

St Luke's: SEN Local Offer

The Local Offer provides information on how the school will support children with SEN.

**St Luke's C.E Primary School
Langport Avenue
Longsight
Manchester
M12 4NG**

Nursery – Year 6

School SENCO: Jayne Stoba

**Responsibility for maintaining details of the Local Offer:
Jayne Stoba**

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Teaching and Learning

St Luke's school assesses every child using personalised targets for reading, writing and mathematics. Children who do not make progress are closely monitored and provision is put in place to allow interventions to take place and progress to be made. Where progress is still not made, St Luke's uses personalised programmes of support and intervention, whether on a 1-1 basis or in a group with highly skilled teaching assistants. Within the classroom, teachers are able to personalise learning to meet children's needs through differentiation of work (visual aids, word banks, multiplication and 100 squares using objects and using ICT where appropriate through adaptive teaching.

Children are able to access the curriculum and develop independent learning across all classes. This may involve external agencies such as school nurse, health visitors, educational psychologists, specialist support teachers, art therapist inclusion teachers. All staff attends inset training and training from external providers, aspects such as speech and language, autism and inclusion. Staff who support children with SEN are supported themselves through our SEN team and SENCO.

Our SEN provision map illustrates the range of support provided to our children. From 1-1 Sessions to group work. Focusing on personalised targets. Assistance is provided in terms of booster and intervention groups.

The progress of children is carefully tracked and targets are amended with in our assessment procedure. Interventions and class teaching are regularly monitored.

Support and adaptations during tests and SATs are available in line with the assessment and reporting arrangements.

Annual Reviews

Children, parents and outside agencies as well as staff within school are invited to annual reviews for children with statements or EHC plans. Before the age five, children are referred through health visitors to access different levels of support as required. Beyond five we produce IEPs for children not making progress. These plans are updated termly and are reviewed with parents and children. Every child with SEN has an individual education file with a one-page profile identifying their strength, difficulties, things that are important to them and strategies that are important in supporting individuals. Where progress has exceeded targets, targets are changed mid termly and reviewed and amended appropriately. Our SEN provision ensures that all vulnerable groups are monitored for their rate of

progress and that where progress has not been made. (Interventions are provided by class teachers to ensure further progress).

Annual reviews occur once a year. The SEN code of practice is strictly adhered to.

Keeping Children Safe

Health and safety risk assessment are reviewed annually and shared with governing body. During the planning stage of a trip, risk proforma is completed. Class teachers will lead and have the responsibility to carry out a risk assessment. Supervision arrangements for any pupil that has additional needs will be discussed with SENCO and senior leadership team and appropriate measures will be put in place if deemed necessary. If school has concerns regarding the safety of a child with additional needs outside the classroom then it will be discussed between SENCO and SLT resulting in appropriate measures being put in place where if deemed necessary. The school has various policies in place to support children's safety such as child protection policy, SEN policy, safeguarding, information and technology policy, equal opportunity, anti bullying policy, intimate care policy. The school has a fully trained fire marshal and all staff are aware of the fire safety plan including evacuation points and safe location for congregation of all pupils.

Working Together

Two children from each class represent their class's views at our school council. The school council are involved in decision making processes and in OFSTED.

School council supports fundraising by organising events such as school disco, cinema evenings, carol singing and parties. They are also involved in fundraising for external agencies such as local old people's home. They collate the collection of food stuffs and deliver to local people in need around Christmas period. Regular pupil voice surveys – random samples from each age range are regularly interviewed with the focus on learning, achieving and wellbeing in school.

The governing body seeks to recruit people from the local community. St Luke's regularly run the adult classes such as adult literacy, Webster Stratton, supporting Key Stage 1 children with phonics, numeracy, arts and craft and supported by school staff. All parents and pupils from Year 2 above are asked to sign a home school contract.

Extra-curricular activities

At St Luke's we pride ourselves in the amount of activities we provide for the children in our care. St Luke's has a breakfast club which runs from 8:00am to 8:40am, when children are then escorted by a member of staff to their classroom to start the school day. The cost is 20p per day. Whilst we don't have after school childcare, we offer a variety of after school clubs for children from Year 1 upwards. Clubs offered include; Cookery, Art & Craft, Gardening, Chess, Singing, Dance, Sports, Science, Tennis. These are before, during and after school slots. Everyone is invited to clubs appropriate for their age and provision is put in place for any additional needs. Attendance at extracurricular clubs is monitored and SEN children are invited and encouraged to attend.

Health (Including Emotional Health and Wellbeing)

Children who require medication in school are referred to our administration staff who administer medication if parents fill out a medication form. If no medication form has been filled out, parents must administer the medicine themselves. Medicines are kept in a locked cupboard away from any area children are able to access. There are 24 fully trained members of staff in terms of paediatric first aid. A first aid box is kept in every classroom and a centralised area. If care plans are required, parents will be directly involved in creating the care plan alongside the SENCO and with advice from the doctor who diagnosed the condition. If we are informed of any allergy by parents, it is good practise to contact the school nurse to ask for advice about setting up a care plan. In case of a medical emergency, staffs are trained to call 999 first and then parents after. All staff are informed of changes to any care plan as and when they arise. Regular training is provided for epi pens and inhalers by the school nurse. All children with asthma have an asthma plan which is located centrally in the office and also in the classroom with a diagnosis of asthma. Children's inhalers are also kept in individuals children's classrooms and are easily accessible if required. Prescribed medication will be administered by school staff if written consent is obtained from parent. Our school has a fully trained pastoral care team. This invaluable resource allows children to express concerns they have in caring environment and also allows children to feel safe and happy at our school, with emotional issues being resolved quickly and sensitively.

Communication with Parents

At St Luke's we conduct an 'Open Door policy'. We also hold parent forum meetings twice yearly. Parents are invited in for parents evenings twice yearly and progression is discussed at these meetings. Parents can give feedback to school through speaking to the class teachers, the office or the head teacher. Parents' complete questionnaires which are then analysed, the findings are then used to inform whole school procedures.

Parents' notice boards are located in EYFS area and also shared key stage areas. In the entrance hall we have a notice board and a TV screen, which provides information for the school community on activities, lessons assemblies and external visits. Parents are communicated to via the uses of group call system which enables text messages to be sent to relevant parents/ all parents. On admission to schools EYFS department. Transmission meetings are organised for new parents to meet staff explore the nursery environment and introduce their child to other children joining St Luke's EYFS.

DoJo is used as an online platform for both informing and communicating with parents/carers.

What help and support is available for the family

Parents know that if they are in need of any help with filling out forms, signposting etc, we are only too happy to help. The office staff are available on the telephone to make appointments where necessary. Our school website is updated on a regular basis and contains all information about topics, units covered and policies. Our website is available at www.st-lukes.manchester.sch.uk. It is regularly updated with information regarding parental courses.

Transition to Secondary School

Our SENCO has a meeting with the Year 6 teacher and the SENCOs from the relevant high schools in the Summer term. The Year 6 teacher ensures that friendship groups are kept together and this information is passed on to the high school. Where parents require support in filling in applications for admission to high school the school SENCO will support in this process. SEN children are provided with additional transition visits to ensure they are well prepared and confident to embark on the transition. The school SENCO will visit the high school with the child and parent to ensure that the children are familiar with the layout of the building. During the last half term an external provider completes weekly sessions with the SEN children in preparation for high school. They make a small wooden sailing boat which is symbolic of them embarking/sailing into the future.