

CALTHWAITE CHURCH OF ENGLAND SCHOOL

Calthwaite

Phone / Fax: 01768 885277

PENRITH

Email: admin@calthwaite.cumbria.sch.uk

Cumbria

www.calthwaite.cumbria.sch.uk

CA11 9QT



At Calthwaite CE Primary School, we strive to ensure that all our children are supported to achieve to the very best of their ability. We believe that building positive relationships with parents is the most important factor in supporting children with Special Educational Needs or Disabilities (SEND)

[How does the school know if my child needs extra help and what should I do if I think my child may have Special Educational Needs?](#)

As a first port of call, parents/carers should raise any concerns with their child's class teacher. They can also request an appointment with our Special Educational Needs Co-ordinator (SENCo), Mrs. Catherine Lamb.

At Calthwaite Primary School we may identify a child with SEND in various ways:-

- As is stated in the 2014 'Special Educational Needs and Disability Code of Practice: 0 to 25 years', the needs of a child or young person with SEND will fall into one or more of the following four areas - Communication and Interaction; Cognition and Learning; Social, Emotional and Mental Health; Physical and Sensory.
- Information passed on by **First Class Kids Nursery** during transition processes will identify pupils who are already on the SEND register. Any initial concerns about pupils not yet on the SEND register are also passed on so that progress can be closely monitored and additional support can be actioned swiftly if necessary.
- Ongoing teacher assessment will identify pupils who are making insufficient progress or performing significantly below expected age levels. These pupils will be discussed as part of Pupil Progress Meetings that are held regularly between teachers and the assessment co-ordinator. If it is felt that difficulties with learning and progress may be because of a Special Educational Need, the pupil will then be discussed further with our SENCo.
- Class teachers can seek advice from our SENCo regarding concerns that they have about a child displaying possible Special Educational Needs at any time. Following discussions, the SENCo may look at the child's work, observe the child in class, and / or complete some activities with them 1:1 to assess particular learning needs.
- Liaison with professionals and external agencies may provide information that indicates that a child should be placed on the SEND register. The extensive list of specialists who liaise with school to ensure that pupils receive the support that they need includes Educational Psychologists, Speech and Language Therapists, Occupational Therapists, Physiotherapists, Community Paediatricians, School Nurse Team, Social Care, CAMHS (Child and Adolescent Mental Health Services) and GPs.
- According to their level of need, some children may be on the SEND register for their entire time at Calthwaite Primary School. However, if we feel that a child 's learning has progressed to a level

where they no longer need additional or individualised support, we can remove them from the SEND register at any time.

How will school support my child?

- Class teachers will set the highest expectations and deliver high quality teaching to all children. Together with teaching assistants, they will plan and deliver any additional support required by individual pupils, with advice from the SENCo as appropriate.
- At Calthwaite School, we have a range of experienced and trained Teaching Assistants (TAs) who will provide support for all children, including those who require extra intervention and support. For some pupils with very specific needs, a planned intervention programme may be delivered (e.g. Maths Recovery or Reading Intervention) by one of our TAs.
- We use a range of specialist teachers to advise on programmes, support and resources that are used with pupils in school. We also benefit from advice and support from organisations such as Barnardo's, the NSPCC and the Community Police Officers.
- Children on the SEND register may have a Support Plan with SMART (Specific, Measurable, Achievable, Realistic, Time scaled) targets to help them to progress with their learning. These targets may be academic or social, or a combination of both.
- Support Plan cycles:— starting in September, we aim to liaise with parents every half term. The initial Support Plans are reviewed, and then edited or changed as needed. In between these times, targets are regularly monitored and adapted as necessary to ensure that they are always relevant to the child's needs.
- As part of the target setting process, each child has the opportunity to talk to their class teacher about what helps them to learn and their aspirations for the future. Support Plans are held in classrooms and the children are encouraged to be a part of the ongoing monitoring and review process
- Parents of pupils with SEND will be offered 6 opportunities to come in and meet with class teachers to contribute to the setting and review of Support Plan targets each academic year. This will be in addition to Parents' Evening appointments.
- Within the Support Plan document, parents will be guided towards keys ways in which they can support their child at home.
- Children may be provided with specialist resources which are tailored specifically to their needs. These may include adapted writing equipment, sloped writing tables, enlarged keyboards and large font texts.
- All children are assessed for their suitability to sit the SATS tests. Strict guidance laid out by Department for Education (DfE) is adhered to. Any child who meets the criteria for additional time, a scribe, a reader or being dis-applied is given the correct level of support. Assessment is then carried out by the class teacher.
- In order to monitor the expenditure of the SEN budget and the range of interventions, resources

CALTHWAITE CHURCH OF ENGLAND SCHOOL

Calthwaite

Phone / Fax: 01768 885277

PENRITH

Email: admin@calthwaite.cumbria.sch.uk

Cumbria

www.calthwaite.cumbria.sch.uk



CA11 9QT

and support being provided to pupils with SEND, a termly Provision Map is drawn up by the SENCo for use within school.

-

How are the school Governors involved?

- The SENCo provides a report to governors termly. Mrs Hunter is our named SEN Governor and she meets regularly with the SENCo.
- The Governors agree priorities for spending within the SEN budget to ensure that all children receive the support they need in order to make progress.
- The progress of identified groups of pupils is a standing agenda item of the Teaching and learning sub-committee of all Governors' meetings.

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

- Pupils enjoy their learning and participate eagerly in the wide range of extra-curricular activities that complement their lessons. The school's commitment to 'first-hand learning' is apparent in the wide range of opportunities that leaders and teachers provide, both within and beyond the school.
- Maths and Literacy are finely differentiated to match ability, and ability groups are identified on teachers' planning.
- Additional support through the use of specialist resources or allocation of TA time is provided where appropriate to ensure all children, including those with SEN, can access the curriculum.
- The curriculum is broad and rich, with arts, the outdoors and sports having a high focus – enabling all children to succeed.

How will I know how my child is doing and how will you help me to support my child's learning?

- Calthwaite School uses detailed, continuous assessment records to keep track of maths, reading and writing progress for each child. Progress is measured against National Expectations, and assessment systems help teachers to identify the next learning steps for their pupils.
- We provide termly reports, followed by a parent's evening or drop-in where all parents have the opportunity to discuss their child's progress with class teachers.
- In addition to this, parents of pupils on the SEND register will be invited into school six times in each academic year to discuss their Support Plan targets.
- Teachers are happy to meet with parents at any time to discuss the progress that their child is

making. This can be arranged by making an appointment directly with the class teacher or through the school office.

- Following termly Pupil Progress Meetings, the SENCo, teacher and Headteacher discuss where extra support and intervention may be needed to support groups and individuals across school.
- Parents are informed of any additional interventions that their child undertakes.

What support will there be for my child's overall well-being?

- Calthwaite School has an Inclusion Team which is led by Mrs. Lamb, our SENCo. She works closely with the teachers and Mr. Harvey (Head) to monitor and coordinate the provision for pupils with any additional needs, both academic and social.
- Teachers and teaching assistants have benefited from the support of the inclusion team and special educational needs coordinator in developing their teaching, including for those pupils who have specific learning needs; Identified staff are trained to deal with the specific and specialised medical needs of individual pupils and training is kept up to date.
- All staff are given necessary training for specific medical needs as appropriate (i.e. Diabetes, Asthma, Epilepsy, Epi-pen training). Individual Health Care Plans are drawn up with parents as appropriate to support pupils with specific medical needs.
- Clear information about pupils' medical needs is held within the school office and also by each class teacher. This enables information to be made available as appropriate to any members of staff working in school. We have just updated our format and procedures for this.
- The school has a policy regarding the administration and managing of medicines on the school site. On a day to day basis, the Office Staff oversee the administration of any medicines that should be taken by their child during the school day.
- Calthwaite School has clear policies on anaphylaxis, asthma and medical needs.
- Personal care, when needed, can be provided by TAs in a specially adapted room. We have a clear behaviour policy and an anti-bullying policy whereby all staff are expected to be responsible for behaviour; parents are kept informed of any negative behaviour at the earliest stage.
- Risk assessments are undertaken before any educational visit with correct ratio of adults to children, including extra support if needed with children with SEND.
- All children can contribute their views through the School Council. The views of children with Special Educational Needs are sought through discussion time with their class teacher about their Support Plans.
- Pupils with an Education, Health and Care Plan (EHCP) complete a questionnaire to express their views prior to their PEP meeting.

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

- In order to access advice from external specialists or agencies, an Early Help Assessment form must

CALTHWAITE CHURCH OF ENGLAND SCHOOL

Calthwaite

Phone / Fax: 01768 885277

PENRITH

Email: admin@calthwaite.cumbria.sch.uk

Cumbria

www.calthwaite.cumbria.sch.uk



CA11 9QT
be completed.

- This form is completed by a member of our Inclusion Team during a meeting with parents, and gives parental consent for the information within the form to be shared with the appropriate services.
- It includes the views of both the parents and school in order to summarise the pupil's (or the whole family's) need and the desired outcomes.
- Support from a wide variety of services can be accessed in this way: Educational Psychologists – an assessment completed by an Educational Psychologist provides information about a child's general learning ability and also identifies key aspects of learning that they may be struggling with (e.g. memory, processing skills). Local Authority Specialist Advisory Teachers' (SATs) team.
- This may be related to difficulties such as Speech & Language, Visual or Hearing Impairment, Physical Disabilities or Autistic Spectrum Conditions. School Nurse Other agencies such as Behaviour Specialists, Social Care, Barnardo's, NSPCC and the Community Police also advise school. In addition, advice may be given from the Fairfield Centre (CAMHS).

[What training are the staff receiving or have completed to support children with SENDs?](#)

- Maths Recovery
- Cumbria Reading Intervention
- National Accreditation for SEN (SENCo) in the process
- All staff trained to use defibrillator
- Autism awareness course
- Epi-pen use
- Asthma Awareness refresher -
- Dyslexia training
- INSET training on care plans and administering of medication

[How accessible is the school environment?](#)

- The lower floor of the school is wheelchair accessible from the rear of the school
- There are one disabled toilet and changing facility.
- There is one shower cubicle
- Technology is available to assist pupils with their learning i.e. iPads, modified keyboard, magnifying visualiser.
- Our library is located on a ground-floor location.

How will the school prepare and support my child to join the school or to transfer to a new school?

Year 2 to Year 3 Transition

During the summer term, transition meetings are held between class teachers from FCK Nursery and Calthwaite School where all the new pupils are discussed. Transition discussions are held with staff from other Nurseries as appropriate. Transition activities are planned in the second half of the summer term for all new pupils. In addition to this, a programme of extra transition sessions is provided as appropriate to pupils with particular learning or social needs. These include additional opportunities to become familiarised with the school building and key members of staff. Our SENCo will attend meetings held for individual pupils with SEND at FCK Nursery as appropriate, and will be available to talk to parents at the New Parents' Meeting held at both at FCK Nursery and at Calthwaite Primary School.

Year 6 to Year 7 Transition

Class teachers meet with secondary schools to pass on relevant information about all children in year 6 during the summer term. The SENCo from Calthwaite School meets or telephones SENCOs from the secondary schools to discuss all pupils with SEND. Paperwork is passed on confidentially at the end of the school year. Transition visits are arranged for all year 6 pupils. Pupils with SEND may have additional transition activities (both at Calthwaite School and their new secondary school), during which they will become familiar with new school buildings and key secondary school staff. Secondary school SENCOs will attend year 5 and year 6 Annual Reviews for pupils with Education, Health and Care Plans (EHCPs) wherever possible. Parents are able to discuss the provision that their child will receive with secondary school staff at these meetings or through contacting the secondary school directly.

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

Class teachers and the SENCo will discuss individual children's needs and decide on the most appropriate support. This will include the type of intervention / support to be used, any additional resources necessary and the amount of time that these will be put in place for in the first instance. We recognise that different children will require different levels of support in order to bridge the gap to achieving age expected levels. The SEN budget is allocated on a needs basis. We have a small team of teaching assistants who are funded from the SEN and wider staffing budgets as appropriate. They are trained to deliver a wide range of programmes designed to meet the needs of individuals and groups of children.

How is the decision made about what type and how much support my child will receive?

Decisions are made in consultation with the class teacher, the SENCo and Headteacher, as well as with parents. These decisions are based upon termly tracking of pupil progress and assessment. Decisions may also be made in consultation with other agencies where appropriate, such as on the advice of an Educational Psychologist.

Who can I contact for further information?

- The first point of contact for parents / carers is always the child's class teacher.
- An appointment can also be made to meet with Mrs. Lamb, our Special Educational Needs Co-ordinator (SENCo).
- Contact the Cumbria SEND Information, Advice and Support Service (The Carlisle and Eden SEND IAS Service Co-ordinator is Tracey O'Roarty, 07825088031, email tracey.o'roarty@cumbria.gov.uk)

CALTHWAITE CHURCH OF ENGLAND SCHOOL

Calthwaite

Phone / Fax: 01768 885277

PENRITH

Email: admin@calthwaite.cumbria.sch.uk

Cumbria

www.calthwaite.cumbria.sch.uk



CALL 907

Contact IPSEA (Independent Parental Special Education Advice) www.ipsea.org.uk

- If you are considering whether your child should join the school, contact the School Office to make an appointment to meet our Headteacher, Mr. Jonathan Harvey