



About the school

Mission Statement

Living and Learning Together with a Joyous Heart

St Philip Neri Catholic Primary School is a maintained mainstream school for students from the ages of 4 to 11.

The school caters for students with additional support at school if the child has an identified Special educational Need. The term Special Educational Need (SEN) describes the needs of children who have a difficulty or disability which makes learning harder for them than other children of the same age.

The Special Educational Needs Co-ordinator (SENDCo) is Ms Ormerod who can be contacted via the School Business Manager at the school address or by telephone 0191 460 4378.

Identifying Needs

All pupils follow a broad balanced curriculum that is appropriate to their age and stage of development. It is personalised to take into account their needs and abilities. In order to identify a pupil's special educational needs, the school uses all of the information about the pupil's progress and compares it with the progress of other pupils in the school and against national performance information.

If a pupil is not making the progress that would be expected, the pupil and parent/carer will be involved as soon as possible. The school will discuss their concerns with the parent/carer and get the parent/carers views about:

- the pupil's strengths and areas of difficulty
- concerns that the parent/carer has
- agreed outcomes
- next steps

Following discussions with parents/carers, we will then agree outcomes that the pupil will be working towards and the support or programmes of study that are needed to meet these outcomes. From the records of progress and discussions with parents/carers, the school will then decide the support or programmes of study that are needed to meet these outcomes.

Concerns are not always based on academic progress but could also be linked to the physical, communication or the social and emotional development of the student. Any concerns that school staff or parents raise in this area may lead to a further investigation by the SENDCo.

Assessment, Monitoring and Review

Each pupil's progress is continually monitored by their class teacher and the SENDCo in a number of ways, including additional assessment activities within school. The SENDCo oversees any additional support a child may need, data is analysed and tracked on a termly basis to get a clear indication of which children need support.

Academic progress is discussed in regular staff meetings, tracked closely by staff and is reviewed formally every term in reading, writing and maths, this information is shared with parent/carers. As well as standard assessments other tests may be used to monitor progress, such as those which give a reading and spelling age or a standardised score. These assessments will also be discussed in detail, along with staff comments within the review meeting.

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These reviews will affect the level of support given to each pupil and depends on the additional needs of the child and any other factors that may improve or hinder their progress. When a pupil has been assessed as having SEN and is not making progress with the help that they have been given, school can refer pupils to a number of different services for more specialist assessment and advice.

Depending on the student's needs, referrals can be made to the High Incidence Needs Team (HINT), Low Incidence Needs Team (LINT), the Educational Psychology Service or Behaviour Support Service within Gateshead Council, health services such as speech and language therapy, school nursing service or Children and Young People's Service or social care teams such as the Family Intervention Service. School might suggest completing a Common Assessment Framework (CAF) form in order get a team of professionals (Team around the Family (TAF)) together to work with the pupil and their family. This needs to be done with the parent/carers' agreement.

If the pupil does not make progress with support that has been suggested by specialist staff, school can make a referral to the Local Authority (LA) for an assessment for an Education, Health and Care Plan. This is a legal process, which is carried out by the Local Authority (LA), which sets out the amount of support that will be provided for your child.

All children are required to be formally assessed at the end of each key stage (i.e. at the end of year 2 and year 6) using Standard Assessment Tests (SATs). This is something the government requires all schools to do and the results are published nationally. On some occasions, it is deemed inappropriate for children with additional/special educational needs to participate in such tests. This is discussed with parents and the Head Teacher.

Involving Parents/Carers and Pupils

Parents/carers can contact school if they have any concerns about their child by telephoning, writing or coming into the office and requesting a meeting to speak with staff.

Staff will contact parents or carers to discuss issues, concerns or progress of individual children. Parents and carers are also kept informed through informal meetings, phone calls, parents' evenings, review meetings, and through home/school books/diaries when appropriate.

The school holds regular parent evenings for all parents. If their child has special educational needs, parents and carers are involved with regular termly review meetings to discuss progress towards current outcomes, setting outcomes for the future.

Annual Reviews are held for pupils with Single Plans (also known as Educational Health Care Plans - EHCP). These reviews focus on achievements, the progress made towards the outcomes, support required or being received and aspirations for the future. These meetings take place with parents/carers, the student and any other agencies involved.

Progress reports can be provided to parents/carers in alternative formats if required.

Pupils are encouraged to share their aspirations and views in review meetings and this will be done in a way that is appropriate to their age.

Staff

There are a number of people in school who are responsible for special educational needs:

The Special Educational Needs Co-ordinator (SENDCo) is Miss Ormerod who can be contacted via the School Business Manager at the school address or by telephone 0191 4604378.

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There is external support from Gateshead Local Authority. This involves Educational Psychologists, Autism Liaison Teachers, Specific Learning Difficulties (SpLD) Liaison Teachers and the Hearing Impairment Team. We also have links with the Speech and Language service.

The Head Teacher is responsible for:

- The day to day management of all aspects of the school, including support for children with SEND.
- Making sure that your child's needs are met but they will give this responsibility to the SENDCo and class teachers.
- Making sure that the Governing Body is kept up to date about any issues in the school relating to SEND.

The Special Educational Needs Co-ordinator (SENDCo) is responsible for:

- Coordinating all the support for children with special educational needs and disabilities (SEND) and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- Ensuring that parents/carers are:
 - involved in supporting their child's learning
 - kept informed about the support their child is getting
 - involved in reviewing how they are doing
 - involved in planning for their future.
- Contacting other people who may be coming into school to help support your child's learning for example, an Educational Psychologist.
- Making sure that there are records of your child's progress and needs.
- Provide specialist support for teachers and support staff in the school, so they can help pupils with SEND in the school make the best possible progress.
- Support class teachers in writing Learning Plans that specify your child's targets.
- Ensuring that all staff working with the student in school are helped to deliver the planned work/programme so the student can make the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.

The Class Teacher is responsible for:

- Making sure that all children have access to excellent classroom teaching (this is known as quality first teaching) and that the curriculum is adjusted to meet your child's individual needs (this is called differentiation).
- Checking on the progress of your child and identifying, planning and providing any additional help your child may need and letting SENDCo know if necessary. This could be things like targeted work, additional support.
- Writing Individual Learning Plans with SENDCo support. These will be shared and reviewing with parents at least once each term.
- Planning for the child's next term based on their progress.
- Ensuring that all staff working with the child in school are helped to deliver the planned work/programme so the child can make the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.

The Teaching Assistants work with the class teacher to identify areas of support for pupils with SEND. They:

- Support pupils to access the curriculum
- Help to implementation of differentiation and specialist support strategies in the classroom

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- Keep pupils focused on learning activities during lesson
- Attend all training opportunities related to SEND and differentiation.
- Are mainly classroom based, however Higher Level Teaching Assistants are able to deliver specific SEND programmes outside of the classroom.
- Help pupils to develop effective ways of becoming independent learners

The SEND Governor is responsible for:

- Making sure that the school has an up to date SEND Policy
- Making sure that the school has appropriate provision and has made necessary adaptations to meet the needs of all children in the school.
- Making sure that the necessary support is made for any child who attends the school, who has SEND.

Training

School staff are trained in specific areas where there is a current need. The Headteacher collects information on areas for development through appraisals and staff meetings and asks the appropriate professionals to deliver it as whole staff or individual training. Leaders of English and Maths find appropriate specialist support training and enrol staff on courses. Training is also provided for staff when students are admitted to school with a SEND that no-one in school has experience of.

Staff within school have different levels of expertise in order to support pupils with special educational needs:

Awareness – this is basic awareness of a particular type of SEND. All staff who come into contact with the pupil will have this level of training and it will be carried out by the SENDCo, SENDIT, Educational Psychologist or other specialist service.

Enhanced – this level of training will be carried out by staff working with the pupil regularly, such as class and subject teachers, and will focus on how teaching and learning can be adapted to meet the pupil's needs. The training can be carried out by SENDIT, Educational Psychologist, staff from special schools or other specialist services.

Specialist – this is in-depth training about a particular type of SEND for staff who will be advising staff who support pupils at an enhanced level. This could be a specialist SEND teacher or a SENDCo if they had appropriate qualifications.

Staff access training relating to specific SEND once a child has been given a diagnosis or begins at St. Philip Neri Primary.

Transition

Transitions can be difficult for a child with SEND and we take steps to ensure that any transition is as smooth as possible.

- Students with single plans/Education, Health and Care Plan (Single Plans) will have a review in the Autumn term before they move to secondary school to discuss the transition. You will be told by February of the year that they transfer which secondary school they will attend in September.
- St Philip Neri Primary School's official feeder school is St Thomas More Catholic School in Gateshead, however we work with a number of schools in the local area, these include: Emmanuel College, Kingsmeadow and Whickham School. We work closely with all schools to ensure that there is a smooth transition for all of our children. Personal transition plans are developed for children who have SEND and discussions take place with key staff and parents/carers when appropriate to ensure that information is shared and relevant training has taken place.

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- When moving classes in school, information is passed on to the new class teacher and support staff in advance and planning meetings take place. All Support Plans will be shared. For our most vulnerable pupils, we provide an opportunity for parents/carers to meet with the new class teacher and SENDCo to discuss concerns and establish good working relationships.
- Most of our children starting school in Reception class transfer from St Philip's Pre School, however children come from a number of settings. As part of the transition process for all children coming into Reception, staff visit the children in their nursery setting, have a meeting with parents and provide opportunities for the child to visit school. If a child has been identified with SEND additional transition opportunities are provided.
- If your child is moving to another school we will contact the SENDCo at the new school and ensure they know about any special arrangements or support that needs to be made for your child. We will also make sure that all records about your child are passed on as soon as possible. Where possible your child will visit their new school before they begin and in some cases staff from the new school will visit your child in this school. When your child moves to secondary school, staff will discuss the specific needs of your child with the SENDCo of their secondary school.

Please note - if your child has an Education, Health and Care Plan they must have an annual review before they move.

Support

Academic

All pupils receive High Quality First Teaching. For your child this means:

- That the teacher has the highest possible expectations for your child and all pupils in their class.
- That all teaching is based on building on what your child already knows, can do and can understand.
- Different ways of teaching are in place so that your child is fully involved in learning in class. This could involve things like using more practical learning.
- Specific strategies are in place to support your child to learn.
- If your child's teacher has decided that your child has a gap in their understanding/learning after carefully checking on your child's progress they could receive some extra support to help them make the best possible progress.

All pupils in school should be getting this as a part of excellent classroom practice when needed but other types of support are available for pupils with SEND:

Specific work with an individual or small group of children (WAVE 2)

This type of support is available for any child who has specific gaps in their understanding of a subject/area of learning and will be put in place if the class teacher or SENDCo think that they need extra support in school.

This work, sometimes called Intervention might be:

- Run in the classroom or outside of the classroom e.g the intervention room, school library.
- Planned and overseen by a teacher but they are often run by a Teaching Assistant who has been trained to run the groups using the teacher's plan.
- Working with HLTA/Teaching Assistants/ Deputy Headteacher
- Specific outcomes to help the pupil to make more progress.

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If a child is identified as needing some additional support, a short note will be written by the class teacher in consultation with parents/carers. This support will be reviewed following an agreed time scale (approximately 1 term) where a decision will be made to end the support or move the child on to Wave 3.

Support Plan (WAVE 3)

This is where a child might require intervention work to carry on for a longer period of time, or a referral to an external agency is required. This may be from:

- Local Authority services such as the HINT, LINT, an Educational Psychologist or Behaviour Support Service.
- Outside agencies such as the Speech and Language Therapy (SALT) Service, Physiotherapy and Occupational Therapy.

For your child this would mean:

- They will have been identified by the class teacher as needing more specialist input instead of or in addition to Quality First Teaching and intervention groups.
- You will be asked to come to a meeting to discuss your child's progress and help plan possible ways forward.
- You may be asked for permission for the school to refer your child to a specialist professional e.g a Speech and Language Therapist or Educational Psychologist. This will help the school and yourself understand your child's needs better and be able to support them better in school.
- The specialist professional will work with your child to understand their needs and make recommendations, which may include:
 - Making changes to the way your child is supported in class e.g some individual support or changing some aspects of teaching to support them better
 - Support to set targets which will include their specific expertise
 - A group run by school staff under the guidance of the outside professional e.g a social skills group
 - A group or individual work with outside professional
- The school may give your child needs some individual support in school. They will tell you how the support will be used and what strategies will be put in place.

Education, Health and Care Plan (EHCP) (Wave 4)

An Education, Health and Care Plan (known as a Single Plan in Gateshead) is a legal document, that entitles pupils with SEND to a higher level of additional support in school. Children in receipt of an EHCP will have been identified by specialist professional as needing a higher level of support than the school can provide from their SEND budget.

This is a legal process, which is carried out by the Local Authority (LA), which sets out the amount of support that will be provided for your child. School will discuss with you if they think that this is required.

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Emotional and Social

As well as providing academic support, school can also provide emotional and social support for students. This can include:

- Peer mentoring systems involving older, normally Year 6 pupils
- Social skills/nurture group interventions - provided by both internal staff and external agencies
- Pastoral systems which allocates support from various groups in school including: House Captains and Vice Captains, School Council, Health & safety Officers, Eco warriors, Mini Vinnies and Buddy system
- Anti-bullying policies and taught within PSHE curriculum
- Administration of medicines (*see Administration of Medicines Policy*)

Accessibility

In School

The school is fully accessible to students with physical difficulties. The following facilities are available for pupils and their parents/carers with physical difficulties:

- Disabled parking bays
- Ramped access to buildings
- Accessible toilets
- Accessible break areas
- Accessible dining area
- A private room for administration of medication

A risk assessment carried out and personal evacuation plan will be drawn up for all pupils with physical difficulties. All staff working with the student will be made aware of the plan. We have an Accessibility Plan from Gateshead Local Authority.

Outside of School

The school runs a number of after school clubs each term e.g. singing, science, fencing, football, athletics and archery. All of the clubs are accessible to pupils with special educational needs.

Pupils take part in school visits throughout the year. A risk assessment is completed for all school visits. The Senior Leadership Team, overseen by the Headteacher, makes decisions based on whether it is safe for a child to leave the premises, taking into account the emotional needs of the pupils.

Complaints

Parent/carers should contact the Head Teacher with any complaints about the provision that the pupil is receiving at school. If the complaint is not resolved, the school has a complaints policy (see policies).

The Head Teacher can be contacted at the school:
St Philip Neri Primary School, Ellison Road, Dunston, NE82QU
Telephone: 0191 4604378

Parents/carers can contact the Special Educational Needs and Disability Information and Advice Service which is run by Barnardos in Gateshead (0191 4784667). This is a free, confidential service for young people who have SEND and their parent/carers. The service is available whether or not the young person has a Single Plan.

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Gateshead Council has developed a Local Offer which provides information about education, health and social care support for children and young people with SEND in Gateshead. The Local Offer can be found at:

<https://gateshead-localoffer.org/>