



## SEND Information Report (School Offer)

### School Ethos for SEND

We create a happy, caring Christian community where all feel valued and secure. We value the contributions made by all children, professionals and parents to help enhance and maintain our inclusive school community. We appreciate and value the best efforts of every child in all aspects of school life, ensuring they realise their maximum potential, as is communicated through the school mission statement:

*'A Christian community where children are known by name and loved, which empowers them to learn and grow in faith, knowledge and fellowship.'*

We provide a broad, balanced and stimulating curriculum for every child regardless of race, gender or ability.

At St Thomas of Canterbury Church of England Primary School we aim to promote positive learning for our children with SEND through:

- Ensuring they feel a valued part of the school and wider community
- Providing a safe and supportive environment
- Having access to a range of teaching and learning strategies to provide personalised learning
- Promoting independence and resilience as a learner, without over-reliance on adult support
- Identifying and addressing needs as quickly as possible and responding accordingly through effective intervention
- Communicating their needs appropriately throughout the school and especially during periods of transition
- Encouraging parents/carers to maintain close links with the school to help support their child throughout their learning and development – for example, through attending meetings, communication through homework diaries, Parent-Teacher Consultation, by appointment, and following up on recommendations made with input at home.
- Making effective use of all support services available to us wherever possible.

### Admissions Policy:

All school admissions are dealt with by Essex County Council rather than the school; however parents must complete a supplementary information form (SIF) and return this to the school. Parents will also need to complete a 'Common Application Form' which must be returned to Essex County Council by the closing date. Alternatively you can apply online at [www.essex.gov.uk/admissions](http://www.essex.gov.uk/admissions) - this is the preferred option.

For any further information you may call Essex County Council School Admissions on 0345 603 2200 or email [admissions@essex.gov.uk](mailto:admissions@essex.gov.uk).

Or visit the school admissions statement at [www.stthomaspri.org](http://www.stthomaspri.org)

Parents with children who are moving into the area and are interested in transferring to St Thomas of Canterbury Church of England Primary School from another primary school are also most welcome to come along and tour the school. Appointments can be arranged through the school office.

### Partnership Ethos with the School

We appreciate and encourage support from parents/carers in their child's education and firmly believe that home and school should work in collaboration and partnership. We have an 'open door' approach where parents are encouraged to maintain close communication links with the class teacher and SENCo, LSAs and Headteacher. We welcome the involvement of parents supporting at home, in class and with specific events or educational trips.

For SEND pupils, discussion about pupil progress will take place via Parent/Teacher consultations which take place in the Autumn and Spring terms, with a written school report in the summer. Assessment data on pupil progress is shared at these parent meetings. Where specific targets are set for a pupil, progress to date is shared and new targets may be set for the pupil. Additional meetings with classteachers may also be arranged. The SENCo also facilitates termly IPP One Plan Meetings.

Relevant policies are available from the school website [www.stthomaspri.org](http://www.stthomaspri.org) – paper copies can be made available by enquiring at the school office.

Parents may have the opportunity to meet face-to-face in school with the SENCo, a variety of professionals such as Specialist Teachers, Educational Psychologists and Speech and Language Therapists, who may also be involved in their child's education. The school works closely with Health Services and is in contact with the School Nurse, Paediatricians, Occupational Therapists, Physiotherapists, etc. Social Care input is also available where needed.

The school accessibility plan and budget are reviewed regularly to ensure that the school building is fully accessible and well maintained. The school will make reasonable adjustments where necessary.

The Headteacher/SENCo are able to signpost parents to various support services such as Essex Child and Family Well-Being Service, School Nurse, SNAP etc. should they require this.

The Governing Body has a contingent of Parent Governors – the Governing Body as a whole regularly communicates with, and seeks views of parents and pupils. The SENCo reports to the Governing Body annually.

There is a specific SEND Governor (Mrs Carol Cowlard) whose role is to regularly support, monitor and challenge the SENCo about the provision for SEND pupils.

Parental views are sought via questionnaires (ParentView/school surveys) and/or face-to-face at review/one planning meetings.

The SEN Policy is available on the school website – [www.stthomaspri.org](http://www.stthomaspri.org)

Pupils are involved in their education plan and are encouraged to contribute their views. Where possible and appropriate they are invited to review/one planning meetings.

Pupils are aware of their individual targets and have ownership of them.

Depending on individual needs, targets may be set and celebrated in different ways, for example, reward charts, class points and the celebration of progress and achievement through a system of house points and Headteacher awards.

We aim to provide pupils with a curriculum suited to their educational needs, which is rich, varied and enjoyable using themes to promote a context for learning.

Pupils can pass on views about the school via their Children Able to Speak (CATS) reps who raise them at regular meetings with senior members of staff. We also use regular pupil perception surveys.

Children are encouraged to talk about their views and needs with the staff.

Contact details of the Special Educational Needs Co-ordinator (SENCo):

SENCo – **Mrs Chloe Moran**

Works Monday to Friday

Mrs Moran is contactable in person by telephone or email

@ [senco@stthomaspri.essex.sch.uk](mailto:senco@stthomaspri.essex.sch.uk)

📞 **01277 223651 (option 2)**

The school has an 'open door' policy. We aim to resolve any issues swiftly and in person, often coming to mutual agreement and understanding.

A parent's first port of call is to arrange for a meeting with the classteacher.

If necessary, they would then go to the SENCo, after which, the matter progresses to the Headteacher.

In the unlikely event that the matter is not concluded, the Complaints Procedure can be read on the school website, or a copy is available in the school office on request.

The LA's Local Offer can be found on the website [send.essex.gov.uk](http://send.essex.gov.uk)

Further information can also be requested from Essex County Council general enquiries: [www.essex.gov.uk](http://www.essex.gov.uk) or 0345 743 0430 (8:30a.m. – 5:00p.m. Mon – Fri)

### Identification and Early Intervention

We assess learners continuously in order to track progress and identify specific needs. We aim to address these through adjustment of high expectation 'quality first teaching', teaching methods (including learning styles and multi-sensory approaches), work adaptation/differentiation, intervention strategies, and individual and group support. The classteacher is usually the first person to identify a learning issue. Sometimes a parent may pass on a concern which leads to further investigation.

Our school has a 3 step referral process which outlines the process for identification of SEND and is set out in our SEN Policy document.

It is not the school's role or practice to diagnose specific conditions but we may be able to assist with further support and signposting.

Special Needs pupils who are entitled to the Pupil Premium Grant will receive interventions that meet their needs, in line with our PPG Strategy Statement.

The SEND budget is used to partly fund the deployment of LSAs, equipment and resources, and training and CPD of staff.

Here at St Thomas of Canterbury Church of England Primary School, we have a committed staff base, selected for experience, knowledge and aptitude for working with pupils with SEND and dedicated to the wellbeing of each individual. Small classes and high staff ratio ensure staff know learners exceptionally well. We put in plans to meet learners' holistic needs including: strong close working relationships with outside agencies and professionals; individual learning programmes; Care Plans; Individual Provision Plans (IPPs) and One Plans where children's views are recorded and we outline how we can best support them in school.

We are members of the Brentwood Collaborative Partnership (BCP) school led improvement system. This gives us access to a children's counselling service, training and a variety of other services which can be tapped into according to need.

We have the support of local authority specialist teachers who have a wealth of experience in areas such as: Autistic Spectrum Conditions, learning and communication difficulties, physiological and neurological impairments and visual impairment. We currently have access to an Educational Psychologist who may make observations and meet with parents.

All our staff are up skilled and receive training through our pupil led CPD programme based on the current needs of our children.

### Quality First Teaching and Personalisation

All staff are informed of the principles of high expectation quality first teaching and their responsibility for teaching all pupils in their class. We adapt/differentiate learning in lessons. We believe in trying to meet pupils' needs through this approach. However, where the child's needs are 'additional to and different from' their peers' and 'they have a significantly greater difficulty in learning than the majority of others of the same age, or have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools', a variety of strategies or interventions may be deployed or the school may engage external professionals or outside agencies. Parents will be consulted before this happens.

If we feel that children need further support in school to make progress, we will discuss with all parties involved in making a request for an Education, Health and Care Plan (EHCP) assessment. If this is not the case, the outside agencies will ask the school to continue with the support at 'SEN Support' and also set up a meeting in school to ensure a plan is in place to ensure the child makes as much progress as possible.

We are fortunate to have a team of Learning Support Assistants who support the teaching and learning of ALL children across our primary school including those children with additional SEND needs and barriers to learning. The awarding of an EHCP does not equate to 1:1 support in school. Additional support is given to meet identified outcomes and targeted provision as outlined within an EHCP, IPP One Plan and as deemed necessary by the classteacher to support the needs of their class as a whole. Wider support may be required for emotional needs. At this point we would consult with parents first before referring to extended services.

Insight data is analysed to inform the SENCo and parents about pupil progress. This information is currently included on Individual Provision Plans and Annual Reports. The data is also used to inform staff about the effectiveness of interventions, next step targets and also influences systems for personalised learning.

The SENCo and Headteacher will meet with parents to discuss particular needs and requirements for individual pupils. Specialist equipment can be provided to ensure that all our pupils are given the opportunity to fully access all aspects of learning. The school work closely with other professional partners including the School Nurse, Speech and Language Therapists, Physiotherapists and Occupational Therapists all of whom contribute towards the overall plan for some of our children.

Through our inclusive approach the school seeks to support pupils at all stages of transition. Close liaison with feeder schools and EYFS, Key Stage 1, 2 & 3 staff secures a smooth transition process for all our pupils. Should the need arise; additional transition visits to secondary schools can be organised.

Copies of essential paperwork are transferred to the secondary school in the summer term prior to the child leaving.

Information regarding the special educational needs of looked after children are reported to the placing local authority termly.

Our Governing Body plays an active role in strategic planning and has responsibility for overseeing the practice in the school and ensuring it meets the needs of learners and families.

### Useful Contact Information

SNAP – [www.snapcharity.org](http://www.snapcharity.org) – Helpline: [familyteam@snapcharity.org](mailto:familyteam@snapcharity.org) – General Enquires: [info@snapcharity.org](mailto:info@snapcharity.org) – **01277 211300**

Local Library – Email: [brentwood.library@essex.gov.uk](mailto:brentwood.library@essex.gov.uk) – **0345 603 7628**

Children’s Centre – Larchwood Gardens Family Hub (Larchwood Primary School) – **01277 374912**

Essex Child and Family Well-Being Service - **03002470013**

School Nurse (HCRG Care Group)– [louise.london@hrcrgcaregroup.com](mailto:louise.london@hrcrgcaregroup.com) – **0300 247 0013**

Children’s Single Point of Access (Community Paediatrics service) – [CSPA@nelft.nhs.uk](mailto:CSPA@nelft.nhs.uk) – **0300 300 1555**

The New Surgery – [www.thenewsurgery-brentwood.co.uk](http://www.thenewsurgery-brentwood.co.uk) – **01277 218393**

The Brambles Surgery – **01277 215738**

Beechwood Surgery – [www.beechwood-surgery.co.uk](http://www.beechwood-surgery.co.uk) – **01277 212820**

The Tile House Surgery – **01277 227711**

Kids Inspire – Support for Mental Health – [www.kidsinspire.org.uk](http://www.kidsinspire.org.uk) Email: [clinicaladmin@kidsinspire.org.uk](mailto:clinicaladmin@kidsinspire.org.uk) – **01245 348707**

Families In Focus (Essex) – [www.familiesinfocusessex.org.uk](http://www.familiesinfocusessex.org.uk) – **01245 353575**

Family Lives – [www.familylives.org.uk](http://www.familylives.org.uk) - **0808 800 2222**

Family Solutions - [www.essex.gov.uk/children-young-people-and-families/support-children-young-people-and-families](http://www.essex.gov.uk/children-young-people-and-families/support-children-young-people-and-families) - **0345 603 7626**

Young Carers – Email: [youth.work@essex.gov.uk](mailto:youth.work@essex.gov.uk) – **0333 032 2800**

SEND Information, Advice and Support Service (SENDIASS) offer free, confidential and impartial information, advice and support on issues related to Special Educational Needs and Disability (SEND) Email: [send.iass@essex.gov.uk](mailto:send.iass@essex.gov.uk) Phone: **01245 204 338**

Young Minds – [www.youngminds.org.uk](http://www.youngminds.org.uk)

Mind – [www.mind.org.uk](http://www.mind.org.uk)

NSPCC – [www.nspcc.org.uk](http://www.nspcc.org.uk) Adult Helpline: **0808 800 5000** Under 18s: **0800 1111**

Samaritans – [www.samaritans.org](http://www.samaritans.org) - **116 123**

NHS – <https://111.nhs.uk> - **111**

Essex Local Offer – [send.essex.gov.uk](http://send.essex.gov.uk)

SEND Operations (South) – [SENDOperations.South@essex.gov.uk](mailto:SENDOperations.South@essex.gov.uk) – **0333 013 4736**

School Website – [www.stthomaspri.org](http://www.stthomaspri.org)

SENCo, Mrs Chloe Moran – [senco@stthomaspri.essex.sch.uk](mailto:senco@stthomaspri.essex.sch.uk) – **01277 223651 (Option 2)**