ensure that all class teachers are aware of children in their class who have SEND, have had initial concerns raised or have an EHCP.</p> <p>EHCP provision to be broken down and mapped out for class teachers and support staff. This will then be monitored termly by the SENCo.</p>

2	Embedding the systems, policies and procedures around SEND, in order to effectively communicate our expectations with all stakeholders.	<p>Use of Edukey to coordinate all SEND paperwork in one place. Ongoing training for staff so that they are proficient in using the system.</p> <p>Open, regular communication between pupils, families, support staff, teachers, SENCo, SLT and outside agencies.</p> <p>Promotion of early identification of children with SEND.</p> <p>Use of one-page profiles and learning plans to support all learners with SEN.</p> <p>Regular review meetings between teachers and parents/carers (at least termly). Timely and valuable EHCP Annual Reviews.</p>
3	Identifying meaningful interventions to address pupils' needs and monitor the delivery and impact of these on learners.	<p>Research and bring in the most meaningful interventions in each area of need.</p> <p>Ensure that staff have access to all resources needed, feel confident (trained) and are given adequate time to plan and deliver interventions.</p> <p>Use pre and post assessments to monitor the impact of interventions and inform next steps.</p>
4	Ensuring that all children have access to Quality First Teaching.	<p>Ensure that all teachers are aware of the needs of the children in their class and are able to differentiate accordingly for each individual.</p> <p>Strategic deployment of support staff. Ensuring that supporting adults are briefed and trained to be able to support the needs of each child within the classroom.</p> <p>The planning and delivery of a curriculum that is inclusive to all.</p> <p>Confident use of scaffolds to support learning with SEND.</p> <p>Closer data analysis of learners with SEND.</p>
5	Ongoing development of our Nest provision to meet the needs of some pupils with SEND.	<p>Continued development of the mobile classroom, including the ongoing purchasing/creating of relevant resources.</p> <p>The deployment and development of talented, nurturing staff members.</p> <p>The identification of children who would benefit from this provision and the subsequent discussions with their parents/carers and professionals involved.</p>
6	Successfully appointing a new SENCo.	<p>Advertise, interview and appoint a new SENCo. Subsequent training and shadowing opportunities.</p>

7	Continually assessing our SEND provision to shape our organisation and practice.	<p>Monthly supervision meetings with the Headteacher.</p> <p>Termly updates given to governors and regular meeting with the SEN Governor.</p> <p>Engagement with SEN Consortia and North Liverpool Learning Partnership for support, networking and sharing of good practice.</p> <p>Annual revision of SEN Policy and SEN Information Report.</p> <p>Identification of strengths and areas of improvement through monitoring and SEND SEF.</p> <p>External SEND audit.</p>
8	Developing our children's emotional literacy and supporting them in being able to self-regulate through whole school implementation of Zones of Regulation.	<p>Develop a whole school approach to regulating emotions using Zones of Regulation.</p> <p>Consistently teach the core content from the Zones of Regulation programme to Years 1-6.</p> <p>Utilise parent/carer workshops to promote shared language and strategies.</p> <p>Create valuable Zones of Regulation displays, areas and resources in each classroom.</p> <p>Plan and deliver ongoing training for staff members.</p> <p>Continue to work collaboratively with relevant agencies; eg: OSSME, ADHD Foundation, Educational Psychology, CAMHS etc.</p>
9	Begin to work towards achieving the Inclusion Quality Mark Award.	<p>Attend the annual Inclusion Quality Mark (IQM) Conference.</p> <p>Self-assess our school using the IQM auditing tool.</p> <p>Engage with an assessor and identify key areas of strength and areas for development.</p> <p>Draw up an IQM action plan and begin to work towards it.</p>

**Relevant school policies underpinning this SEN Information Report include:**

- SEND Policy
- Local Offer
- Accessibility Plan
- Supporting Pupils with Medical Conditions
- Equal Opportunities Policy

**Acts taken into account when compiling this report include:**

- Children & Families Act 2014
- Equality Act 2010
- Mental Capacity Act 2005