



SEN and Disability

Local Offer: Primary Settings

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: MANOR ROAD PRIMARY SCHOOL

School Number: 09025

Accessibility and Inclusion

Manor Road Primary School and Annexe is fully accessible to wheelchair users. There is a lift to the first floor. All doorways and entrances are wide enough to accommodate a wheelchair. We have two accessible parking spaces at the front of the school and one in front of the Annexe.

There are accessible toilets in both the school and the Annexe, with a hoist available in the school facilities.

All classroom furniture is of a height appropriate to the age group of the children in each class, and adjustments are made as necessary to accommodate wheelchair or special supportive seating.

The majority of our grounds, including the Foundation Stage and Key Stage One Outdoor Provision Areas are accessible. There are a number of picnic tables at the front of the school, including ones accessible to wheelchairs.

Information is available on the school website, including an e-mail 'Contact Us' facility, which is checked each morning. All relevant policies and procedures are available on the website and hard copies are available on request. There is a noticeboard in the playground (on the wall outside Ash Class). The school has many displays, both on boards and in corridors and classrooms. Parents are welcome to view these displays at suitable times.

A weekly newsletter is sent out each Friday. As we are an Eco School we strongly recommend that parents sign up to receive this newsletter via e-mail, however paper copies are sent out on request. Other messages are also sent by e-mail and class or whole school Dojo; urgent messages are sent by text.

At Manor Road, we work closely with all our families to ensure that they are able to access our information, and we are happy to accommodate individual requirements wherever possible.

We have a range of IT equipment for pupils with SEND to use, including class computers, lap tops and iPads. A range of accessible IT resources are also available, including large, coloured keyboards and roller mouse units. Interactive whiteboards are used in every classroom.

Children are provided with ancillary aids commensurate with their needs following consultation with appropriate agencies.

Teaching and Learning

At Manor Road we believe that early intervention is vital and our class teachers will inform parents at the earliest opportunity if they have concerns and enlist their active help and participation. The class teacher and the SENCO assess and monitor children's progress, liaising with outside agencies where appropriate.

A programme of appropriate intervention is put in place to provide the necessary support to ensure each child reaches their full potential, including support for whole class learning, small group activities and 1:1 support as appropriate.

We have a large number of qualified and experienced support staff at Manor Road and every class has at least one Teaching Assistant who works closely with the class teacher to provide targeted support for children. At Manor Road all children are offered support to fully access the curriculum, whilst developing appropriate independence.

Where appropriate an Individual Education Plan (IEP) or Individual Behaviour Plan (IBP) will be written to detail small-step targets, with strategies to be used to support the child. A specialist teacher from SEND Specialist Teaching Service is available to support children where appropriate.

In the case of children with physical needs, hearing impairment, visual impairment, speech impairment, or medical needs, specialist support and training is provided by NHS Physiotherapists, Occupational Therapists, Speech Therapists, Diabetic Nurses, Health Visitors, School Nurses and SEND Specialist Teaching Service.

A number of staff have up-to-date First Aid training and Epipen training. Several Teaching Assistants have completed the Eiklan Speech and Language training. Support staff have attended a range of training courses specialising in phonics, autistic spectrum disorders, behaviour, disability and inclusion. Support staff receive regular training from Physiotherapists, Occupational Therapists and Speech Therapists and implement programmes of support as advised.

When sitting Year 6 SATs, children with SEND can be supported in a variety of ways to suit their needs; this can include 1:1 support, additional time, timed breaks, aids for concentration, amanuenses.

Our 'Children and Involvement' record details the individual range and level of support for all children with SEND, including the resources allocated to meet their needs.

Reviewing and Evaluating Outcomes

Education, Health and Care (EHC) Plans are reviewed annually. Parents and involved agencies are invited to a meeting with the SENCO and other relevant staff and the child is encouraged to attend. Parents are asked if they would like anyone else to be invited to the meeting. At least six weeks' notice is given of these meetings. Both the child and the parents are asked to complete paperwork to inform the review meeting of their progress and any issues they would like to raise. Parents receive copies of all relevant paperwork. Children with EHC Plans also have Targeted Learning Action Plans (TLAPs) which are reviewed at least once each term, the child's progress towards their targets will be evaluated, and a new TLAP written.

Where children have IEPs or IBPs, these plans will be reviewed at least once each term, the child's progress towards their targets will be evaluated, and a new IEP written. Parents are invited to attend these review meetings with the SENCO and relevant staff and are encouraged to share their views. Parents receive copies of all evaluated and new plans.

Children are assessed in terms of academic achievement on a termly basis by the class teacher and SENCO. The school uses a tracker for Reading, Writing and Mathematics which highlights areas of difficulty is used to assess progress.

Keeping Children Safe

Risk assessments are carried out either by the Head Teacher or by a Specialist Teacher if necessary, eg. for children with physical difficulties.

Children in the Foundation Stage and Key Stage 1 are escorted to the playground at the end of the day and supervised by either the class teacher or teaching assistant. If specific handover are required for older children, this would be arranged on an individual basis.

Whilst we discourage parents from using the school car park for safety reasons, it is possible for parents of children with additional needs to be given a car park pass if required. There are accessible car parking spaces available for holders of Blue Badges.

At Manor Road children are supervised throughout break and lunchtimes. There are always staff on the playground during break times and at lunchtimes we have a high number of qualified staff on duty, many of whom are also teaching assistants. Children who require additional supervision have an additional support assistant during lunchtime.

PE lessons are led by qualified teachers and on school trips we adhere to the pupil:staff ratios as advised by Lancashire County Council. Children with additional needs are supervised on a 1:1 basis on school trips. Risk assessments are obtained for all school trips.

Our Anti-Bullying Policy is published on the school website, and a hard copy is available on request. We also have a child-friendly version of the Anti-Bullying Policy which is published on the website.

Health (including Emotional Health and Wellbeing)

At Manor Road we have a Supporting Children with Medical Needs Policy, which is published on the school website. Parents must complete a form available from the school office or on the website giving details of the medication, dosage etc. All medication, other than asthma inhalers, are kept in a locked cupboard in the main office, or in the staffroom fridge if necessary. Asthma inhalers are, by necessity, kept in the classroom for ease of use by children. For children with nut allergies, individual named boxes are kept in the main office containing epipens, antihistamines and inhalers. It is a parent's responsibility to ensure that this medication is checked regularly to ensure it is still in date. With few exceptions (eg. inhalers used in class) medication is administered by staff and recorded in a specific file.

We work closely with families and health professionals in the School Nurse Team to draw up care plans for children with medical needs. These plans are shared with all staff who may come into contact with the child. A copy of the care plan is kept in the office for reference.

At Manor Road there are several members of staff who are fully trained in first aid. In the case of a medical emergency, first aid treatment would be given and an ambulance called by the office staff. Another member of staff would contact the relevant parents to advise them of the situation.

Advice is taken from health care professionals regarding individual needs and staff are trained accordingly. A number of staff at Manor Road are trained in Pupil Moving and Handling.

Children can access physiotherapy, occupational therapy, speech therapy and play therapy. At Manor Road we are happy to accommodate health professionals as required.

At Manor Road, children's emotional health and wellbeing is supported by a range of staff and our Family Support Worker. Children are referred to further emotional support services, eg. counsellors, as and when required.

Communication with Parents

At Manor Road we have a very thorough induction process each year for our new intake where they are introduced to the Foundation Stage teachers and teaching assistants, the Headteacher and the office staff. Our Prospectus, which is published on the school website, lists all members of staff at Manor Road. At the start of every academic year we hold 'Meet the Teacher' evenings where parents can come into school and meet their child's teacher and teaching assistants. Each class has a section on the school website, listing members of staff in their class. Our Safeguarding & Child Protection Policy is published on the website and this gives details of our Designated Senior Person. These details are also included in the Prospectus.

We have an open door policy at Manor Road and parents can call in to see staff before the start of school or at the end of the day. Staff can also be contacted by phone, e-mail or Dojo message. The school office is open from 8.00am to 4.00pm each day. There is an online e-mail form in the 'Contact Us' section of our website.

Parents' Evenings are held towards the end of the Autumn and Spring Terms. A detailed report is sent home towards the end of Summer Term and parents are welcome to come into school to discuss this report.

Each October we hold an Open Day for prospective parents, which extends into the evening to accommodate working parents. We are planning to hold an Open Day event for all parents in the near future.

Each report includes a response slip where parents can give feedback. Every two years we send out a detailed Parental Questionnaire which gives parents the opportunity to give written feedback on all areas of school life. Parents are welcome to contact the Headteacher at any time to give feedback.

Working Together

We have a range of councils comprising of children from Year 1 through to Year 6 who are elected by their peers to represent each year group. We use a bespoke Pupil Questionnaire which gives all pupils the opportunity to give us feedback. Outcomes from these questionnaires are then acted upon at a class and whole school level. Pupils are encouraged to speak to any member of staff to share their suggestions or concerns.

Parents are invited to a Meet the Teacher Evening and two Parents' Evening each year where they can discuss their child's education; there is also opportunity to comment on this using the Parental Questionnaire. All parents are welcome to contact the Headteacher at any time in person, by telephone, by e-mail or Dojo message.

At Manor Road we very much value the contribution parents can make by volunteering to come into school and share their time and skills. Parents can also become involved in the life of the school by becoming members of the PTFA. Our Board of Governors includes parent governors and any parent is welcome to apply to be a parent governor whenever a vacancy arises.

We have a named SEND Governor who liaises with the SENCO. The Headteacher/SENCO compiles an annual report to the Governing Body giving details of the effectiveness of provision in SEND across the school.

Specific home-school contracts can be tailored to the individual's needs in order to support the child, eg. a behaviour contract.

What help and support is available for the family?

Parents can access help with completing forms and paperwork by contacting Mrs Conway, our Parent Support Advisor. Mrs Conway works in the school office and can be contacted in person, by telephone, e-mail or Dojo message.

Mrs Conway can also provide information, advice and guidance to any parent at Manor Road.

If a pupil should require a travel plan to get their child to and from school, this would be dealt with by the SENCO, working closely with the child's parents.

Transition to Secondary School

At Manor Road we believe in a pro-active approach to transition to secondary schools and maintain contacts with all local secondary schools.

We actively seek their involvement in assisting with transition, inviting the SENCO from the preferred secondary school to all Transition Reviews. We arrange extra visits to secondary schools where children can be accompanied by staff from Manor Road and are happy for staff from secondary schools to visit pupils at Manor Road to build a relationship in order to support children through this next step. All children in Year 6 take part in transition activities as part of the PSHE curriculum.

Extra Curricular Activities

Manor Road Primary School runs a before and after school club in the Annexe; full

details are available on the school website.

We run a variety of enrichment activities before school, during lunchtime and after school, including: art, reading, cookery and a range of sports. Enrichment clubs run by school staff are largely free, however we occasionally ask for a contribution, eg. to go towards ingredients used in cookery club. We also host a wide variety of before and after school sporting activities run by outside providers and music tuition provided by peripatetic teachers. There is a cost for these activities and up-to-date details can be accessed via the school office.

There is a clear expectation that all clubs and activities at Manor Road are inclusive and accessible. We can do this by differentiating activities or by providing support for children to access activities.

As part of our pastoral care, children can access support from members of staff to help with friendship issues. There is a range of equipment available at lunch time to promote fair play and friendship and lunchtime staff encourage children to play together.

Lancashire County Council Local Offer advising what help, information, groups and services are available is published on their website:

<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx>