

**MANOR ROAD PRIMARY SCHOOL**



**SEND INFORMATION  
REPORT**

**2021 - 2022**





## **Manor Road Primary School**

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Welcome to our SEND Information Report which is part of the Lancashire Local Offer for learners with Special Needs and Disability (SEND). All governing bodies of maintained schools have a legal duty to publish information on their website about the implementation of their policy for pupils with SEND. This information is updated annually.

Manor Road Primary School is a maintained setting for children aged 4 – 11 years.

At Manor Road Primary School we support and value the abilities of all our pupils. It is our duty to provide equal opportunities for every person in our care and a safe and fully equipped learning environment which caters to the needs of every child as an individual. We are committed to inclusion within the school curriculum and participation in all aspects of school life. We provide an exciting, creative and effective learning environment, recognising and responding to individual learning styles. We aim to help each child experience success and to reach their full potential by providing the highest standard of education and care.

The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEND; those with Education, Health and Care Plans and those without.

#### **The kinds of special educational needs for which provision is made at Manor Road**

Children's special educational needs are generally thought of in the following four broad areas of need and support:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

At Manor Road we endeavour to achieve maximum inclusion for all children, including those with special educational needs and disabilities, whilst ensuring their individual needs are met. Teachers provide differentiated learning opportunities for all the children within the school and provide materials and resources appropriate to the children's interests and abilities. This ensures that all children have full access to the school curriculum. All members of staff in school have a responsibility for maximising the achievement and opportunity of all learners, including those with SEND.

## How does the school know if children need extra help?

It is very important that SEND is identified at an early stage. We gather information to support such early identification in a variety of ways, this includes:

- A whole school tracking system for early identification of children who are working below age related expectations and who require additional support.
- Identification by the class teacher through observation of behavioural or emotional difficulties.
- Concerns raised by a parent.
- Liaison with previous school or nursery setting.
- Medical issues identified by a health professional or external agency.
- Assessment by specialist teacher eg. SEND Service

## What should you do if you think your child may have special educational needs?

At Manor Road, teachers will talk to you if they have concerns about your child's progress. If you have any concerns with regard to your child's progress you should speak their teacher first. All schools have a special educational needs co-ordinator (SENCO). At Manor Road the SENCO is Karen Marshall and she is always happy to discuss any concerns a parent may have about their child. In addition to the SENCO, the school has a Parent Support Advisor who can signpost parents to additional services. At Manor Road the PSA is Debra Conway.

If you have concerns about your child's progress and think they may have special educational needs, you should talk to the teacher or SENCO about:

- Why you think your child has SEND
- Whether your child learns at the same rate of other children of their age
- What the school can do to help
- What you can do to help

Schools are required by law to provide an education for all pupils regardless of their ability or special needs. Every child's education is equally important.

If the SENCO and your child's teacher agree that your child has SEND, we will take a 'graduated approach' – this means 'step by step'. For full details of the graduated approach, please refer to our SEND Policy which is published on the school website, [www.manorroad.lancs.sch.uk](http://www.manorroad.lancs.sch.uk). We are able to support and help children who have special educational needs by providing, for example, extra help from their teacher or the class teaching assistant and/or adapting the curriculum so it is more accessible for your child.

If we feel your child's special educational needs are exceptional, we will request an assessment for an Education, Health and Care Plan (EHC).

Whatever we decide to do, you will be kept informed and your views and the views of your child will be taken into account.

## How does the school make provision for pupils with special educational needs whether or not they have EHC Plans and how does the school evaluate the effectiveness of its provision for such pupils?

The provision for pupils with SEN is assessed and evaluated regularly using a range of strategies including:

- Provision mapping
- Termly assessment and tracking
- Evaluation of targets set prior to intervention
- Regular assessment and update of the SEND register
- Regular discussion with governors

Each child's progress is continually monitored by his or her class teacher and this progress is reviewed formally with the Headteacher/Deputy Headteacher every term through Pupil Progress meetings.

The progress of children with an Individual Education Plan (IEP) or Individual Behaviour Plan (IBP) is reviewed every term. The progress of children with an EHC Plan is formally reviewed at an Annual Review with all stakeholders involved in the child's education.

The Headteacher and Deputy Headteacher regularly carry out scrutiny of pupil's books and lesson observations to ensure that the needs of all children are met and that the quality of teaching and learning is as high as possible.

In order to make consistent, continuous progress in relation to SEND provision, Manor Road Primary School encourages feedback from staff, parents and pupils throughout the year. The school holds independent reviews, questionnaires and data analysis and parent feedback.

### **How will both school and parents know how your child is doing and how will school help parents to support your child's learning?**

Under normal circumstances, parents are invited to formal parents' evenings during Autumn and Spring terms. During the ongoing Covid-19 Pandemic, parents' evenings have been replaced with individual Microsoft Teams meetings with parents. An Annual Report is produced for every child towards the end of Summer Term, following which parents are given the opportunity to speak with the class teacher if they wish to. In addition to this, Manor Road Primary School normally operates an 'open door' policy which means that parents are welcome to see your child's class teacher at any mutually convenient time throughout the school year. During the ongoing Covid-19 Pandemic, access to school is strictly limited and we ask that parents contact class teachers by Class Dojo message or by phone.

The Annual Report contains a section informing parents whether your child is working above, in line or below age related expectations.

If your child has an IEP or an IBP, this is reviewed towards the end of each term and new targets are set. Copies of all IEPs and IBPs are sent home and parents are invited to make an appointment to discuss their child's progress. During the ongoing Covid-19 Pandemic any such meetings will take place via Microsoft Teams.

If your child has an EHC Plan there will be an Annual Review at which:

- All stakeholders are invited to attend and make contributions during the review
- Written advice is requested from all relevant parties
- Previous targets are evaluated and new targets set

During the ongoing Covid-19 Pandemic, Annual Review meetings may take place via Microsoft Teams.

Parents can seek advice from class teachers or the SENCO regarding how best to support your child's learning. Specific training is arranged to advise parents how phonics and mathematics is taught in school.

In some instances Home/School Diaries will be used to communicate with parents on a daily basis.

### **How will the school staff support your child?**

The ethos of Manor Road Primary School is one of inclusion and each child at our school is valued as an individual whatever their needs. Additional classroom support is provided for children who require it in a variety of ways, including:

- Teaching Assistants who work in every class to support children's learning in small groups or 1:1 sessions as required. We are fortunate to have a higher than average number of support staff at Manor Road.
- In addition to in-class support, we may also withdraw children with SEND for short periods of time during sessions.
- School staff also offer social and emotional support to children throughout the day.

### **How will the curriculum be matched to your child's needs?**

A range of facilities are used to enable pupils to access all areas of the curriculum, including:

- There are trained and very experienced staff in every class.
- Every child with identified needs has their own IEP or IBP with 'smart' targets to enable them to make progress in key areas.
- Work is differentiated appropriately according to the needs of the individual child.
- A range of appropriate equipment is provided to enable all children to access all aspects of the curriculum.
- Support from outside agencies, including health care professionals who visit school regularly.
- Support from a specialist teacher and an Educational Psychologist
- The school building and grounds are adapted to be as accessible as possible for children with additional needs.

### **How is the decision made about the type of support and how much support your child will receive?**

At Manor Road we use an SEND Provision Map to plan the type of support, and how much support, each child will receive. This is reviewed and updated each term by the Senior Leadership Team to make adjustments such as the allocation of 1:1 support or intervention groups as required by the children. The level of provision required is informed by the ongoing monitoring and assessment of children's progress.

Appropriate arrangements and adjustments are made for children sitting Statutory Assessment Tests (SATS) at the end of Key Stage 2 who have an identified need. These can include:

- Someone to read the paper to the child
- Someone to write down their answers
- Extra time to complete the papers
- Exemption from participation

Parents are informed of the support your child is given and your views are taken into account.

### **How will your child be included in activities outside the school classroom, including school trips?**

At Manor Road we usually have an extensive range of breakfast, lunchtime and after school activities, including:

- Sporting, cookery, art, library and lifestyle clubs. These clubs are mostly free of charge and run by members of staff.
- Some sporting and dance clubs and music tuition are run by outside providers at a small cost.

We also usually offer a range of day trips during the school year including Key Stage trips linked to topics and a whole school trip to the pantomime. Year 6 children are offered the opportunity to take part in an annual residential trip to an activity centre. The cost of trips can be subsidised for children in receipt of Pupil Premium.

Discussions are held with parents of children with SEND prior to trips to plan suitable support and to enable maximum inclusion.

Some of our clubs are age-specific to ensure full enjoyment, but we ensure that all clubs and trips are as inclusive as possible by:

- Choosing activities and venues carefully to ensure that wherever possible all pupils, including those with physical difficulties, can access them.
- Making adjustments to activities and trips to ensure that wherever possible all children, including those with physical difficulties, can access them.
- Including extra members of staff for 1:1 support on trips
- Providing equipment that enables all pupils to take part.

At Manor Road, lunchtime and breaks are covered by experienced staff, including teachers, teaching assistants and welfare staff who support all children with both free and structured play. Children with SEND who require additional support have an additional assistant during these times.

Children with an identified need for additional support at the beginning and end of the school day are greeted individually by specific members of staff and use the main entrance rather than the playground entrance if this benefits them.

## **What support will there be for your child's overall wellbeing?**

At Manor Road we work closely with professionals from the Family Centre, Children and Family Wellbeing Service, the School Nurse Team and CAMHS. We employ the services of a counsellor and a play therapist. The school has a detailed policy for supporting children with medical needs, including the administration of medication.

Where we identify an issue with behaviour or attendance, the school is proactive in seeking advice and support from the Local Authority.

All members of staff, volunteers and governors attend safeguarding training. As part of the curriculum, children also receive age-appropriate guidance on keeping safe, including Online Safety.

At Manor Road we operate an open door policy for children and encourage them to discuss any concerns they have with a chosen member of staff.

Children are invited to all review meetings and to parents' evening consultations.

## **What training do staff supporting SEND have?**

At Manor Road we aim to keep all school staff up to date with relevant training and developments in teaching practice in relation to the needs of pupils with SEND. Teachers and support staff regularly attend training courses and seminars, including:

- Curriculum support, eg. Literacy and Numeracy
- Speech and Language, including Elklan
- Pupil Moving & Handling
- Autistic Spectrum Disorder
- Behaviour
- Medical conditions, including diabetes and anaphylaxis
- First Aid
- Safeguarding and Child Protection

If a child at Manor Road Primary School has a specific need, we would seek advice from a relevant professional and staff would attend appropriate training as soon as possible.

## **How accessible is the school both indoors and outdoors.**

Manor Road Primary School's buildings and grounds are adapted to be as accessible as possible for children with additional needs. The buildings are fully wheelchair accessible and there is a lift to the first floor. Classrooms are carpeted and fitted with blinds to reduce noise and aid vision; there is an accessible toilet and changing facilities.

There are two disabled parking bays at the front of the school, and a further two in front of the school Annexe.

Specialist equipment for children with SEND may be provided and we work with professionals, eg occupational therapists and physiotherapists, to best meet these needs.

## How are parents involved in the school and how can you get involved?

At Manor Road we value all our parents and involve you in every stage of your child's time with us. Under normal circumstances, we invite all parents of children starting school to several meetings to ensure you get all the information you need, and meet the staff who will be working with your children. Decisions regarding such meetings will be taken with consideration to the Covid-19 situation at the time.

Throughout the year we offer parents the opportunity to attend two formal parents' evenings and also offer parent sessions where you can learn how to support your child with learning phonics, reading and maths. As previously mentioned, during the ongoing Covid-19 Pandemic all meetings with parents will take place via Microsoft Teams and support for learning will be delivered via video links on our school website.

At Manor Road we operate an 'open door' policy and encourage parents to contact us in person, by phone, email or letter to discuss any concerns about your child. Class teachers can be consulted by Class Dojo or phone call before school, although we do ask parents to bear in mind that this should be before 8.40am to allow teachers to focus on all the children in class as they come into school each morning. Teachers are usually available for phone calls after school and we are happy to make mutually convenient appointments for parents to speak to class teachers or the Headteacher via Microsoft Teams or by phone call.

Contact details including our telephone number and email address are available on the school website.

Parents of children with SEND are usually invited to come into school each term to discuss their child's progress with the Headteacher, class teacher and teaching assistant; however all our parents are welcome to contact us at any time if they have any concerns about their child. Again, due the ongoing Covid-19 Pandemic, any such meetings will take place via Microsoft Teams.

Every two years, we invite parents to take part in our Parental Questionnaire. This asks for responses to a series of detailed questions, and also invites comments. The results of these questionnaires are analysed and acted upon wherever possible.

## How will Manor Road consult with your child about their education and how will your child be involved?

All children with an Education, Health & Care Plan are invited to complete a personal form for their Annual Review and they are given assistance to do so. Children are also invited to attend their Annual Review meeting and take part in decisions made about their education.

Class teachers and teaching assistants talk to children with SEND about their IEP/IBPs and take their views into account when setting new targets.

All children are able to attend parents' evening consultations with their parents.

Children with SEND are offered appropriate support when meeting with staff from other agencies, eg Educational Psychologist.

At Manor Road we have an active School Council whose views and thoughts are taken into account. Pupils' views are also sought through our Pupil Questionnaire.

## **What arrangements are made by the governing body relating to the treatment of complaints from parents of pupils with SEND concerning the provision made at school?**

In the event of a complaint, we find that most issues can usually be resolved through discussion with the Headteacher and we encourage dialogue to try and resolve any issues together without having to instigate the formal complaints process. However, in the event that this is not possible, parents can access our formal Complaints Procedures on the school website.

## **How does the governing body involve other bodies, including health and social services bodies, local authority support services and voluntary organisations in meeting the needs of pupils with SEND and in supporting the families of such pupils?**

The Chair of our governing body meets regularly with the Headteacher/SENCO to discuss school needs and the involvement of outside agencies. The Headteacher produces a termly report for governors which contains an SEND update. This is discussed at each full governing body meeting.

## **How can you contact support services for parents of children with SEN?**

The best people to contact if you have any queries with regard to SEND provision at Manor Road are:

Headteacher/SENCO: Karen Marshall ([head@manorroad.lancs.sch.uk](mailto:head@manorroad.lancs.sch.uk))

SEN Support/PSA: Debra Conway ([dconway@manorroad.lancs.sch.uk](mailto:dconway@manorroad.lancs.sch.uk))

Chair of Governors: Nick Hodson ([chair@manorroad.lancs.sch.uk](mailto:chair@manorroad.lancs.sch.uk))

Additional advice and support is available from the SEND Information Advice and Support Service who can be contacted on 0300 123 6706 or by visiting <http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities.aspx>

Our SENDO (Special Educational Needs and Disability Officer) is Julie Cadwallader; our SEND Case Manager is Kelly Hayes; our Assistant SEND Case Manager is Lisa Gresty and our SEND Case Worker is Colin Heppell. They can be contacted at:

SEND, 4<sup>th</sup> Floor, Joint Divisional Offices, East Cliff, Preston, PR1 3JT. Telephone 01772 531597.

You can access the Local Authority's Local Offer by visiting <http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/about-lancashires-local-offer.aspx>

You can access our own Local Offer by visiting the school website at [www.manorroad.lancs.sch.uk](http://www.manorroad.lancs.sch.uk) and following the link under 'Inclusion'. Alternatively you can request a paper copy from the school office.

## How will Manor Road Primary School prepare and support your child to join the school or transfer to the next stage of education?

Under normal circumstances, At Manor Road we have a thorough induction process for all children starting our Foundation Stage. Children are usually invited to a number of sessions during the last half term of the school year prior to starting school in September. Our Foundation Stage staff meet with parents to gather as much information as possible about their child. Decisions regarding our induction process for children starting school in September 2021 will be taken with consideration to the Covid-19 situation at the time.

During the last few weeks of the Summer Term, we have 'Moving Up Mornings' when children spend sessions in the class they will move into the following September.

Children in Year 6 will be informed of their High School in April of each year and at Manor Road we are very proactive in seeking support from high schools to ensure a smooth transition for any pupil with SEND. Year 7 Co-Ordinators from most high schools visit us to find out about the children who will be attending their schools. Depending upon the needs of the child, transition may also include:

- Contact with the high school SENCO
- Extra visits to high school
- Staff from high school visiting children at Manor Road
- All relevant documentation shared with high school

In addition to this, if your child has an EHC Plan, we will invite the SENCO of your first choice of high school to attend your child's Transition Review.