



Millbrook Junior School - SEND Report 2020/2021

Dream, Believe, Aspire, Achieve

At Millbrook Junior School we endeavour to achieve maximum inclusion of all children whilst meeting their individual needs. All children have access to a broad, balanced, relevant and differentiated curriculum, through which all children are encouraged to have the highest expectations. School work is differentiated to match each child, helping them achieve their full potential. The school has a duty to meet the individual needs of all children, including those with SEND (Special Educational Needs and Disabilities.) We are able to provide support for pupils across the 4 areas of need as identified in the Code of Practice (2014):

- Communication and Interaction
- Cognition and Learning
- Social, emotional and mental health
- Sensory and/or physical needs

Below are some frequently asked questions about SEND at the school:

1. HOW DOES THE SCHOOL KNOW IF CHILDREN NEED EXTRA HELP?

At Millbrook Junior School, children are identified as having SEND (Special Educational Needs and Disabilities) through a variety of ways, usually a combination, which may include some of the following:

- Liaison with previous school or pre-school setting
- Child performing below 'age expected' levels or equivalent (e.g. percentile rankings)
- Concerns raised by a parent
- Concerns raised by a teacher: for example, if behaviour or self-esteem is affecting performance
- Liaison with external agencies e.g. for a physical/ sensory issue, speech and language
- Use of tools for standardised assessment such as: Salford Reading Test, Neale Analysis, Vernon Spelling, dyslexia and working memory screening tests
- Children with a Statement / EHCP (Education Health and Care Plan) already have many of their needs clearly identified. Their placement at our school is a decision that is made by the Local Education Authority alongside their parents.



2. HOW DO I RAISE CONCERNS IF I NEED TO?

Talk to us - contact your child's class teacher about your concerns initially. If you feel that you require more specialist advice then ask to arrange an appointment with the SENDCO (Special Educational Needs and Disabilities Co-ordinator: Mrs Nicola Farnworth). Appointments can be arranged in person or by phoning Mrs Emma Nutt at the reception. You can also email the SENDCO directly on sendco@millbrookjuniors.co.uk

3. HOW WILL THE SCHOOL SUPPORT MY CHILD?

3a WHO WILL OVERSEE, PLAN AND WORK WITH MY CHILD AND HOW OFTEN?

The class teacher will oversee, plan and work with each child with SEND in their class to ensure that appropriate progress is made in every area. Our SENDCO will oversee the progress of any child identified as having SEND. There may be a TA (Teaching Assistant) or HLTA (Higher Level Teaching Assistant) working with your child either individually or as part of a group. The content of this support will be explained to parents when support begins, as part of a child's bespoke programme of learning and is reviewed and shared during termly parents' evenings.

3b WHO WILL EXPLAIN THIS TO ME?

The class teacher will meet with you formally on at least a termly basis (usually as part of parents' evenings or separately if required), in order to discuss your child's progress and the support that they are receiving. Class teachers are always happy to discuss your child's needs if you have questions or concerns between more formal meetings. Please speak to them directly to arrange this. An appointment can be made with the SENDCO to discuss support in more detail if required. SEN learning plans will be written in consultation with children, teachers, teaching assistants and parents. These will form part of the written record of the support provided and copies will be provided to parents.

4 WHAT SUPPORT WILL THERE BE FOR MY CHILD'S OVERALL WELL BEING?

4a WHAT IS THE PASTORAL, MEDICAL AND SOCIAL SUPPORT AVAILABLE IN THE SCHOOL?

We are an inclusive school that holds a child's emotional and spiritual development as a priority. The class teacher has overall responsibility for the pastoral, medical and social care of every child in their class. The school also has a Family Support Worker (Mrs Ros Fombanu) who organises wellbeing support, and a Wellbeing Assistant (Mrs Lorraine Walker) who carries out wellbeing interventions across the school. If you would like to arrange an appointment to meet with Mrs Ros Fombanu then please see Mrs Emma Nutt in Reception. Any additional staff



working with vulnerable children requiring support during the school day, will work under the direction of the SENDCO and the class teachers.

4b HOW DOES THE SCHOOL MANAGE THE ADMINISTRATION OF MEDICINES?

The school has a policy regarding the administration and managing of medicines, which is available on the school website. Parents can request a 'hard copy' of this policy from the school office. Parents need to contact the school office if prescribed medication is recommended by healthcare professionals and needs to be taken during the school day. Any medication must be given to the school in the packaging that it was dispensed in by the pharmacy, with the child's name and administration information clearly shown. A form must also be completed by the parent and medicines handed into and collected from the school office. On a day-to-day basis, the administrative staff generally oversee the administration of any medicines. Another member of staff will always witness any administration, with the exception of inhalers. As a staff, we have regular training and updates on conditions and medication affecting individual children, so that all staff are able to manage medical situations. Staff who hold first aid qualifications have these updated regularly.

4c WHAT SUPPORT IS THERE FOR BEHAVIOUR, AVOIDING EXCLUSION AND INCREASING ATTENDANCE?

The school aims to work in a supportive role with children and families to understand the cause of difficulties and to take steps to address this. If a child has significant behaviour difficulties, an Individual Behaviour Support Plan is written to identify the specific issues, put relevant support in place and set targets with a view to identifying and addressing the underlying reasons behind the behaviour.

The school also has an attendance policy. Attendance of every child is monitored on a daily basis by the school. Lateness and absence are recorded and reported to the Head teacher. Should additional support be required in relation to attendance we can support in making a request for Early Help, where this is considered appropriate. Various incentive schemes are used to promote positive attendance throughout the school including the presentation of certificates.

4d HOW WILL MY CHILD BE ABLE TO CONTRIBUTE THEIR VIEWS?

Children who have SEN learning plans or Behaviour Support Plans discuss their progress and targets when these are reviewed. They also have a pupil passport (previously a one-page profile) which is a way of recording their voice and this is updated regularly with children. If your child has a Statement or EHCP, their views will be sought before any review meetings (as is age appropriate). Children are routinely asked to reflect on their learning and share how they feel they are progressing during the course of their daily learning journey. All children are



provided with the opportunity to be voted onto the School Council Team, as well as hold other positions of responsibility, by their class or teachers.

4e HOW ACCESSIBLE IS THE SCHOOL ENVIRONMENT?

Our school has an accessibility policy which can be accessed via the school's website. All areas of the school are accessible by wheelchair. Ramps are provided near stepped areas and disabled parking bays are available in the overspill staff car park. Accessible toilet facilities are available both in The Hub, Year 4 and Year 5 areas. If you have specific access queries or concerns please speak with us.

5 HOW WILL THE CURRICULUM BE DIFFERENTIATED TO MATCH MY CHILD'S NEEDS?

All learning activities within class are planned and differentiated at an appropriate level, so that all children are able to access learning according to their specific needs. The class teacher, alongside the SENDCO will discuss a child's needs and what support will be appropriate. Children with SEND will have access to the appropriate resources needed in order to help them to make progress. A range of resources are available in all classrooms e.g. coloured overlays, ear defenders, wobble cushions, fiddle toys etc. The governors agree priorities for spending within the SEN budget, including pupil premium funding, with the overall aim that all children receive the support that they need in order to make progress. This will include resourcing appropriate equipment and facilities.

6 HOW WILL WE KNOW IF THIS HAS HAD AN IMPACT?

- By regular monitoring by the Senior leadership team, SENDCo and class teachers to ensure that the child is making progress academically against national/ age expected levels (or equivalents) and other assessment data, and that the gap is narrowing between them and their peers.
- By reviewing children's targets in SEN learning plans and ensuring that they are being met.
- Through verbal feedback from the child, the parent and teacher to build a wider picture.
- Through children moving off the SEN Register when they have made sufficient and sustained progress - parents will always be informed if this has taken place.



7. HOW WILL I KNOW HOW MY CHILD IS DOING AND HOW WILL YOU HELP ME TO SUPPORT MY CHILD'S LEARNING? WHAT OPPORTUNITIES WILL THERE BE FOR ME TO DISCUSS MY CHILD'S PROGRESS?

You are welcome to make an appointment to meet with either the class teacher or SENDCO at any time throughout the year and discuss how your child is getting on. We can offer advice and practical ways that you can help to support your child at

home. Every child has a planner where parents and school can communicate in 'informal' written form. These books are checked by school staff as often as possible. Your child may have a SEN learning plan that will have individual/group targets. This is discussed with you on at least a termly basis and parents are provided with a copy. The conversation will also provide suggestions as to how you can support your child's learning at home. All parents are offered a termly opportunity to participate in a learning conversation. When the child's SEN learning plan is reviewed, comments are made against each target to show what progress the child has made. If your child has complex SEND they may have a Statement of SEN or EHCP. In such instances a formal meeting will take place to discuss your child's progress and a report will be written at least annually.

8. HOW DOES THE SCHOOL KNOW HOW WELL MY CHILD IS DOING?

As a school we track and analyse the children's' progress in learning against national expectations and age related expectations on termly basis. The class teacher continually assesses each child and notes areas where they are improving and where further support is needed. As a school, we track children's progress from entry at Year 3 through to Year 6, using a variety of different methods. Please ask the school if you require any further details. Pupil Achievement Meetings are held each half term between each class teacher and the Head teacher or Deputy Head teacher. In these meetings, a discussion takes place concerning children who are not making expected progress and possible actions are discussed where specific needs are apparent. The school has a range of assessments which can be used to explore a child's strengths and difficulties in more depth, for example the Salford Reading Test, Neale Analysis, Vernon Spelling Test, dyslexia and working memory screening and receptive language assessment. The Head teacher and SENCO report regularly to the Governing Body to inform them about the progress of children with SEND and how resources are being used. Information provided will never name individual children in order to maintain confidentiality at all times.

9. HOW WILL MY CHILD BE INCLUDED IN ACTIVITIES OUTSIDE THE CLASSROOM, INCLUDING SCHOOL TRIPS?

All children are included in all parts of the school curriculum and we aim for all children to be included on school trips including residential trips in Years 4 and 6 if parents wish. We will provide the necessary support to ensure that this is



successful and may discuss this in advance with parents. It might be appropriate for a parent/carer to accompany a child on a school trip, depending upon the child's individual needs. 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 child to take part in an activity, then alternative activities that will cover the same curriculum areas will be provided within the school environment, wherever possible. A variety of extra-curricular clubs are provided during lunchtimes and after school. We aim for these to be as inclusive as possible and may provide additional staff or sessions in order to achieve this. Our Midday Supervisory Assistants (MSA) and Teaching Assistants (TA) support the children during lunchtimes and any further support is considered on an individual basis, dependent on the specific needs of the child.

10. HOW WILL THE SCHOOL PREPARE AND SUPPORT MY CHILD WHEN JOINING THE SCHOOL OR TRANSFERRING TO A NEW SCHOOL?

We encourage all new children to visit the school prior to starting. We can create transition booklets for the children if transition is likely to prove challenging. For children starting in Year 3, a series of visits for children are planned throughout the second half of the summer term in order to help children, parents and staff get to know each other. We liaise closely with the staff when receiving and transferring children to and from different schools, ensuring all relevant paperwork is passed on and all needs are discussed and understood. If your child has complex needs a Statement or EHCP review will be used as a transition planning meeting to which we will invite staff from both schools. Transition between year groups and key stages within the school will be dealt with as part of our annual programme of transition and handover to the next class teacher. At any point where a child with SEND is preparing to leave our school, we would seek to arrange additional visits for the child in question to support smooth transition. Many secondary schools also run programmes specifically tailored to aid transition for the more vulnerable pupils at the end of the primary stage of education.

11. WHAT SPECIALIST SERVICES AND EXPERTISE ARE AVAILABLE AT OR ACCESSED BY THE SCHOOL?

Within the school we have a culture of sharing good practice and expertise; this enables us to ensure our staff have as much knowledge as possible within the field of supporting children with SEND. The environment is designed to support children with individual needs e.g. visual timetables, individual workstations etc. as required. As a school we work closely with any external agencies that we feel are relevant to supporting individual children's needs within our school including: Health services including: GPs, school nurse, CAMHS (Child and Adolescent Mental Health Service), clinical psychologist, paediatricians, speech and language therapists, occupational and physiotherapists; Children's Services including: Early



Help locality teams, social workers; educational psychologists and specialist advisory teachers.

12. WHAT TRAINING HAVE THE STAFF SUPPORTING CHILDREN WITH SEND HAD OR ARE CURRENTLY HAVING?

We look to ensure that we have a variety of skills among our staff body, in order to enable us to support children in the best possible way. Our SENDCo and another class teacher have post-graduate qualifications in SEND including the NASENCo qualification, supporting children with speech language and communication needs and supporting children with ASD diplomas. Many of our TAs have studied for the Level 3 Advanced Apprenticeship in Supporting Teaching & Learning in Schools. Others have also taken additional certificates in supporting children with ASD and in supporting children's wellbeing. Professional development opportunities for developing knowledge of teaching children with SEN are also provided through termly SEN-based INSETs and/or during staff meetings. Recent training has been provided by outside agencies including the ADHD team and our Education Psychology service. The school also operates an internal continuing professional development (CPD) programme for both teachers and support staff, based upon the needs of both children and staff.

13. WHO CAN I CONTACT FOR FURTHER INFORMATION?

Please speak to the class teacher in the first instance. General information relating to SEND can be found on the school website, including within the Inclusion policy and accessibility plan. Further information is available from the SENDCO (Mrs Nicola Farnworth).

The school has also has a complaints policy, which is available on the school website.

You might also wish to visit the following websites: Northamptonshire County Council's Local Offer, outlining services available for children and young people who have SEND, can be found at:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/send/local-offer/Pages/default.aspx>

14. WHO SHOULD I CONTACT IF I AM CONSIDERING WHETHER MY CHILD SHOULD JOIN THE SCHOOL?

Please contact our Admissions Administrator (Miss Linda Gould) for further information about the school

Tel: 01536 517049 or email through our contact page on the website.



15. WHAT ARE THE SPECIAL ARRANGEMENTS IN RELATION TO COVID-19?

From September, the government announced plans for all children to return to school on a full time basis.

Following the guidelines provided by the government, which can be found below

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Children will have access to their relevant curriculum through planned lessons, set by class teachers, which take into account the need for a 'recovery curriculum', to cover any knowledge and skills missed during the Covid-19 pandemic as well as any well-being needs children may have.

- Children will have access to all of their usual provisions as listed on their SEN learning plans. These include:
 - activities linked to the outcomes on their Education Health Care Plans.
 - visual supports such as visual timetables, now and next cards or task cards.
 - coloured overlays, ear defenders, sensory boxes and movement breaks
 - In class provisions, such as precision teaching, Read Write inc and SALT activities.
- Interventions will take place within class bubbles. Teaching Assistants will deliver these interventions following government social distancing guidelines and hygiene.
- Children will have access to Behaviour Support Plans should they need one.
- SEN learning plans will continue to be in place for children on the SEND register and reviews will be conducted via telephone call.
- EHCP annual reviews or meetings will be held via Zoom/Microsoft Teams/Telephone call with professionals and parents.
- Outside agencies will begin providing interventions within school or online via Zoom/ Microsoft Teams/Telephone calls, where necessary, following all guidance on social distancing and hygiene.



The offer shown below applies to any children that may need to be taught remotely.

As stated in the government guidance:

‘Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education’.

Should there be a case for children to work from home, Millbrook Junior School will ensure:

- Work will be set by class teachers. It will take in to account the needs of the pupils in their classes and will follow a well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject.
- Class teachers will set work and provide resources for individual SEND children relating to the outcomes/targets on their EHCP or SEND support plans.
- Where needed we will provide additional printed resources and learning materials to supplement the work set by class teachers.
- We will share with parents specialist SEN resources available online that are relevant to their child.

Transition

We are aware that the transition period for our pupils with SEND has been greatly affected by the current situation. All class teachers have engaged in handover meetings with the incoming class teacher as well as the SENDCo where relevant. We also continue to work alongside our secondary colleagues to ensure that the information needed is shared and any children needing enhanced transition will receive it.